MARY MILLER JUNIOR HIGH SCHOOL
PARENT AND STUDENT HANDBOOK

Dr. JEAN M. NEAL – SUPERINTENDENT
Mr. JOSHUA CAVANAUGH – PRINCIPAL

Table of Contents

2 GENERAL SCHOOL/DISTRICT INFO
2 GRF CUSD #4 Information
2 Welcome to MMJH
2 GRF #4 Vision Statement
2 MMJH Mission Statement
2 Student Rights and Responsibilities
2 Visitors
3 Parking
3 Arrival & Dismissal Procedures

3 STUDENT ATTENDANCE
3 Attendance
3 Student Absence
4 Release Time for Religious Instruction
4 Home & Hospital Instruction
5 Make-Up Work
5 Pre-Arranged Absence
5 Truancy
5 Tardiness to School & Class
6 Withdrawal from School

6 LEARNING & ASSESSMENT
6 Standardized Assessment
6 Grading and Promotion
6 Exemption from PE
7 Bus Transportation
8 Bus Conduct

8 DISCIPLINE & CONDUCT
8 General Building Conduct
8 School Dress Code
9 Prohibited Student Conduct
11 When & Where Conduct Rules Apply
11 Attendance at Extracurricular Activities
12 Cafeteria Rules
12 Disciplinary Measures
13 Detention/DSR Rules
14 Corporal Punishment
14 Isolated Time outs and Physical Restraint
14 Discipline Referral Procedures
14 Weapons Prohibition
15 Gang and Gang Activity Prohibited
15 Re-Engagement of Returning Students
15 Prevention of Bullying, Intimidation

16 HARASSMENT & DATING VIOLENCE
16 Sexual Harassment Prohibited
17 Teen Dating Violence Prohibited
17 Making a Complaint; Enforcement

17 DISCIPLINE OF SPECIAL ED. STUDENTS
17 Behavioral Interventions

18 STUDENT FEES
18 Fines, Fees, & Charges; Waivers
18 Material Fees
18 Textbooks
18 Lockers

19 HEALTH & SAFETY INFO.
19 Required Health Exams & Immunizations
19 Eye Examination
19 Dental Examination
19 Communicable Diseases
19 Head Lice
20 Student Medication
20 Self-Administration of Medication
20 Administration of Medical Cannabis
20 Undesignated Medications
20 Overnight Field Trips – Medical Information/Medications
21 Emergency Aid to Students
21 Guidance & Counseling
21 Social & Emotional Wellness
21 Suicide & Depression Awareness
21 Wellness
21 Students with Food Allergies
21 Care of Students with Diabetes
22 Care of Students with Seizure Disorder
22 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Abuse

22 TECHNOLOGY
22 Technology Acceptable Use
24 Access to Non-School Sponsored Publications
24 Filtering, Monitoring & Review
25 S.O.P.P.A. Information

25 ATHLETICS & EXTRA-CURRICULAR
25 Requirements
25 Eligibility Policy
26 Code of Conduct
26 Behavioral Conduct
26 Rules in Effect
27 Conduct at Athletic Events
27 Drugs, Alcohol & Tobacco
27 Due Process Procedures
28 Concussions & Head Injuries

28 SPECIAL PROGRAMS
28 Response to Intervention
28 Students with Disabilities
29 Evaluation or Observation
29 Title I
29 NCLB
29 Related Service Log
29 English Language Learners
30 Homeless Child's Rights

30 STUDENT INFORMATION
30 Student Information Sheet
30 Student Records
32 Search and Seizure
32 School Property
32 Periodic Locker Checks
32 Student Search
32 Seizure of Property
33 Surveys by 3rd Parties
33 Surveys Requesting Personal Information
33 Instructional Material
33 Sex Education Instruction
33 Field Trips
33 Teacher Qualifications
34 Animals on School Property

34 GENERAL INFORMATION
34 Assignment Books/Planners
34 Accidents
34 Telephone
34 Bicycles
34 Fidget Objects
34 Water Bottles
34 Emergency School Closing
34 Video Monitoring System
35 Sex Offender Notification

35 LAWS, NOTICES, POLICIES & FORMS
35 Asbestos Management
35 Pesticide Application Notice
35 Mandated Reporters
35 Sex Offender/Violent Offender Notification
35 Equal Opportunity and Sex Equity
35 Accommodating Individuals w/Disabilities
36 School Visitation Rights
36 Sex Discrimination
36 Critical Incidence Information
36 Emergency Information
36 Safety Drill and Conduct
36 Evacuation Sites
37 School Violence Tip Line
37 Pandemic School Operations
37 Faith's Law Notifications
37 Sexual Abuse Response and Prevention Resource Guide
37 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited
37 Examples of Prohibited Conduct
38 Federal and State Agencies
38 Prevention and Response Program
38 Enforcement
39 Student/Parent Acknowledgement

GENERAL SCHOOL/DISTRICT INFORMATION

Georgetown-Ridge Farm CUSD #4 Information

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (www.grf.k12.il.us) or at the Board office: Georgetown-Ridge Farm CUSD 4 Administration Office, 502 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	Eric Flessner, Member	Heather Roberts, Member
Mark Learnard, Vice-President	Greg, Emmert, Member	Dennis Smith, Member
Betsy Daily, Secretary		

Mary Miller Junior High is located and may be contacted at:
414 West West St.
Georgetown, IL 61846
Phone: 217-662-6606 Fax: 217-662-6345

Welcome to Mary Miller Junior High

We would like to welcome all students and their families to Mary Miller Junior High School (MMJH). The policies and procedures of MMJH are contained in this handbook. Students and parents are advised to read the handbook carefully and keep it in a convenient place so that you may use it as a reference. Activities and experiences within our school will help prepare you to live a better life and to find your place in this complex society. Remember, your success will be directly proportional to your efforts.

Georgetown-Ridge Farm CUSD#4 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

Mary Miller Junior High School Mission Statement

To ensure successful, prepared, and lifelong learners, MMJH will provide a safe, supportive environment and the highest quality education that meets the students' individual needs, motivates them to excel, and allows them to become self-sufficient adults.

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 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 trespass and/or disruptive behavior.

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied 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 roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

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

Parking

Those dropping off and picking up students must do so in the front/north location from 7:20 am–2:45 pm. Vehicles MAY NOT be parked or located in the bus area at ANY TIME. Vehicles in these locations may be ticketed and/or towed by the police.

Arrival and 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 enter the building at 7:30 am and must go to the cafeteria or to a teacher's classroom if previous arrangements have been made. Car riders and walkers will use the front doors (north entrance) to enter the school. Bus students may enter the building using the east doors. **Students are not to leave the cafeteria without permission from the supervising adult.** Students need to clean their areas before leaving. Regular dismissal is 2:20 pm. A student may leave school grounds if the departure has been approved by the parent/guardian and school secretaries, or administration. Parents may grant permission to leave school for illness, appointments, or an extreme family emergency by writing a note, by calling the school, or in person at the time of check-out.

Any student that enters the building after the first period has begun must check in at the office before going to class.

STUDENT ATTENDANCE

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.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable

concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal. 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.

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.

Once a student has reached a total of 9 absences (excused or unexcused), any additional absences will require documentation explaining the reason for the student's absence – doctor's note, appointment card, or court appearance letter. Any absence that does not meet these criteria will be considered unexcused. Students will be excused for the treatment of head lice for a period of two days only. Each subsequent day will be counted as an unexcused absence.

Doctor's notes could be required for a tardy arrival or early departure to be marked as excused.

Skipping school or leaving the school grounds without permission once a student has arrived is prohibited. The first offense may result in one week of detention. The second offense may result in a three day suspension and parent conference.

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

In the event of any absence, the student's parent/guardian is required to call the school at 217-662-6606 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 will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

If a student is absent from school, they are not to be on school property at the end of the school day. Disciplinary action at the discretion of administration will occur.

Release Time for Religious Instruction/Observance or Civic Event

A student will be released from school, as an excused absence, to observe a religious holiday, religious instruction, or one, day-long excused absence per school year for the purpose of attending a civic event. The student's parent/guardian must complete the Leave Request Form and give written notice to the building principal at least 10 calendar days before the student's anticipated absence. Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement for equivalent academic credit.

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 or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.

2. For up to three months after the child's birth or a miscarriage.

3. When a student must care for his or her ill child if:

a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and

b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.

4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

For information on home or hospital instruction, contact: Josh Cavanaugh, Building Principal, 217-662-6606.

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. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. If a major project (i.e. research paper, class project) is due during the suspension, it is the responsibility of the parent/guardian to make sure it is turned in by the due date. Students who are unexcused from school may not be allowed to make up missed work.

Pre-Arranged Absence

Students that must be gone shall request a pre-arranged absence form no later than a week in advance. This form must be completed prior to the requested absence. Teachers are not required to give assignments prior to the absence. However, most teachers will accommodate a request for homework. Any homework that is given to the student, prior to the absence, must be completed and returned on the day the student returns to school. Upon returning to school, the student must make up any work including tests, quizzes, assignments, projects and final exams that were not given to them prior to the absence.

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

Tardiness to School and Classes

Students who are tardy to school must receive a late slip from the office before being admitted to class. There are no distinctions made between unexcused and excused tardies to school. Students are allowed four tardies, for any reason, per semester, before time after school is assigned. Disciplinary action may include: verbal warning, written warning to parents, detentions, or supervised study. Excessive tardiness may be referred to the Truancy Officer.

Tardiness between classes should be avoided except in case of emergency. Classroom discipline for tardiness to class will be handled at the discretion of the teacher.

Withdrawal from School

The office should be notified of any student's withdrawal from school regardless of the reason or length of absence. A parent must sign a record-release form in order to transfer student records from this school to another school district. NO records will be sent until all obligations to the school have been met, return of all school owned property has been verified, and all fines paid.

LEARNING AND ASSESSMENT

Standardized Assessment

The Illinois Assessment for Readiness (IAR) measures individual student achievement relative to the new Illinois Learning Standards. Students and parents/guardians should be aware that students in grades 6-8 will take standardized tests on IAR. 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.

Throughout the course of the school year, various other standardized tests will be administered. All students take AIMSweb universal screening tests at periodic intervals.

Grading and Promotion

School report cards are issued to students on a quarterly basis. The report cards at MMJH are distributed at the close of each nine weeks of school. For questions regarding grades, please contact the classroom teacher. Report cards may not be issued if any fees or fines are owed.

An honor roll will be published at the end of each grading period. This is not an average or point system. It will be an all A or B honor roll. One grade lower than a B will eliminate a student from the honor roll.

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/or other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Retention is justifiable in cases where achievement is below standard if caused by frequent or prolonged absence or lack of effort by a capable student. The retention committee will follow Board of Education Policy. The staff of MMJH may recommend retention if students don't meet the following guidelines:

- Students must be passing at least four academic areas on the yearly average on the report card. These include math, science, social studies, English language arts (ELA), and physical education.
- If students are not passing four or more academic areas, they may take a cumulative final exam in each failing subject or may be eligible for summer school if they meet the following criteria:
    - Must have a year-end grade of at least 50% in the class/classes in question
    - Be in attendance for at least 75% of the school year.
- If they pass at least four classes between their grades and/or the semester exams, they may move on to the next grade level.

Final exams, when necessary for promotion, will be given prior to the end of the school year. Students/parents/guardians will be notified of the day and time. Students promoted to the ninth grade must pass two years of math in grades six through eight to enter the three year high school math sequence (Algebra, Geometry, Algebra II) required for graduation. Students that have not passed two years of math will be placed in the four year sequence of high school math (Transition to Algebra, Algebra, Geometry, Algebra II).

Exemption from Physical Education Requirement [K-8]

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.

Students with an Individualized Education Program may also be excused from physical education courses in the following situations:

1. He/she is in grades 3-12, the IEP requires that special education support and services be provided during physical education time and the parent/guardian agrees or the IEP team makes the determination or

2. He/she has an IEP, is participating in an adaptive athletic program outside of the school setting, and the parent/guardian documents the student's participation as required by the superintendent or designee.

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

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

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

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

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 administration.

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

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

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

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

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

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact: Mr. Kevin Thomas, Assistant Superintendent of Georgetown-Ridge Farm CUSD#4 at 217-662-8488.

Bus Conduct

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

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

DISCIPLINE AND CONDUCT

General Building Conduct

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

- Teachers are in charge of their classrooms. Students should act and speak in a manner that follows classroom rules and is respectful.
- Have necessary books, materials, supplies, and equipment and be ready to begin work when class begins.
- Students shall not run, talk loudly, or yell in the hallways nor shall they push, shove, or hit others.
- Writing or drawing on oneself or others, including clothing, is prohibited.
- Sunglasses, safety glasses, hats, bandanas, hoods, coats, and jackets shall not be worn in the building. These items brought or worn to school shall be removed before entering the building and immediately placed in the student's locker.
- Students are to refrain from public displays of affection.
- Students shall respect individual and school property. Do not write on walls or desks, deface 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.
- Electronic devices are not allowed without permission.
- Profanity, name calling, and defiant language are not permitted.
- Chewing gum is not permitted in the building.
- Cheating is not allowed. The first offense will result in a zero and parents/guardians will be notified. The second offense will result in more severe consequences.
- Buying, selling, and trading personal items at school is prohibited. The school will not be responsible for resolving any conflicts that arise as a result of not following this rule.
- During times of snowfall, students are not allowed to throw snowballs on any school property.
- No student may be in the locker room unsupervised before, during, or after school.

School Dress Code and 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 to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption to 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. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

- Any student whose clothing 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.

- Pants and shorts are to be worn above the hip while on school property and/or in attendance at school-sponsored activities. Pajama pants are not allowed. Sagging pants will not be tolerated.
- Student dress (including accessories and tattoos) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- 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, coats, bandanas, hoods of sweatshirts, sweat bands, chains, backpacks, and sunglasses may not be worn in the building during the school day unless approved by the administration. Any item brought or worn to school shall be removed before entering the building and immediately placed in the student's locker.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted.
- Clothing with holes, rips, and/or tears above mid-thigh that expose skin or undergarments are not allowed. Shorts and skirts must cover buttocks and undergarments while in the sitting positions.
- Clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- Yoga pants, leggings, and extreme form-fitting pants must be 100% opaque.
- No off-the-shoulder tops, crop tops, cut-off/altered shirts will be worn. There shall be no low cut or plunging neck/collar lines. Shirts should be at sufficient length that they could be tucked in. Shirts with oversized sleeve openings, including racerback shirts, or that are off the shoulders are not allowed. Shirts must have shoulder straps at least 2 inches wide.
- Appropriate footwear must be worn at all times. House slippers may not be worn.
- All book bags, purses, and coats are to be stored in lockers during school hours. They are not permitted in the halls, classrooms, locker room, or cafeteria.
- Sweatshirts, hoodies, zip-up jackets, and sweaters are to be worn properly at all times or stored in their locker and may not be tied around the waist.
- If there is any doubt about dress and appearance, the building principal or assistant principal will make the final decision.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, 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.
i. 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.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, smartwatch, 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 (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.
24. "Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

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/e Learning.

Attendance at Extracurricular Activities

Attendance at school-sponsored extracurricular activities is a privilege. A student must meet eligibility and attendance requirements to attend athletic events, dances, and other extracurricular activities. Only students who attend MMJH may attend school sponsored dances. All school rules, including the school's discipline code and dress code are in effect during school-sponsored extracurricular activities. In particular, students shall not:

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

8. Leave a school dance early, unless a parent/guardian makes arrangements with the supervising adult.

Any student who violates the school's discipline code may be required to leave the activity immediately and the parent/guardian of that student may be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Cafeteria Rules

MMJH is a closed campus. Students must eat lunch at school unless their parent/guardian secures permission from the office in advance to take them off campus for lunch. Drinks brought into school for breakfast or lunch are to fall within these guidelines:

- Any drinks for morning cafeteria time are to be finished and the container disposed of at the time of dismissal to class.
- Any drink to be stored in a locker for lunch must be kept sealed until lunch time. Cups with lids are not to be kept in lockers.
- Any drink for lunch time may not exceed a twelve ounce can or twenty ounce bottle. Should a student bring a larger drink, they will be given a cup to fill and the rest will be discarded.
- Energy drinks are not allowed at any time.

Students at breakfast should check in with breakfast staff after making their breakfast selections and select at least three times when eating.

There are specific procedures followed during lunch hour. We also expect student behavior in the cafeteria to be based on courtesy and cleanliness. Following is a list of procedures and rules:

- Students should enter the cafeteria and sit at their assigned tables.
- Students should go through the lunch line in alphabetical order by table.
- Students eating hot lunch are required by state law to take at least three items.
- Students are not to leave the cafeteria without permission.
- Students will be respectful and not argue with lunchroom staff.
- Students are not to throw food or other objects.

Students are expected to abide by the rules and procedures listed. Failure to comply may result in discipline at the discretion of the administration.

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.

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

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

1. Written warnings – Written warnings will only be used the 1st nine weeks of school. Students should be familiar with the classroom and school rules after the 1st nine weeks thus, a written warning will no longer be necessary.
2. Notifying parents/guardians.
3. Disciplinary conference.
4. Withholding of privileges.
5. Return of property or restitution for lost, stolen or damaged property.
6. Classroom detention (see more information below).
7. Temporary removal from the classroom.
8. Referral to the office – Students who continue to disrupt the learning environment of the classroom after significant attempts by the teacher have been made to improve the behavior, may be removed from class. The teacher, as soon as possible, will report to the principal the circumstances leading to the removal of the student from class. The student will report to the

office and/or school counselor to review the situation and determine appropriate solutions the student may employ to have a successful return to the classroom. Should a student be removed from a classroom situation two times during the course of a day, they will be referred for disciplinary action, which may include a suspension.

9. In-school suspension/Directed Study Room (DSR) (see more information below).
10. 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.)
11. Community service.
12. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
13. Suspension of bus riding privileges.
14. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds. In the case of a suspension at all levels, appropriate school personnel will have contact with parent/guardian.
15. 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. At the discretion of the Board of Education, said student may be permitted to complete a required examination in order to receive credit for courses taken in the current semester or current year.
16. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
17. 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.

Detention/DSR Rules

Students may be required to serve detentions before or after school as a disciplinary measure. Detentions assigned will be served on the day and at the time set by the staff member who gives the detention. This includes students transported by bus.

As disruptive behavior detracts from constructive school time, it is fair and reasonable to expect a student to sacrifice a portion of his/her free time to compensate for such unacceptable behavior. A detention serves the purpose of reminding the student that when behavior becomes a problem, he/she will make up for the time wasted in dealing with misbehavior.

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 on his/her return to school. Upon assigning a classroom detention, the teacher will contact the parent to explain the misbehavior and schedule the time for the detention to be served. Should a student not serve the detention, they will receive further disciplinary consequences.

Students are to bring schoolwork to detention and are to work on it during that time. Sleeping or talking will not be allowed during detention time. Should a student misbehave during a detention, he/she will be dismissed from the room and the misbehavior will be reported to the principal. The student will meet with the principal, the parent/guardian will be called and the student may be suspended from school. The principals will determine the length of the suspension at that time.

All students will be given advance written notice of detentions and parents/guardians will be contacted.

The Directed Study Room (DSR) at MMJH is established to provide an alternative to out-of-school suspension (OSS) for all or part of a day. Those students assigned to DSR do not attend regular classes, but continue the educational process at school. The following apply to the function of DSR:

1. Misbehavior or refusal to accept assignment to the DSR may result in an immediate OSS with the length determined by administration.
2. If a student is in DSR, they may not participate in extracurricular activities that day.
3. Students may be referred to DSR for other inappropriate behavior.
4. DSR will be monitored by a staff member. Students will be provided with educational materials that they will be required to complete. It will be the student's responsibility to obtain the regular classroom assignments that they will miss while serving their time in DSR. Students will receive credit for completed homework assignments provided they are turned in on time.

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. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law.

Isolated Time outs 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.

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.
- 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:
    - 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.
    - If there are still concerns, contact the principal
    - If the problem is still not resolved, contact the superintendent to discuss the problem
    - Finally if there is still no resolution, contact the school board.

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, 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 two calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United 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 school 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 school 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; (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, or (5) 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.

Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge 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, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) 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.

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.

Nondiscrimination Coordinator: Dr. Jean Neal, Superintendent, 502 Mulberry Street, Georgetown, IL 61846, jneal@gobuffaloes.org, 217-662-8488

Complaint Manager: Josh Cavanaugh, Principal, 414 West West Street, Georgetown, IL 61846, jcavanaugh@gobuffaloes.org, 217-662-6606.

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.

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.

HARASSMENT & TEEN DATING VIOLENCE PROHIBITED

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; 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

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.

Nondiscrimination Coordinator: Dr. Jean Neal, Superintendent, 502 Mulberry Street, Georgetown, IL 61846, jneal@gobuffaloes.org, 217-662-8488

Title IX Coordinator: Dr. Jean Neal, Superintendent, 502 Mulberry Street, Georgetown, IL 61846, jneal@gobuffaloes.org, 217-662-8488

Complaint Manager: Josh Cavanaugh, Principal, 414 West West Street, Georgetown, IL 61846, jcavanaugh@gobuffaloes.org, 217-662-6606

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

Investigation Process

All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

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/guardian, 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.

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 with 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.

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 intervention for children with disabilities.

STUDENT FEES

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

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

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

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

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

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

Material Fees

The Board of Education, prior to the opening of school, sets the material fees. Please consult the Danville Commercial News or the Georgetown Independent News during the month of August for specific amounts.

Textbooks

Textbooks are furnished to each student without charge. The student should take good care of them. The student responsible for them will pay for all damaged books. For his/her own protection, a student should put his/her name in ink in each book.

Lockers

Lock rental is $5.00 per year. Lockers are assigned and combination locks are rented to students at the beginning of the year by the office. Students will receive two locks (one for their hall locker and one for P.E.). All locks will be turned in at the end of the year. If you have lost or damaged your lock the replacement fee is $5.00 per lock. SCHOOL LOCKS ONLY will be used on the lockers at MMJH. Your locker should be kept locked at all times. The security of personal property is the individual responsibility of each student. The school cannot and will not accept responsibility for the valuables of students. Do not under any circumstances reveal your combination to anyone else. Try not to let anyone learn your combination. DO NOT SHARE LOCKERS.

Each student is responsible for keeping his/her assigned locker clean, both inside and out. No opened drinks bottles, cans or glasses are allowed inside student lockers. Damages caused by misuse of tape, etc. will be charged to the student responsible. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or special valuables in their locker. Take such items to the office for safekeeping. Generally speaking, large sums of money or items of sizable value should not be brought to school.

School lockers and P.E. lockers are the property of the School District. From time to time, student lockers may be opened for purposes of ensuring compliance with school regulations and to protect the health and education of the other students. School employees who have a reasonable suspicion that a student has placed illegal or dangerous materials or substances in any locker must notify the building administration. The administration may search the locker with or without the student's knowledge or consent.

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 ages of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reason(s) causing the delay. The schedule and statement of medical reason(s) must be signed by an appropriate medical professional.

Eye Examination

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

Dental Examination

All students entering kindergarten, second, sixth and ninth 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.

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 requirements if the student's parent/guardian shows an undue burden or lack of 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 requirements if the student's parent/guardian shows an undue burden or a lack of access to a dentist.
6.

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/guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent/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 the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Students found to have head lice will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to the 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 or building principal and the child is determined to be free of the head lice. 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 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).

Overnight Field Trips- Medical Information/Medications

All overnight field trips require an overnight field trip authorization form to be completed by parent/guardian prior to the field trip and given to the nurse 10 days in advance.

If a student needs medication for the overnight field trip and a parent/guardian is not going, an authorization for administering medication for overnight field trip form needs to be completed by the parent/guardian and doctor and medications need to be brought to the school nurse 10 days prior to the field trip.

Emergency Aid to Students

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

Guidance and Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Under Illinois law. any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

Social and 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.

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. Awareness and prevention of suicide and depression are important goals of the school district.

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

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 with 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.

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 662-6606.

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 support 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.

Care of Students With Diabetes

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

Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

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. For further information, please contact the building principal.

Care of Students With Seizure Disorder

Parents of students with seizure disorder are hereby requested to supply a seizure action plan and or care plan annually along with any emergency medication/supplies so that the school may provide the best plan possible for your student.

Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

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

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

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

Article 26A Resource Person:

Nondiscrimination Coordinator: Dr. Jean Neal, Superintendent, 502 Mulberry Street, Georgetown, IL 61846, jneal@gobuffaloes.org, 217-662-8488

Title IX Coordinator: Dr. Jean Neal, Superintendent, 502 Mulberry Street, Georgetown, IL 61846, jneal@gobuffaloes.org, (217) 662-8488

Complaint Manager: Josh Cavanaugh, Principal, 414 West West Street, Georgetown, IL 61846, jcavanaugh@gobuffaloes.org, (217) 662-6606

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

TECHNOLOGY

Technology Acceptable Use Policy

All students will have access to the Internet and are required to sign the Technology Acceptable Use Policy and return it to the office. Parents must also sign all agreements. Students who do not have a Technology Acceptable Use Policy on file will not be allowed to utilize the technology at MMJH. All use of electronic networks must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

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

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

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

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

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

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

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

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

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

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

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

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

a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

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

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

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;

2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;

3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;

4. Is reasonably viewed as promoting illegal drug use;

5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or

6. Encourages or incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Filtering, Monitoring, and Review

Georgetown-Ridge Farm Unit District #4, in order to comply with local, state, and federal laws and 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 or 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 personal information regarding minors
- Material harmful to minors

Errors regarding sites that are not being filtered should be reported immediately to an administrator or the technology supervisor.

Student Online Personal Protection Act

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data. The complete plan is on the district website.

ATHLETICS & EXTRA-CURRICULAR ACTIVITIES

Requirements

Mary Miller Junior High School has a program of interscholastic athletic competition with other schools in cross country, basketball, track and field, baseball, softball, volleyball and archery. Numerous extra-curricular activities are offered as well. During the year, announcements will be made so that those boys and girls interested in participation may sign up for the appropriate tryouts. Since a physical examination is required, parents should make sure their student has a physical on file before practice begins. An examination form is available from the office. The regular health examination can take the place of the sports physical, but the sports physical can NOT count for both

Participation in more than one sport/activity during the same season will be allowed if the practice requirements are compatible, both coaches agree, and the student maintains all other eligibility standards. Both coaches will have to agree beforehand on how the athlete/extracurricular participant will be able to compete and these are presented in writing to the athletic director. No participant shall be removed from the activity because of choosing to participate in one activity over another.

Every student enrolling in an activity must meet the following requirements before beginning practice and/or tryouts:

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.

Students who try out for teams are expected to be guided by the following rules:

1. Adherence to a particular code that might be issued by the school.
2. Regular attendance at practices.
3. Observance of training rules as explained by the coaches.
4. Students must be in attendance one-half of a day in order to participate in an event on that day. The one-half day absence must also be an excused absence. This rule includes Friday attendance for weekend activities. Only building administration may waive this requirement due to extenuating circumstances.
5. All participants must stay at the activity site until dismissed by their sponsor.
6. All students transported to extra-curricular events must ride from the event on the vehicle that took them unless signed permission is given by the parent or guardian for other arrangements. Such signed permission must be given to the person having supervisory responsibility at the location of the event.
7. FULL COOPERATION WITH THE COACHES IN CHARGE.
8. DISPLAY GOOD SPORTSMANSHIP AT ALL TIMES.

Mary Miller Junior High Activity Eligibility Policy

MMJH Eligibility policy is as follows:

1. Students shall be in grades six, seven, or eight and shall not have passed eighth grade standing.

2. Students may not participate in athletic activities for more than one year at any grade level.
3. A student shall have passing work in all school subjects as determined by the eligibility check, which will be compiled on a weekly basis.
4. Passing work shall be defined as work of such a grade that if on any given date students would transfer to another school, passing grades for the subject would immediately be certified by the office on their transcripts to the school to which they transfer.
5. Students receiving one (1) failing grade would be allowed to practice until the next eligibility check but cannot participate in events or contests. Students will be limited to introductions only at pep assemblies and will not be allowed to perform.
6. Students receiving failing grades in the same subject for two (2) consecutive weeks will not be allowed to practice or participate until the failing grade is brought up to passing.
7. Students receiving failing grades in the same subject for three (3) consecutive weeks will be dropped from the activity for the remainder of the grading period.
8. Students receiving two (2) or more failing grades on any eligibility check will not be allowed to practice or participate in an activity until the failing grades are brought up to passing.
9. The Community Unit #4 school board policy and the Illinois Elementary School Association's handbook will be used to determine eligibility questions not answered by the sections above.
10. Eligibility checks for activities with no start date, such as Cheerleading and Dance Team, will begin when practice starts for the activity for which they will be performing.

Athletic Rules and Code Of Conduct

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading, and dance. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders. Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code. Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IESA and this Athletic Code, the most stringent rule will be enforced.

Behavioral Conduct

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

1. Insubordination; or
2. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
4. Hazing, bullying, or harassment of any kind; or
5. Use of profanity; or
6. Exhibition of bad sportsmanship; or
7. Violation of any school rule or regulation or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

Rules In Effect

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term, whichever comes last, and twenty-four hours a day, whether or not school is in session, and including vacation periods and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete's season, whichever comes last.

Suspension From Extra-Curricular Activities

The extra-curricular school year commences with the opening of practice for fall sports as prescribed by the Illinois Elementary School Association and terminates with the last scheduled extracurricular activity of the spring or summer season, whichever comes later.

A suspension from participation in all extra-curricular activities for the day will result for a student who:

1. Is required to serve a Directed Study Room that day.
2. Has an unexcused absence for all or part of that day.

A suspension from participating in extracurricular activities for 90 calendar days for the first offense and for the remainder of the school year for the second offense shall result from the following:

1. Use or possession of tobacco products.
2. Use or possession of illegal drugs.
3. Serious Misconduct: Conduct bringing discredit to the communities of Georgetown and Ridge Farm and/or the student body of Georgetown-Ridge Farm Schools.
4. Arrest resulting in either a finding of guilt and/or admission of guilt.
5. Use or possession of alcoholic beverages.

Extra-curricular activities are defined as: Cross Country, Volleyball, Basketball, Softball, Baseball, Track, Cheerleading, Scholastic Bowl, Yearbook, Student Council, Archery, Destination Imagination, and any other extra-curricular activity, including but not limited to dances/skating parties.

Conduct At Athletic Events

1. Spectators are to remain seated and attentive to the event.
2. Do not run on the bleachers or engage in horseplay. Respect the rights of other spectators to enjoy the contest.
3. Practice good sportsmanship at all times. Negative remarks/comments (i.e."BOOING") will not be tolerated.
4. Do not throw objects of any nature on the floor or playing surface or at any persons.
5. Regular school clothes are recommended to be worn. Hats are not allowed to be worn indoors at any time.
6. Students are permitted to leave the gym only between quarters, at half time, and between games.
7. The concession stand, if available, should be visited at half time and between games if possible. Only bottles with lids will be allowed in the gym.

Drugs, Alcohol And Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, during evenings or weekends, and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Due Process Procedures

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

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

If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

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

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

Sanctions for alcohol and other drug violations, including tobacco, nicotine and products composed purely of caffeine in a loose powdered form, will be based on the following:

First violation

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

Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.
- The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the superintendent or superintendent's designee.
- All students remain subject to the School District's student discipline policy and the school's student/parent handbook.

STUDENT ATHLETES AND CONCUSSIONS AND HEAD INJURIES

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary 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.

SPECIAL PROGRAMS

RESPONSE TO INTERVENTION (RTI)

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. 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.

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.

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 and 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.

NO CHILD LEFT BEHIND (NCLB)

NCLB was signed into law January 8, 2002. It is a revision of the 1965 Elementary and Secondary Act (ESEA). The overall purpose of the law is to ensure that each child in America is able to meet high learning standards of the state in which he/she lives. The following are the goals of the law:

All students will reach high standards, at a minimum attaining proficiency or better in reading and mathematics by 2013-2014; by 2013-2014, all students will be proficient in reading by the end of the third grade; all limited English proficient students will become proficient in English; by 2005-2006, all students will be taught by highly qualified teachers; all students will be educated in learning environments that are safe, drug free, and conducive to learning; all students will graduate from high school.

Georgetown-Ridge Farm School will continue to make improvements through our School Improvement Plan, Parent/Community Involvement, Professional Development, and Partners in Education to ensure that the goals established by this law are met according to the timelines provided.

RELATED SERVICE LOGS

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

ENGLISH LANGUAGE LEARNERS

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs. For questions related to this program or to provide input regarding the school's English Language Learners Program, contact Mrs. Jean M. Neal at Georgetown-Ridge Farm Unit Office. 217-662-8488.

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined by 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.

Questions regarding a homeless child's rights to education may be directed to:

Josh Cavanaugh, Georgetown - Ridge Farm Homeless Liaison, Mary Miller Jr High, 662-6606

Assistance and support for homeless families includes:

- Educational organizations and schools:
  Georgetown-Ridge Farm Education Association
  Georgetown-Ridge Farm High School, Mary Miller Junior High School, and Pine Crest Elementary School
- Food bank and meal & clothing programs:
  Georgetown-Ridge Farm Ministerial Association
  Georgetown Township Food Bank 217-662-8649
  First Church of Christ 217-662-2106 Food Pantry 3rd Thursday of each month from 4:00 to 7:00 and clothing room
- Local service organizations:
  EIFoodbank.org – This website can help with resources – click on Find Help, Vermillion County or call 217-328-3663; Salvation Army in Danville; Georgetown-Ridge Farm Ministerial Association
- Family shelters:
  Your Family Resource Connection (YFRC) in Danville……. (217) 709-0331
- Medical services:
  Aunt Martha's Youth Service ..... 614 N. Vermilion Street, Danville 442-8564, 442-8790
- Other support:
  Center for Children's Services ..... 702 N. Logan Street, Danville 446-1300
  Crosspoint Human Services ..... 210 Avenue C, Danville 442-3200
  The Center for Youth and Family Solution..... 102 N. Robinson, Danville 443-1772

STUDENT 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 copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges $.35 per page for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; A 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, 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.

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

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

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

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

Name, Address, Grade level, Birth date, 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.

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

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

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

7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefit 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.

8. 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

Search and Seizure

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

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

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

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. To maintain a safe and disciplined learning environment, the district reserves the right under reasonable suspicion to utilize metal detector wand searches on school grounds and at school-sponsored activities.

Periodic Locker Checks

Administration may do periodic random locker checks to help reduce the possibility of a student bringing illegal material to school.

Student Search

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 the 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 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.

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.

Surveys by Third Parties

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

Surveys Requesting Personal Information

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

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

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.

Sex Education Instruction

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

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

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 may be prohibited from attending field trips for any of the following reasons: failure to receive appropriate permission from parent/guardian or teacher; failure to complete appropriate coursework; behavioral or safety concerns; denial of permission from administration; and/or other reasons as determined by the school.

Teacher Qualifications

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

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

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

Animals on School Property

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

GENERAL INFORMATION

Assignment Books/Planners

Each student will receive an assignment book at the beginning of the school year to assist with organizational skills.

Accidents

Every accident in the school building, on the school campus, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the principal's office.

Telephone

Students will be allowed to use the office telephone for emergency use only. The use of the phone in the office is a privilege. It should be used only when absolutely necessary. The phone is NOT for routine calls caused by a lack of planning or irresponsibility on the part of the student.

Bicycles

Students who ride bicycles to school must park them in the racks provided at the east end of the Junior High building. Students are required to walk bicycles to and from the racks while on school property. The school will assume no responsibility for the safety of your bicycles. All bicycles should be locked to deter theft.

Fidget Objects

Teacher teams will determine on a case by case basis if students need to use fidget devices in order to find academic success (spinners, cubes, etc.) in class. Any student using fidget devices without permission from their grade level teacher team will have the device confiscated. They are not to be used in PE, passing periods, computer lab, cafeteria or nonacademic areas.

Water Bottles

Plain water bottles may be used at school. Water must be in a clear, plastic, sealable container and may be refilled at the water filling stations. Glass containers are not allowed.

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/text through our School 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 School Notification message for possible early dismissal information if bad weather or other emergency situations should occur during the day. If we dismiss early for an emergency or poor weather conditions, all after-school functions are automatically canceled.

Video And Audio Monitoring Systems

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

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.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

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. A three-year inspection was completed in August 2001.

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 Josh Cavanaugh, Mary Miller Junior High School Principal, at (217) 662-6606. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

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.

Equal Opportunity And Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex, ~~or~~ sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact the nondiscrimination coordinator: Dr. Jean M. Neal, Superintendent, 502 Mulberry Street, Georgetown, IL 61846, telephone (217) 662-8488.

Accommodating Individuals With Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, and/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. 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, 502 Mulberry Street, Georgetown, IL 61846, (217) 662-8488.

Information Regarding Critical Incident Situations

The administration and teaching staff of Mary Miller Junior High School and the Georgetown-Ridge Farm Superintendent and Board of Education are committed to providing a safe and secure environment for your children.

You are the best observer of your student's behavior. Therefore, please watch for the following signs that could indicate the potential risk of crime, violence, or drug abuse:

- Grades begin to fall off
- Child spends a lot of time alone (depression)/change in friends
- Sudden change in clothing or style of dress
- Shortened temper and sudden outbursts of anger/Threats of violence to self or others
- History of bullying/persistent disregard for or refusal to follow rules
- Expressions of violence in drawings and writings/cruelty to animals
- Access to large amounts of cash
- Fascination with weapons/involvement with or interest in gangs

No single indicator should be reason for alarm or concern, especially with adolescents. However, multiple indicators may suggest potential risk. If you have a concern, please call your family physician or school counselor. Also inform any other adults to whom your child is close. Students in need of help will be given every opportunity to receive those services at school or in the community. Most importantly – keep the lines of communication open and know where your children are at all times. Visit with the parents or guardians of your children's friends.

Emergency Information

All Disaster/Emergency Plans are located in the Mary Miller Junior High Safe Schools Critical Incidents Manual. These manuals are located in each room throughout the school and will be reviewed with the students by staff members. Drills will be conducted periodically, and students will be shown where to go or what to do if an evacuation or lock-down becomes necessary.

All schools in the district use crisis management language. This is important for your student to know so that they can respond appropriately.

Safety Drill Procedures And Conduct

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

Evacuation Sites

If students need to vacate the school premises, they are to report to Georgetown-Ridge Farm High School. If GRHS is involved in the incident, students should report to First Church of Christ (FCOC) on Main Street. If by some chance a student cannot get to the high school or First Church of Christ, they should call Georgetown City Hall at 662-2525 to state their whereabouts so we can account for all students.

Parents should not come to school if an emergency should arise. In order for us to ensure the safety of all students, we need them to be picked up and checked out from our evacuation site (Georgetown-Ridge Farm High School or First Church of Christ). If you need

any information on the situation or about your student, please call Georgetown City Hall at (217) 662-2525. We will have staff at that location to answer phones.

School Violence Tip-Line

The Illinois State Police will administer the School Violence Tip-Line which will provide a means for students to report threats of violence and weapon violations on school grounds. The statewide toll-free number, 1-800-477-0024, will be physically answered at the ISP Communications Center in Springfield. This is an anonymous phone line.

State police employees who will forward the information to the local sheriff or police department and the appropriate ISP district will answer calls. The local law enforcement agency will be responsible for notifying the school at which the violent act is supposed to occur. If the school is not in their community, they will ensure that the proper law enforcement agency and school are notified immediately.

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency. During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Refer to the district website for the full plan.

Faith's Law Notifications

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. Linked here: **GRF Board Manal**

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.

DISCRIMINATION AND HARASSMENT ON THE BASIS OF RACE, COLOR, AND NATIONAL ORIGIN PROHIBITED

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

Examples of Prohibited Conduct

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

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

Making a Report or Complaint; Investigation Process

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

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

Federal and State Agencies

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

Prevention and Response Program

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

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

Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

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

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

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

_____ _____

Student Signature Date

Parent/Guardian Acknowledgement

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

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

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

_____ _____

Parent/Guardian Signature Date