

This planner belongs to:

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_





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**1.000 Student Handbook Acknowledgement**

Dear Student,

Please complete the following form and return to the office. Thank you!

Student Name: \_\_\_\_\_

To: Farmington Central CUSD #265

I have reviewed the Student/Parent Handbook) in an effort to promote a better understanding of Farmington Central CUSD #265 rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date



## **1.100 General School Information**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District office.

The School Board governs the school district, and is elected by the community. Current School Board members are:

Alex Slack, President  
Travis Mahr, Vice-President  
Dustin Blunier, Secretary  
Stuart Cunningham  
Eric Stanley  
Daniel Gorsuch  
Keith Depperman

The School Board has hired the following administrative staff to operate the school:

Dr. Zac Chatterton, Superintendent  
Mr. Clint Mathewson, Elementary Principal  
Mr. Nick Hoffmann, Assistant Elementary Principal  
Mr. Christopher Uptmor, Jr. High School Principal  
Mr. Dennis McMillin, High School Principal  
kMr. Jeff Otto, District Activities Director  
Mr. Toby Vallas, Director of Student Services, Transportation  
Mr. Joe Bohannon, Special Education Director

### **DISTRICT VISION STATEMENT**

The Mission of Farmington Central CUSD #265 is to:  
Encourage Potential: Harvest Excellence

### **SCHOOL SONG**

Hail Farmington, our Alma Mater, Loyal and True we'll be;  
Forever holding our banners for all to see! RAH! RAH! RAH!  
On team, we know that you will fight,  
So keep cool and play with all your might!  
So fight for Farmington: Now go team-victory!  
F-F-F-A-R-M-M-M-I-N-G-G-T-O-N FARMINGTON!!!

**1.021 Awareness and Prevention of Child Sexual Abuse,**  
**Grooming Behaviors, and Boundary Violations**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

**Warning signs of child sexual abuse**

Warning signs of child sexual abuse include the following:

*Physical signs*

1. Sexually transmitted infections (STI's) or other genital infections.
2. Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing.
3. Unusual weight gain or loss.

*Behavioral signs*

1. Excessive talk about knowledge of sexual topics.
2. Keeping secrets.
3. Not talking as much as usual.
4. Not wanting to be left alone with certain people or being afraid to be away from primary caregivers.
5. Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting.
6. Overly compliant behavior.
7. Sexual behavior that is inappropriate for the child's age.
8. Spending an unusual amount of time alone.
9. Trying to avoid removing clothing to change or bathe.

*Emotional signs*

1. Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating.
2. Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down".
3. Change in mood or personality, such as increased aggression.
4. Decrease in confidence or self-image.
5. Anxiety, excessive worry, or fearfulness.
6. Increase in unexplained health problems such as stomach aches and headaches.
7. Loss or decrease in interest in school, activities, and friends.
8. Nightmares or fear of being alone at night.
9. Self-harming behaviors or expressing thoughts of suicide or suicidal behavior.
10. Failing grades.
11. Drug or alcohol use

**Warning Signs of Grooming Behaviors**

School and district employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as:

1. Any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity.



2. By an employee with direct contact with a student.
3. That is directed toward or with a student to establish a romantic or sexual relationship with the student.

Examples of grooming behaviors include, but are not limited to, the following behaviors:

1. Sexual or romantic invitations to a student.
2. Dating or soliciting a date from a student.
3. Engaging in sexualized or romantic dialog with a student.
4. Making sexually suggestive comments that are directed toward or with a student.
5. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
6. Sexual, indecent, romantic, or erotic contact with a student.
7. Failing to respect boundaries or listening when a student says “no”.
8. Engaging in touching that a student or student’s parents/guardians have indicated is unwanted.
9. Trying to be a student’s friend rather than filling an adult role in the student’s life.
10. Failing to maintain age-appropriate relationships with students.
11. Talking with students about personal problems or relationships.
12. Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student.
13. Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors.
14. Giving a student gifts without occasion or reason.
15. Spending a lot of time with a student.
16. Restricting a student’s access to other adults.

#### Warning Signs of Boundary Violations

School and district employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

1. Favoring a certain student by inviting the student to “hang out” or by granting special privileges.
2. Engaging in peer-like behavior with a student.
3. Discussing personal issues with a student.
4. Meeting with a student off-campus without parent/guardian knowledge and/or permission.
5. Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role.
6. Transporting a student in a school or private vehicle without administrative authorization.
7. Giving gifts, money, or treats to an individual student.
8. Sending a student on personal errands.
9. Intervening in a serious student problem instead of referring the student to an appropriately trained professional.
10. Sexual or romantic invitations toward or from a student.
11. Taking and using photos/videos of students for non-educational purposes.
12. Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting.
13. Inviting a student to an employee’s home.

14. Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose.
15. Privately messaging a student.
16. Maintaining intense eye contact with a student.
17. Making comments about a student's physical attributes, including excessively flattering comments.
18. Engaging in sexualized or romantic dialog.
19. Making sexually suggestive comments directed toward or with a student.
20. Disclosing confidential information.
21. Self-disclosure of a sexual, romantic, or erotic nature.
22. Full frontal hugs.
23. Invading personal space.

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

Additional resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (22873)

Cross-reference(s):

PRESS 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*

PRESS 5:120-AP2, *Employee Conduct Standards*

PRESS 5:120-AP2:E, *Expectations and Guidelines for Employee-Student Boundaries*

### **1.031 Employee Code of Conduct with Students**

The following policies are intended to assist staff and volunteers in making decisions about interactions with students. For clarification of any guideline, or to inquire about behaviors not addressed here, contact a supervisor. The district provides our students with the highest quality services available. The district is committed to creating an environment for students that is safe, nurturing, empowering, and that promotes growth and success.

No form of abuse will be tolerated, and confirmed abuse will result in immediate dismissal from the district. All reports of suspicious or inappropriate behavior with students or allegations of abuse will be taken seriously. The district will fully cooperate with authorities if allegations of abuse are made that require investigation.

The *Code of Conduct* with students outlines specific expectations of the staff and volunteers.

1. Students will be treated with respect at all times.
2. Students will be treated fairly, regardless of race, sex, sexual orientation, gender identification, age, or religion.
3. Staff and volunteers will adhere to uniform standards of displaying affection as outlined by the district.
4. Staff and volunteers will avoid affection with students that cannot be observed by others.
5. Staff and volunteers will adhere to uniform standards of appropriate and inappropriate

verbal interactions as outlined by the district.

6. Staff and volunteers will not stare at or comment on students' bodies.
7. Staff and volunteers will not date or become romantically involved with students.
8. Staff and volunteers will not use or be under the influence of alcohol, marijuana, or illegal drugs in the presence of students.
9. Staff and volunteers will not possess sexually oriented materials, including printed or online pornography, on the district's property.
10. Staff and volunteers will not have secrets with students and will only give gifts with prior permission.
11. Staff and volunteers will comply with the district's policies regarding interactions with students outside of the district's programs.
12. Staff and volunteers will not engage in inappropriate electronic communication with students.
13. Staff and volunteers are prohibited from working one-on-one with students in a private setting. Staff and volunteers will use common areas when working with individual students.
14. Staff and volunteers will not abuse students in any way including, but not limited to, the following:
  - a. *Physical abuse*: hitting, spanking, shaking, slapping, unnecessary restraints.
  - b. *Verbal abuse*: degrading, threatening, cursing.
  - c. *Sexual abuse*: inappropriate touching, exposing oneself, sexually oriented conversations.
  - d. *Mental abuse*: shaming, humiliation, cruelty.
  - e. *Neglect*: withholding food, water, shelter.
15. The district will not tolerate the mistreatment or abuse of one student by another student. In addition, the district will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, the district will take steps needed to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

- a. *Physical bullying*- when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- b. *Verbal bullying*- when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
- c. *Nonverbal or relational bullying*- when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- d. *Cyberbullying*- the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
  - i. Sending mean, vulgar, or threatening messages or images.
  - ii. Posting sensitive, private information about another person.
  - iii. Pretending to be someone else in order to make that person look bad.

- iv. Intentionally excluding someone from an online group.
- v. Hazing- an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
- vi. Sexualized bullying- involving behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, involving sexualized language or innuendos, and verbal bullying,

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all students, staff, and volunteers.

- 16. All staff must follow state specific mandatory reporting requirements. Staff should be trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse. Staff will:
  - a. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse.
  - b. Know and follow organization policies and procedures that protect students against abuse.
  - c. Report suspected child abuse or neglect to the appropriate authorities as required by state mandated reporter laws.
  - d. Follow up to ensure that appropriate action has been taken.
- 17. Staff and volunteers will report concerns or complaints about other staff, volunteers, adults, or students to the district's supervisor.
- 18. The district cooperates fully with the authorities to investigate all cases of alleged abuse. Any staff or volunteer shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the district or persons given investigative authority by the district. Failure to cooperate fully may be grounds for termination.
- 19. Staff and volunteers may not have engaged in or been accused or convicted of student abuse, indecency with a student, or injury to a student.

### **1.200 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](http://www.isbe.net) or you may request a copy of this guide by contacting the school's office.

### **1.200 Prevention of Anaphylaxis**

While it is not possible for the school or district to completely eliminate the risks of an anaphylactic emergency, the district maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and

students who desire more information or who want a copy of the district's policy may contact the building principal.

Cross-reference(s):

PRESS 7:285, *Anaphylaxis Prevention, Response, and Management Program*

PRESS 7.285-AP, Administrative Procedure, *Anaphylaxis Prevention, Response, and Management Program*

### **1.300 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.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their

ability to attend school during a pandemic or other public health emergency should contact school officials.

9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

\*\*\* This handbook procedure is meant to apply generally to any pandemic or other health \*\*\* emergency and should be supplemented with other relevant and timely information.

### **1.400 Suicide and Depression Awareness and Prevention**

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

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

#### **National Suicide Prevention Lifeline**

If you or a loved one are experiencing a mental health crisis, you may call the 24 hour prevention hotline at 1-(800)-273-TALK (8255).

Cross-reference(s):

PRESS 7:290, *Suicide and Depression Awareness and Prevention*

### **1.500 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 through the Raptor security system. Approved visitors will be given a Raptor printed badge to wear identifying themselves as a guest and place the tag **on** their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to speak to 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, vape, 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.

Cross-reference(s): PRESS 8:30, <i>Visitors to and Conduct on School Property</i>
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### **1.600 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 building Principal.

Cross-reference(s):  
PRESS 7:10, *Equal Educational Opportunities*  
PRESS 2:260, *Uniform Grievance Procedure*

### **1.700 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:

1. The animal is appropriately housed, humanely cared for, and properly handled.
2. Students will not be exposed to a dangerous animal or an unhealthy environment.

### **1.800 School Volunteers**

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

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross-reference(s):  
PRESS 6:250, *Community Resource Persons and Volunteers*

### **1.900 School Parties, Invitations & Gifts**

Party invitations should not be distributed at school unless all the students in the class are invited to the party. We request this in order to be considerate of children's feelings.

Room parents/guardians will help the school with room parties, by providing treats for students. Due to food allergies, birthday treats or other special occasion treats need to be arranged in advance with the child's teacher. The school administration must approve any party, other than those mentioned, in advance. Surprise parties for teachers or students will not be approved. In addition, sending flowers or balloons, or other activities are strongly discouraged, due to the distraction they cause.

\*\*\* Some classrooms may have student allergies that must be accommodated by Parents. \*\*\*

**Celebrations and Rewards:** All foods offered on the school campus will meet or exceed USDA Smart Snacks in School and/or ISBE nutrition standards including through:



1. Rewards and Incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.
2. All foods for Celebrations must be store bought only. No homemade food items allowed.
3. Farmington School District Food Service has Celebration items available for order that meet Smart Snack nutrition standards: WG Cupcakes, WG cookies, LF Ice Cream Bars and many of the items listed on Attachment C.

### **1.110 Emergency School Closings & E-Learning**

In addition to those days scheduled on the district calendar, there may be other days when school will be dismissed early due to extreme cold, blowing or drifting snow conditions, and days when temperature plus humidity conditions prevent effective instruction. Seldom can we predict those conditions in advance. As soon as a decision has been made, announcements are placed on local radio, school wide calling systems, district webpage, and local TV stations. Parents/guardians need to make advance preparations and plans for these days and advise their children of those plans.

Please do not call the school to confirm a report heard on radio or TV. Our staff members have many phone calls to make to cancel the day's activities. If you hear an announcement on radio or TV, assume it is correct. It is a good idea during the winter months to listen to the news broadcasts when threatening weather conditions are forecasted, to see if any school closing announcements are being made.

The 1 hour delay starts at 9:00 a.m. and the 2 hour delay starts at 10:00 a.m.

For your child's safety, make certain your child knows ahead of time where to go in case of a late start or early dismissal. If an early dismissal occurs due to an emergency, all after-school functions are automatically canceled.

#### **E-Learning**

Provisions of the Illinois School Code allows for e-learning days in lieu of emergency days that need to be made up in extreme weather or other emergencies as amended by Public Act 101-0012. Section 5/10-20.56 of the School Code contains the minimum requirements to ensure staff and student participation in an e-learning day will allow the day to be counted as a day attendance. The goal is to provide continuity of education for students on days when school would have otherwise been canceled for an emergency situation.

The Farmington Central CUSD#265 may implement an E-Learning Day, in the event school must be canceled. In most cases, an E-Learning Day would likely be used in the case of closing school due to poor weather conditions but could be used for other emergency situations (loss of power, water, or other need to close one or all school buildings).

Issuing an E-Learning Day: In the event conditions are such that school must be canceled, administration will do its best to make that determination by 6:00 AM. Sometimes this is not possible, as conditions can change rather quickly in Central Illinois, but the goal will be to make the determination by the specified time. Once the decision is made, students, staff, and

parents will be notified via (in order of sequence):

- District call system (email/text/phone);
- Announcement utilizing our website ([www.dist265.com](http://www.dist265.com));
- Communication via local television/radio stations as appropriate.
- Thrillshare will be utilized which connects with the district social media outlets

If an E-Learning Day is implemented, everyone will be notified in the same manner as when school is canceled (email/phone/text/website/television). Students will be expected to utilize the day to work on their required assignments/activities as described below in the Student Assignments/Activities section.

**Student Assignments/Activities (5 clock hours):** Expectations for student assignments/activities are going to vary greatly based on grade levels and subject matter. It is also important to realize that many students may have other responsibilities (shoveling snow, watching siblings, helping on the farm, etc.) or be in a different environment (at a grandparent's house, in daycare, at work with a parent, etc.). For those students with multiple classes, remember that they will have work from each teacher.

- Teachers will provide students with an electronic communication announcing their assignment(s) no later than 9:30am on the morning the E-Learning Day is initiated. For students who may not have access to the internet, it is recommended that teachers have "alternative" assignments/activities that students may work on that are not dependent on technology. These alternative assignments/activities should be communicated to students/parents prior to the possibility of an E-Learning Day.
- Special Education Services: Special education personnel will be available to students through electronic sources as applicable, based on student need and IEP goals. Modifications and adaptations will also be included in all assignments, based on the needs of the student and IEP goals.

**Student Accountability:** Students will be accountable for completing the assigned tasks in the same manner as any other excused absence. Students will have two days to make up for each E-Learning Day utilized. Students will only receive a "present" for attendance once work is completed. Teachers are FY21 Plan was approved by Board of Education Dec. 14, 2020 FY22 Board Approval August 9, 2021 encouraged to hold students accountable for completing work as they would with any missing assignments.

**Student Attendance:**

- While E-Learning Days are enacted all students will be denoted as in attendance until such time as we return to session. Notification will come out by building principals regarding a timeline for attendance reconciliation once school has resumed. The reasoning for the undetermined reconciliation process is because students will be allowed additional time to make up work for days that need to be denoted as absent.
- Teacher Availability:** Teachers are expected to be available to students/parents from 9:00am to 2:30pm via email. For many teachers, other systems may work better than email (Google Hangouts, SeeSaw, Google Classroom, etc.). Staff are encouraged to utilize these other communication tools as the situation dictates. However, all teachers will check their email at least once per hour and provide feedback and guidance to

students/parents on an as needed basis. The District understands that many teachers have their own responsibilities that may arise with these days. The District also understands that there will be time spent in follow up activities after the E-Learning Day(reviewing completed assignments, providing support for students without internet access, encouraging students to complete assignments, etc.).

Cross-reference(s):  
PRESS 4:170, *Safety*

### **1.120 Video & Audio Monitoring Systems**

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

Cross-reference(s):  
PRESS 4:110, *Transportation*

### **1.130 Accommodating Individuals with Disabilities**

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

Cross-reference(s):  
PRESS 8:70, *Accommodating Individuals with Disabilities*

### **1.140 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 school nurse at (309) 245-1000 ext.1961.

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.

Cross-reference(s):

PRESS 7:285, *Food Allergy Management Program*

### **1.150 Care of Students with Diabetes**

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

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

\*\* For further information, please contact the school nurse at 309-245-1000 using the following extensions: high school (6191), junior high (3041), and elementary (1961) \*\*

### **2.100 Attendance**

The staff and administration of the Farmington Central CUSD believe regular attendance in school is extremely important. Following are some of the reasons for this conclusion:

1. Scholastic achievement attained by students is directly related to attendance.
2. Regular attendance is of great importance to prospective employers/colleges after students leave high school.
3. Frequent absences from regular classroom learning experiences disrupt the continuity of the educational process.
4. Regular classroom instruction cannot be entirely regained by make-up work.
5. Continuity of instruction, classroom participation, involvement in learning experiences, and study are required to maximize learning.

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

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

In order to meet the residency requirements students must fulfill one of the following requirements:

1. Live within the district with his/her parents/guardians.
2. Legally emancipated and self-supporting students.
3. Placed with legally-appointed guardians and/or foster parents except for the sole purpose of attending school.
4. In long-term custody of other than family members for purposes other than attending school.
5. Apply to the Board of Education as a non-resident student and pay tuition upon board approval.

#### Blended Learning (Grade 11 & 12)

Blended learning is a style of education in which students learn via electronic and online media as well as traditional face-to-face teaching. FCHS utilizes blended learning for several upper level courses. The expectations for blended learning is:

1. If a student's grade drops below the instructor's expectation or appears on the eligibility report, they will be required to meet for class every day until improvement is shown. Students may be required to meet classroom requirements such as GPA or attendance to participate in blended learning.
2. If a student is absent from a non-attendance day, they must sign-out in the office prior to the start of class and have a signed off campus waiver submitted and on file in the office. Students that lose off campus privilege will not be allowed to blend.
3. Students who blend are responsible for completing the daily material for that course. That may include online attendance, submitting online work, and/or working independently on a project. Students are encouraged to communicate through methods such as *GoGuardian* or student email.
4. Students can and are encouraged to attend blended classes as normal to receive one-to-one instruction, ask questions, or receive personalized assistance.

#### Open Campus (High School Only)

FCHS students may apply for open campus privilege if they do not have a scheduled class or another assigned school obligation. Open campus is a privilege, not a right, that can be revoked at any time. Privileges are granted to a student who exhibits academic responsibility and good school citizenship. A student that meets the criteria will be allowed to leave the building during lunch, dual credit classes, blended classes, or any study halls. Grade checks will be done on a weekly basis to verify weekly eligibility for privileges.

#### **What is the process for leaving campus for students who are eligible?**

1. A signed application must be hand delivered by a parent or guardian (not the student) to the front reception desk.
2. The student must sign out at the front reception desk and leave through the main door. The main door must be used when signing back in as well.
3. The student's attendance, discipline, and grades will be checked at the time of signing out. The student must be given the 'All Clear' by front reception in order to leave.
4. Reviews of each eligible student will be conducted on a weekly basis. Students that are failing a class or are found in violation of school policy will have the privilege revoked.

5. Any attendance or tardy issues will be dealt with under FCHS's Attendance Policy and open campus privileges will be revoked.

**\*\* Rudeness or impatience at the front reception desk may lead to open campus revocation. \*\***

#### **FCHS Open Campus Requirements**

1. The student must complete the FCHS open campus application form and meet all criteria listed.
2. If at any time the student violates one of the criteria as listed on the open campus application, their open campus privileges will be revoked.
3. If the student is late returning to class, they will be granted one warning. A second offense will result in the open campus privilege being revoked.
4. If the student is found loitering in the hallway or causing a disturbance at FCHS or any other building, it may result in revocation of the open campus privilege.
5. The student is expected to conduct themselves as a respectable citizen of the community while exercising the open campus privilege. Reports of the student causing trouble in the community while out of school for open campus may result in revocation of the open campus privilege.
6. The parent or guardian of the student can at any time contact the school and have their child's open campus privilege revoked.
7. If the student meets all criteria for the open campus privilege, they will be issued an open campus card that will serve as a pass for leaving and returning to campus. If the student loses the open campus privilege, the student shall have to purchase a new card.
8. If at any time a student's privileges are revoked, he/she must wait for nine weeks before they may re-apply for the privileges.
9. Applications may be submitted at the end of the nine-week suspension period. Once the student is granted the open campus privilege, he/she need not reapply unless, for any reason, the privileges were revoked.
10. An administrator will review each application before approving it. If for any reason the application is rejected, the student will be notified concerning the decision.

Cross-reference(s):

PRESS 7:70, *Attendance and Truancy*

#### **2.130 Complaints About Curriculum, Instructional Materials, and Programs**

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

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

### **2.200 Early Graduation (High School)**

Early Graduation: The superintendent or designee shall implement procedures for students to graduate early, provided that they finish 7 semesters of high school and meet all graduation requirements. Additionally, the student must provide proof of enrollment in a college or university or is sworn into active military service.

### **2.300 Student Absences**

Subject to specific requirements in state law, the following children are not required to attend public school:

1. Any child attending a private school (including a home school\_ or parochial school.
2. Any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician.
3. Any child lawfully and necessarily employed.
4. Any child over 12 and under 14 years of age while in confirmation classes.
5. Any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day.
6. Any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students that are required to attend schools, there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), 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 safety or health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election. All other absences are considered unexcused.

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.

The school may require 3<sup>rd</sup> party documentation to validate the absence. The absence will be considered unexcused if the required documentation is not presented within 24 hours of the request.

The school district will contact the Department of Children and Family Services (DCFS) or a local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parent(s)/guardians or the parent(s)/guardians are in violation of the compulsory attendance law.

### **2.310 Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, state law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the *State Board of Education's Family Engagement Framework* to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with or without valid cause, and out-of-school suspensions.

The school and district use the following diagnostic procedures for identifying the causes of unexcused student absences: interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

Cross-reference(s):

PRESS 7:70, *Attendance and Truancy*

### **Consequences for Violations**

Students will be expected to make-up all assignments from missed classes regardless of whether an absence is excused or unexcused. On average, for every day missed from school the make-up work should be turned into the teacher within two (2) days. Attendance and participation are part of a successful learning experience. Students will receive a "o" for any assignment grade issued from the day of the unexcused absence.

### **Intervention and Engagement Strategies**

Building-level administrators and staff will:

1. Contact the family any time a student is absent.
2. Development of an attendance contract.



3. Assign truant students to academic support such as after school assistance, enrichment tutoring, or other individualized educational support.
4. Facilitate a counseling session with a focus on accountability and the cause of lack of attendance.
5. Conduct in-home visits.
6. Facilitate family counseling sessions focusing on the power of the family to provide solutions.

The building administration, with the assistance of building staff, will conduct an annual evaluation of all strategies used to improve school attendance. Strategies found to be ineffective will be modified or replaced. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call or email the school secretaries at 309-245-1000 before 9:00 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 or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

If a student becomes ill during the school day, parent/guardian or an "emergency person" designated by parent/guardian must be contacted through the school office before the student will be allowed to go home. This is for the safety and well-being of the student. Should emergency conditions require medical attention and contacting the parents/guardians proves unsuccessful, the school will contact emergency medical help. Parents keep emergency contact information current and accurate for the safety of your student.

Paragraph 26-1 of the School Code of Illinois states: Whoever has custody or control of any child between the ages of 7 and 17 years shall cause such child to attend school in the district wherein the child resides the entire time it is in session during the regular school term...and any person having custody or control of a child who is below the age of 7 years or above the age of 17 years who is enrolled in any of grades 1 through 12, in the public school, shall cause him to attend the public school in the district wherein he resides when it is in session during the regular school term. Paragraph 26-2 of this code states: Valid cause for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency. As stated previously parents/guardians are charged with the responsibility of having their children attend school. Also stated in the School code (26-1.5; 26-2; 26-2a; 26-3) is the responsibility schools have for verifying students' attendance and the acceptability of the reasons given for a student being absent. Any school attendance policy requires the honesty and integrity of the parents/guardians and students if it is to work fairly for all. We will attempt to administer the attendance policies equitably to all students. The extent to which this is possible depends upon parents/guardians and students being responsible about the amount and reasons for the absences taken. If for any reason a student is going to be absent from school it is the responsibility of a parent to call and notify the school that their student will not be in school and the reason for their absence before 9:00 a.m. on that day.

Cross-reference(s): PRESS 7:70, <i>Attendance and Truancy</i>
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### **2.315 Tardy to Class**

All students, junior high and high school, are expected to report to school and classes on time. When tardy to school, a student should report to the office. During the school day, a student should go directly to his/her next class. Classroom teachers will report each student who arrives late to class as being tardy unless a written excuse from another teacher or the office is presented by the student. The teacher directly involved will deal with students who are tardy to class on an individual basis.

Junior high and high School students who exceed five (5) tardies or more may be subject to discipline including detentions and in-school suspensions if the behavior continues.

### **2.320 Planned Absence**

Students may obtain a planned absence form in the school office. Parents/guardians complete the form explaining the nature of the absence. The student has the teachers initial the form and list the work that must be completed and the date(s) by which the work must be done (including use for career days). The student then turns this form in at the office prior to the absence. Students will be able to attend at the discretion of the principal. Assignments are due for students the day they return from any pre-planned absence.

In order to obtain an excused admit slip a student must produce a note from the parent/guardian, doctor or dentist within 48 hours of the absence. The goal of our attendance policies and procedures is to encourage regular attendance and discourage frequent and/or unacceptable absenteeism.

### **2.330 College Visit**

A limit of (3) days for seniors and one (1) day for juniors may be taken and must be requested through the guidance office with one (1) week advance notice. Students must be academically eligible to take a college visit day. College visits are only available from October 1st through May 1st. Any additional requests will have to be made in writing to the building principal.

### **2.340 Release Time for Religious Instruction/Observance**

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

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross-reference(s): PRESS 7:80, <i>Release Time for Religious Instruction/Observation</i>
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### **2.350 Make-Up Work**

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. On average, for every day missed from school the make-up work should be turned into the teacher within two (2) days. The student is responsible for obtaining assignments from his/her teachers.

A suspended student must turn in all missed work upon being eligible to return to school. It is the responsibility of the student to maintain class work during any period of suspension. Class participation is required in all courses. A student who is suspended or is absent unexcused will not be able to participate in class and will have that portion of the grade reduced for the absence.

Cross-reference(s):  
PRESS 7:70, *Attendance and Truancy*

### **2.360 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 (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

1. Referral to the truancy officer
2. Reporting to officials under the Juvenile Court Act
3. Referral to the State's Attorney
4. 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.

Cross-reference(s):  
PRESS 7:70, *Attendance and Truancy*

### **2.410 Classification of Students**

A credit is given to a student for successfully passing a course that meets on the average of five days a week and usually requires outside preparation. Students are classified as follows:

Freshman	All students with less than 5 1/2 credits
Sophomore	All students with at least 5 1/2 credits but less than 11

Junior	All students with at least 11 credits but less than 16 1/2
Senior	All students with 16 1/2 or more credits

### **2.411 Placement of Students**

All decisions concerning the placement of a child must be made in terms of the individual child involved. This is in agreement with the philosophy of our school and in accordance with our democratic belief which prizes the worth and dignity of each person. It strives to give each the opportunity to develop his/her capabilities to the utmost, so each may make the largest possible contribution to our country's well-being. If we accept this philosophy, there are not specified rules that can be laid down which would apply to every individual equally. However, there are some guiding principles to be followed to help us in our decisions:

1. Chronological age
2. Academic achievement
3. Intelligence
4. Physical development
5. Degree of social maturity
6. Attendance
7. Previous school experience

The decision on placement should be a cooperative one involving:

1. Teacher(s)
2. School administration
3. Parents/guardians, who must be made aware of possibilities of promotion or retention
4. In some cases, a tutor or other specialists
5. In some cases, the child, if mature enough

It must be remembered that the final decision rests with the school, and not the parents/guardians. However, the school does want the cooperation of the parents. The teacher should consider the various matters relative to the child's placement before having a conference with the school administration.

Since students learn at different rates of speed, it is sometimes advisable to give the slow learner, the slow starter, or immature child an additional year's time to learn and grow. This can best be done in the first four years of schooling, where the curriculum is most flexible and the foundation for later learning is being laid. Therefore, in general, retention should be made in K, 1st, 2nd, or 3rd grades, rather than later on. Teachers in grades K and 1st are encouraged to hold students in those grades whose maturation level is not sufficient to insure success in the next grade.

Parents/guardians are to be notified by the teacher, after consultation with the school administration around the 3rd quarter reporting period, if there is a question of promotion or retention. This will be in writing. A letter will be sent to the parents/guardians with the 3rd quarter report card or separately through the mail.

Students in grades 4-8 may be considered for retention if their achievement or refusal to learn warrants. A major factor to be considered in cases concerning these grade levels will be whether or not the student has been held back previously, as well as the effort the student has

shown. Obviously, no one wants to promote a student to the next grade if the student hasn't learned the basics of the present grade and would struggle in the next one.

### **2.420 Student Progress Reporting & Grading**

Grades K-12: There are four grading periods in the school year for students in grades K- 12. Teacher-parent conferences will be scheduled at the end of the first grading period and arranged as needed after other quarters of the school year. Parents are also encouraged to use Skyward to check on a student's progress.

Grades 6-12: Grades are distributed each 9 weeks (4 times per year). The grade on the report card is calculated the same as grades are calculated for IHSA eligibility. That is, the grade is figured cumulatively on a semester basis. The grade appearing for the 1st -9 weeks represents the student's average from the 1st week through the 9th week. The grade appearing for the 2nd 9 weeks is the cumulative grade average from week 1 through week 18. The semester grade is the 18 weeks grade plus the semester exam grade.

Mid-term progress reports, quarterly, and final student report cards will be printed upon request from a parent/guardian. Report cards will be visible online through Skyward. One will also have the ability to print the report card.

The official grade point average is calculated on semester grades only. Nine week grades are not considered in the calculation of grade point average. If an "I" (or incomplete) exists at the time grade point averages are calculated, then it is considered zero points.

For questions regarding grades, please contact the classroom teacher.

### **2.440 Achievement Tests**

In grades 3-5, the AIMS Web and MAP are given, in grades 6-8, the STAR and MAP are given, and in grades 9-12 MAP tests are administered to all students three times per year. This provides parents/guardians the opportunity to understand their child's progress in relation to a national sample of children at the same age level.

### **2.450 Grading Scale**

#### **Grades K-5**

Grades K-5 measure student achievement using Standards-Based assessments.

The information below describes student progress:

3= Mastery

2= Progressing

1= Area of Concern

#### **Grades 6-12**

A student may not drop a course after the 5<sup>th</sup> class day of that semester unless removed by the administration. Parents are able to check on attendance, lunch accounts, and grades online through Skyward (username and password information is available through each building office). The grading scale is as follows:

A = 92-100      B = 83-91      C = 74-82      D = 65-73      F = 64-0

### **2.451 Weighted Grades**

The weighted grading scale is on a 5-point scale. To calculate a student's GPA, assign the following points to grades received:

#### **GPA**

A = 4 points  
B = 3 points  
C = 2 points  
D = 1 point

#### **WEIGHTED GRADES**

A = 5 points  
B = 4 points  
C = 3 points  
D = 2 points  
F = 0 points

Additional Information on weighted grades can be found in the high school course description guide.

### **2.452 Honor Roll (6-12)**

Honor Rolls are computed at the end of each grading period. Honor roll will be based on grade point average (GPA) for the grading period. High honors will be a GPA of 3.50 and up and honors will be 3.00 to 3.49.

### **2.454 College Credits for FCHS Graduation**

Students may be permitted to take as many college/dual credit classes for which they qualify, provided such credit is used to make up a deficiency or is an elective course not offered at FCHS. The purpose of this policy is that such courses are a supplement to the high school curriculum and not a replacement for high school curriculum unless making up a deficiency. Students who are credit-deficient and have completed four (4) years of high school will be permitted to use as many credits from an accredited community college or four-year college or university as is necessary to meet high school graduation requirements. The school administration must approve all college courses referred to above, in advance, if the student expects to use such credits toward high school graduation requirements

### **2.470 Eligibility Standards for Extra-Curricular Activities**

The Board of Education of Farmington Central Community Unit School District #265 subscribes to the philosophy that extra and cross-curricular, and/or other administratively identified areas are integral important parts of the educational program. Students are encouraged to participate in those activities that best suit the students' needs. The goal of extra-curricular and cross-curricular and/or other identified activities are to support and reinforce the academic program and standards of the school. Extra and cross-curricular activities should be construed as training grounds and winning cannot be the total criteria for success. Rather a good extra/cross curricular program coupled together with a strong and sound academic program is the standard necessary for the ultimate goal of education and good citizenship. Those students who select to participate in extra or cross curricular activities including clubs, athletics, classes or school organizations shall:

1. Meet all criteria established by the Illinois High School Association and the Illinois

Elementary School Association by being a full-time student and filing with the school an up-to-date physical, insurance forms and a student participation agreement.

2. Eligibility shall be determined on a week-to-week basis and shall be interpreted by the following method:
  - a. The principal will compile a list by Monday morning of the following week of those students who are failing. Students listed shall not be eligible to participate in extra school competition for the period Monday through Sunday of the week following the Friday report by the teacher.
  - b. Students who successfully raise failing grades to a “pass” grade shall be reinstated to eligibility on the Monday following at least a full week of ineligibility.
  - c. The last full week of eligibility compiled before a school break (ex. winter break/spring break) will be enforced throughout the break until school resumes and a full week of eligibility is compiled.
3. The principal shall notify all sponsors/coaches by weekly memorandum of ineligible students. It shall be the responsibility of the sponsor/coach to notify students and to enforce the above eligibility standards. Because of the four (4) quarterly grading systems within the junior high building (grades 6-8), the following rules apply:
  1. Cumulative grading similar to the high school is in force except that the weeks are numbered “Week #1” through “Week #9” for each week within the nine week grading period.
  2. Should the student have failed one or more courses as a nine weeks grade, he/she shall be ineligible for the next week, i.e. week #10. This will be effective for the second, third, and fourth quarters of that year and the first quarter of the following year.

Quarterly and final student report cards will be printed upon request from a parent/guardian. Report cards will be visible online through Skyward. A printing option is available through Skyward.

#### Determination of Eligibility and Guidelines for Enforcement/Reporting (Grades 9-12)

1. Students must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
2. The first eligibility list of each year will be established at the end of the third (3) week of the school year with eligibility determined for Monday through Sunday of the fourth (4) week.
3. Eligibility is determined for all semester or year-long courses on a cumulative basis; not as separate weeks during the year. A semester’s grades shall accumulate and build average from week #1 through week #18; a full year’s course grades shall be computed likewise on a semester basis, week #1 through week #18 or week #19 through week #36.
4. Quarterly and final student report cards will be printed upon request from a parent/guardian. Report cards will be visible online through Skyward. A printing option is available through Skyward.

End of semester interpretations are as follows:

1. Students must pass and receive credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.
2. High school students who enroll in summer school and who pass summer courses may

apply the credits towards eligibility.

The above eligibility standard shall apply to all programs that include extra and inter-school competitive contests (athletics, music, flag corps, majorette, speech, drama, scholastic bowl, etc.) Inter-school standards shall include class officers, club officers/members, drama, musical, and other activities judged applicable by the building principal.

Further, the following activities shall be exempted from the eligibility standards: school dance participation, homecoming activities, special occasion dances, senior day outing, eighth grade or class trips, club/class/organization memberships, in-district music concerts.

While the preceding policy is explicit to general rules, staff and students should be familiar with the regulatory interpretations of said policy. It is anticipated that these guidelines will be reviewed on an annual basis. Those administrative regulations are as follows and will serve as guidelines for administration of the eligibility policy for the present year:

1. A student's eligibility status will determine the student's participation in school activities and organizations. Generally, eligibility will relate to all student activities except those judged exempt by the Board of Education in previous review or the building principal.
2. Students are encouraged to request additional study help in courses where failures are apparent. Requests can be made to teachers or the principal's office as the need arises.
3. The principal's office shall endeavor to offer extra help through daytime tutoring by teachers, other students, or substitute staff. Students can reasonably expect to stay after school up to 3:45 PM when study help is available.
4. Students who continue to be on the ineligibility list through each quarter shall be contacted and counseled through the counselor's office. In addition, students on the ineligibility list can expect to be contacted periodically throughout the year by the counselor, social worker teacher or Principal.
5. Ineligible students will continue to attend/practice for school functions or athletic squads; however, they cannot "dress" or participate in extracurricular, cross curricular, and/or other administratively identified areas of official school events. Further, those students identified cannot be required to attend said events at the discretion of the sponsor.
6. Students will not be released from classes to attend any event if they are ineligible.
7. Ineligible students cannot be released from regular classes or study periods for other purposes. Release can be obtained by joint agreement between teachers of a study period to a class/teacher where the student is presently failing the course.

### **2.48o 8th Grade Promotion**

In order for a student to achieve 8<sup>th</sup> grade promotion, he/she must:

1. Pass four of the five core subjects of Reading, Math, Science, English and Social Studies.
2. Complete course work as prescribed by the Physical Education curriculum.
3. Pass an examination over the Federal Constitution, Illinois Constitution, and the American flag.
4. Pass Health Education.



\*\*\* The school administration may grant exceptions and their decision shall be final. \*\*\*

### **2.490 High School Graduation Requirements**

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

1. Completing all district graduation requirements as follows:
  - a. A total of 22 ½ credits including the following:
    - i. Four (4) credits in English: English 1, 2, 3, & 4
    - ii. Two (2) credits in Science
    - iii. Three (3) credits in Mathematics
    - iv. Two (2) credits in social studies (one (1) in US History)
    - v. One half (1/2) credit in United States Government
    - vi. One quarter (1/4) credit in Consumer Education or approved substitute course
    - vii. One half (1/2) credit in Health
    - viii. One quarter (1/4) credit in Driver Education
    - ix. Two (2) credits in Physical Education
    - x. Seven and one half (7 ½) credits in other elective (non-required) courses
    - xi. One (1) credit in one of the following:
      1. Foreign Language, Art, Music, or Vocational Education
    - xii. For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.
1. Completing all courses as provided in the school code, 105 ILCS 5/27-22.
2. Completing all minimum requirements for graduation as specified by Illinois State Board of Education rule, 23 ILL. ADMIN. CODE §1.440.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the pledge of allegiance.
4. Participating in state assessments that are required for graduation by the school code, 105 ILCS 5/2-3.64A-5, unless the student is exempt.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with the state law requirements for students who transfer during their senior year because their parent(s)/guardians(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the students a diploma.
5. Taking all other actions to implement this policy.

### **Free Application for Federal Student Aid (FAFSA) Graduation Requirement**

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

1. File a FAFSA with the United States Department of Education or if applicable, an application for state financial aid.
2. File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

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

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district

1. The student has met all other graduation requirements
2. The principal attests that the school district has made a good faith effort to assist the student or the student's parent/guardian in filing the application or waiver.

All transferring credits from an accredited high school anywhere in the United States will be accepted and will be transferred into equivalent credits as determined by corresponding courses offered by our district. However, any requirement set up by the State of Illinois will have to be successfully completed before Farmington Central High School will be able to issue a diploma. Grades will be assigned values on a 4-point scale. Only those students who have fully met the requirements for graduation will be permitted to participate in graduation exercises.

#### Certificate of Completion

A student with a disability who has an Individualized Education Program (IEP) prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

#### Veterans of World War II, the Korean Conflict, or the Vietnam Conflict

Upon application, an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict will be awarded a diploma, provided that they complete the following:

1. Resided in an area currently within the District at the time he or she left high school.
2. Left high school before graduating in order to serve in the U.S. Armed Forces.
3. Has not received a high school diploma.

#### Legal-reference(s):

105 ILCS 5/2-3.64A-5, 5/22-27, 5/27-3, 5/27-22, 5/27-22.10, AND 70/.

23 ILL.ADMIN.CODE §1.440.

#### Cross-reference(s):

6:30 (ORGANIZATION OF INSTRUCTION), 6:320 (HIGH SCHOOL CREDIT FOR PROFICIENCY), 7:50 (SCHOOL ADMISSIONS AND STUDENT TRANSFERS TO AND FROM NON-DISTRICT SCHOOLS)

ADOPTED: JANUARY 11, 2016

### **2.491 Late Graduation**

Students who fail to meet graduation requirements should consult with the guidance

counselor. Upon successful completion of such course work and proper filing of transcripts with the school administration, the student will be certified to the Board of Education for granting a diploma. There is no special ceremony for late graduation.

### **2.500 Community Service Opportunity**

Students choosing to volunteer 100 hours throughout high school will be eligible to receive a Community Service Award, wear honorary cords at graduation, and earn an embossed seal for their diploma. Students may start tracking their hours following 8th grade promotion until May 1<sup>st</sup> of their senior year. Forms will be turned in to the senior head class sponsor. There are three deadlines to submit forms throughout the year: summer hours must be submitted by Labor Day; Fall hours must be submitted by the last day of school before Winter Break; and Spring hours must be submitted by May 1<sup>st</sup>. Any hours not submitted at the appropriate time may not be counted toward the total hours. Forms are available in student emails.

In order to ensure the safety of our students, volunteer opportunities will be sent via email to student school accounts. All hours/organizations are subject to administration approval. Volunteer hours must come from the volunteer board or tab on the district website.

Below are a few examples of appropriate volunteer opportunities:

1. Non-profit organizations such as churches, hospitals, municipalities, fire house
2. Assisting elderly or handicapped individuals who are not capable of doing work (NON-relation only)
3. Library
4. Nursing homes
5. Food pantries
6. Animal shelters, Forest Preserves
7. Museums
8. Community Service organizations (Kiwanis, Rotary, Lions, Jaycees, Scouts, etc.)
9. No political activity, lobbying or special interest group
10. No Salaries can be received for community service. This includes funds received for an organization you are a part of (i.e.. bake sale for sporting team)

### **2.650 Release Time**

Fifth-year part-time senior students (those needing only 1 or 2 solid credits for graduation) will need to make arrangements with the school administration and guidance counselors office concerning the time required for them to be in attendance.

Cross-reference(s): PRESS 6:280, <i>Grading &amp; Promotion</i>
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### **2.700 Homework**

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

As students progress through grade levels, they should expect to receive more work to do

outside of class time. At the primary level, very little work is given to students as homework (with the exception of makeup work). By the time students enter junior high, they should expect to spend about an hour or more on homework per night. This is an estimate as some nights may have more or less. Homework is an essential part of the curriculum and is regularly assigned. Homework assignments are designed to serve one or more of the following purposes:

1. Reinforce what is taught that day in class.
2. Allow the student to expand the depth and breadth of the subject being taught.
3. Reinforce the basic study skills that are taught in class and in the study skills unit.
4. Provide regular monitoring of student progress.

### **2.800 Exemption from Physical Education Requirement**

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

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below:

1. Enrollment in a marching band program for credit.
2. Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District.
3. Ongoing participation in an interscholastic or extracurricular athletic program.
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade).
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).
6. Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.
7. 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.
8. 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.
9. 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:
  - a. The time of year when the student's participation ceases.
  - b. The student's class schedule.

- c. The student's future or planned additional participation in activities qualifying for substitutions for physical education.

Cross-reference(s):

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

PRESS 7:260, *Exemption from Physical Education*

### **2.810 Accelerated Placement**

#### **Accelerated Placement**

The district provides for an *Accelerated Placement Program (APP)* for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented.

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

1. A student who exceeds state standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
2. A student who exceeds state standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
3. A student who exceeds state standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

Cross-reference(s):

PRESS 6:135, *Accelerated Placement Program*

PRESS 6:135-AP, *Accelerated Placement Program Procedures*

PRESS 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

### **2.900 Home and Hospital Instruction**

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

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home

instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

\*\*\* For information on home or hospital instruction, contact the building principal. \*\*\*

Cross-reference(s):

PRESS 6:150, *Home and Hospital Instruction*

### **3.100 Fines, Fees, and 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 parents or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities. Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines. Transcripts and diplomas cannot be withheld if a student's parent or guardian is unable to afford student fees.

Applications for fee waivers may be obtained from the school office and 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:

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:

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.
2. The student's parent is a veteran or active-duty military personnel with income at or below 20% 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:

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

Office personnel 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 or an appeal of the district's decisions to deny a fee waiver 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.

Fine for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Cross-reference(s):

PRESS 3:140, Waiver of Student Fees

PRESS 3:140-AP, Fines, Fees, and Charges – Waiver of Student Fees

PRESS 3:140-E1, Application for Fee Waivers

PRESS 4:140-E3, Response to Application for Fee Waiver, Appeal, and Response to Appeal

### **3.200 School Breakfast & Lunch Program**

Breakfast is served every school day from 7:45 a.m. to 8:00 a.m. Lunch is served every school day from 10:45 a.m. to 1:00 p.m., except when there is a 12:18 a.m. or earlier dismissal. There will be no breakfast served on the late start schedule. A K-12 grade student may purchase breakfast for \$2.00.

A student may purchase a school lunch for \$2.95 for K-8th grade and \$3.05 for 9-12th grade or milk for \$.40 or may bring a sack lunch from home.

Menus are posted monthly on the school district website, [www.dist265.com](http://www.dist265.com).

No sharing of meals with other students due to possible food allergies. Consuming energy drinks is not permitted at school.

All school Breakfasts and Lunches comply with the “Healthy, Hunger-Free Kids Act 2010” regulations.

#### **Student Meal Account Deposits**

Grades K-5 students are to hand their meal deposit money to their classroom teacher. The deposits are picked up at 9:00 a.m. and applied to their account by 10:30 a.m. You may also drop off meal deposit money in the Elementary office. Those deposits are picked up at 9:00 a.m.

Grades 6-12 student deposits will be accepted by the cashiers during Breakfast and lunch periods and applied to students' accounts at that time. Students and parents may also drop deposits at the school offices.

#### **Credit Card Payment**

Deposits may also be made through the district website [www.dist265.com](http://www.dist265.com), located under the parent tab.

#### **Negative Accounts for Students**

Providing a student's meal account balance accrues a negative balance.

NO ALA CARTE PURCHASES WILL BE ALLOWED.

### Students 4th Through 12th Grade

Parents will receive email and phone notifications weekly when student account balances drop below \$5.00 and those with negative account balances. Student account balances, deposits and purchases may be viewed on the school district website, [www.dist265.com](http://www.dist265.com), accessed through Skyward Family Access under Food Service.

### **Free and Reduced-Price Food Services; Meal Charge Notifications**

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see [www.fns.usda.gov/school-meals/unpaid-meal-charges](http://www.fns.usda.gov/school-meals/unpaid-meal-charges), and/or contact the Building Principal or designee.

#### *Free and Reduced-Price Food Services Eligibility*

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

#### *Meal Charges for Meals Provided by the District*

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [or insert lower amount]. If a parent/guardian regularly fails to provide meal money for the



child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

Cross-reference(s):

PRESS 4:130, *Free and Reduced-Price Food Services*

#### **4.100 Bus Transportation**

The district provides bus transportation to and from school for all district students. Students are not permitted to ride a bus other than the bus to which they are assigned and may only get on and off at their designated stops. Exceptions must be in writing and approved in advance by the building principal, no later than 3:45 PM on the day before the requested change. Permission for your child to ride home on a school bus with a friend due to an emergency may be granted upon receipt of a written request from the parent/guardian. All changes in transportation are at the discretion of the building principal or transportation director, provided there is space available.

If a student does not ride the bus five (5) consecutive days and there is no contact to the bus barn by the parent, the student will be dropped from transportation. The student may resume transportation at any point by re-submitting a transportation request.

Bus stops may be changed or altered in case of snow or emergency. In the event that winter weather conditions or emergencies make road conditions hazardous, Farmington Central District #265 may place buses on snow routes until road conditions improve. The decision to switch to snow routes will be made by administration and the public will be notified through local media.

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 school administration. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency doors only in an emergency.

8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not lower windows below the displayed markings.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, school administration 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. Parents/guardians will then be responsible for providing transportation to and from school for their child. Any student who fails to come to school during a bus suspension will receive an unexcused absence. Upon receipt of the fourth suspension from the bus, the student will be prohibited from riding the bus. Farmington Central School District #265 has a contract with Illinois Central to supply transportation for our district. If you have questions about a driver or a bus, then contact the Farmington bus terminal, 309-245-4231.

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 the district transportation director, Toby Vallas ([tvallas@dist265.com](mailto:tvallas@dist265.com); 309-245-1000).

Cross-reference(s):

PRESS 4:110, *Transportation*

PRESS 7:220, *Bus Conduct*

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

PRESS 7:220, *Bus Conduct*

PRESS 7:220-AP, *Electronic Recordings on School Buses*

#### **4.200 Parking**

Students may park their vehicles in A-lot for a fee of \$20. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 15 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at

the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

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

Vehicles must not be parked or located in the bus lanes or fire lanes at *any time*. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Cars should be left and locked immediately upon arrival at school. Do not loiter in cars or the parking lot. All student drivers will be required to purchase a parking sticker from the office.

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

The school has designated locations available for school visitor parking. Those dropping off and picking up children may do so in the respective lots.

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

### **5.100 Immunization, Health, Eye and Dental Examinations**

#### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof that the student received 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
3. Enrolling in an Illinois school for the first time, regardless of the student's age/grade

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

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

schedule and statement of medical reasons must be signed by an appropriate medical professional.

#### Eye Examination

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

#### Dental Examination

All children entering Kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before the first day of school. 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 the start of school.

#### Exemptions

A student will be exempt from the above requirements for:

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

#### Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Please see the building administrator for the district policy.

Cross-reference(s):

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

### **5.200 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 an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. 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.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan. For further information, see: [www.iasb.com/law/diabmats.cfm](http://www.iasb.com/law/diabmats.cfm), Handbook Procedure 1.130 (Care of Students with Diabetes) and Handbook Procedure 1.130-E1 (Exhibit: Authorization to Provide Diabetes Care, Release of Health Care Information, and Acknowledgement of Responsibilities).

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

#### Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use:

1. Asthma medication
2. Epinephrine injectors
3. Opioid antagonist
4. Glucagon

No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

#### Emergency Aid to Students

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

Cross-reference(s):

PRESS 7:270, *Administering Medicines to Students*

PRESS 7:270-AP, *Dispensing Medication*

### **5.300 Guidance & Counseling**

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

Cross-reference(s):

PRESS 6:270, *Guidance and Counseling Program*

### **5.400 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 to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to the students.

Cross-reference(s):

PRESS 4:170, *Safety*

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

### **5.500 Communicable Diseases**

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

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

Cross-reference(s):

PRESS 7:280, *Communicable and Chronic Infectious Disease*

PRESS 7:280-AP, *Managing Students with Communicable or Infectious Diseases*

### **5.600 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. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parents or guardians 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 and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Cross-reference(s):

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

### **5.700 Insurance**

Our workers' compensation insurance company is providing student insurance free to all enrolled students. Parents/guardians also have the option to purchase student insurance. Insurance information and application forms are available in each school office. See application information for claim filing instructions.

### **6.100 General Building Conduct**

Students shall not arrive at school before 7:45a.m. The following rules shall apply, and failure to abide by the rules may result in discipline:

1. Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
2. Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
3. Students shall not write on walls, desks or deface or destroy school property.
4. Skateboards are not permitted at school.
5. Water guns, play guns, and/or real guns are not permitted at school.
6. No cameras are permitted without permission from the principal.

### **6.200 School Dress Code**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

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.

Student dress and accessories may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.

1. Student dress and accessories may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
2. Hats, raised hoods, coats, backpacks, bandanas, sweat bands, and sunglasses may not be worn in the building during the school day.
3. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
4. Clothing that is poorly fitted and showing undergarments may not be worn at school.
5. Shirts/blouses cannot be spaghetti straps, tank tops, tube tops or muscle shirts. All backs and midriffs are to be covered.
6. The length of shorts or skirts must cover to mid-thigh for the school environment.
7. Appropriate footwear must be worn at all times.
8. If there is any doubt about dress and appearance, the building principal will make the final decision.
9. Students whose outfit 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.

Cross-reference(s):

Press 7:160, *Student Appearance*

### **6.3000 Electronic Usage Policy – Responsible Use and Conduct**

The School Board adopts this policy in order to maintain a safe and secure environment for students and employees. The use of electronic devices and other technology at school is a privilege, not a right.

Students are prohibited from using electronic devices, except as provided herein.

An electronic device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include but is not limited to: MP3 player, iPod, iPad, tablet computer, Nook, Kindle, laptop and netbook computers, personal digital assistants (PDAs), cell phones and smartphones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following:

1. Using the device to take photographs in locker rooms or bathrooms.



2. Cheating
3. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

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

#### Educational purposes

This could include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

#### Usage

##### *Junior High School*

During the school day, electronic devices must be off and in the student's general hallway locker unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Students are allowed to use electronic devices during non-instructional time, which is during student's lunch periods, and before and after school.

##### *High School*

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

#### Inappropriate communication

This can include, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school environment or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is told to stop sending communications, that student must cease the activity immediately.

Examples of an unacceptable device in this policy shall include but is not limited to gaming devices or consoles, laser pointers, modems or routers, and televisions.

Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations only.

The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or well-being of the School is subject to disciplinary action in accordance with district policy.

All district students shall review this policy and associated technology guidelines before students utilize any school and/or personally owned devices. The District reserves the right to restrict student use of district owned technologies and personally owned devices on school property or at school-sponsored events.

Students must be aware of appropriateness of communications when using district or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.

Personally owned devices used in school are not permitted to connect to the Internet through a 3G, 4G, 5G or other content service providers. Personally owned devices must access the internet via the District's content filtered wireless network.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a personal electronic device.

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

#### Consequences for Violation

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

1. *First offense*- The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. *Second offense*- The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. *Third offense*- The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student may also face consequences for insubordination.

4. *Fourth and subsequent offense*– The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

Cell phones and other electronic devices may be searched by school officials in accordance with handbook procedure 8.1.

### GoGuardian

GoGuardian is a classroom management and filtering program that works only on Chromebooks when students log in with their school-supplied email address. Web filters not only prevent students from visiting violent, graphic, and distracting sites while at school, but also serve to prevent them from unknowingly sharing personal information with strangers. Preventing students from getting around school filters keeps themes safe and focused, leading to better educational experience. Bypassing the *GoGuardian* web filter is not permitted and considered a threat to student safety. Teachers may use this to push out websites, share screens with the class, chat with students while working to provide support on their work, and to block websites or redirect student focus. Teachers have the ability to view all student machines in their class while in the class session. Student history is recorded in GoGuardian. Student history is not reviewed unless requested by an administrator on suspicion of a violation of district policy.

### 1:1 Device Assignment

Selected grade levels across the District will be issued electronic devices for use in school and at home, along with charging equipment and/or cases for their 1:1 device. If a student is in a grade level participating in the 1:1 program, the student must use the assigned device and may not substitute the device for other equipment. The District retains sole right of possession of the 1:1 equipment, and the devices are lent to the students for educational purposes only. Moreover, the District retains the right to collect and/or inspect 1:1 devices at any time, including via electronic remote access and to alter, add or delete installed software or hardware. If a student ceases to be enrolled in the District, the student/parents will return the 1:1 device and equipment in good working order or pay the full replacement cost of the equipment.

### 1:1 Device – Student Responsibility

The students are solely responsible for any apps or extensions on their 1:1 device that are not installed by the District; the District makes no guarantees that data on a 1:1 device will be retained or destroyed. Students are responsible for backing up their data to protect from loss using Google Drive. Students are solely responsible for the 1:1 device issued to them and must adhere to the following:

1. Students must bring their device to school every day and make sure it is fully charged.
2. Students must treat their device with care and never leave it in an unsecured location. If a device is lost, students must contact the IT Department immediately.
3. Students must promptly report any problems with their device to the IT Department or Research Libraries.
4. Students may not remove or interfere with the serial number.

5. Students may not attempt to remove or change the physical structure of the device, including the keys, screen or protective case.
6. Students should always use the District provided case. Cases should not be changed, altered, or written on.
7. Stickers should not be placed on the device for any reason.
8. Students must not use their device in bathrooms or locker rooms.

#### 1:1 Device Spare Equipment and Lending

If a student's 1:1 device is or becomes inoperable, the school has a limited number of spare devices for use while the student's device is repaired or replaced. This agreement remains in effect as to loaner devices. The student may not opt to keep an inoperable device.

#### 1:1 Device Repair and Insurance

Only the District may repair or replace a device. Repairs made by any other person or company are not allowed. The District will repair or replace damaged equipment resulting from normal use. All other breakages will be based on pricing of parts and fixed according to the District Cost/Share Replacement Plan. If damage is deemed intentional, the student is responsible for 100% of repair costs. Loss or theft of the equipment, including chargers and cases, is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.

	<u>District Share</u>	<u>Student Share</u>
1st Repair	100%	0%
2nd Repair	50%	50%
3rd Repair	20%	80%
4th Repair	0%	100% (replace device)

#### **2024-2025 Replacement Costs**

Case: \$25

Charger: \$30

Screen: \$60

Chromebook: \$450

#### **Chromebook Case**

Students may ask to be given a case for their Chromebook when first assigned a Chromebook. They will be solely responsible for this case, even during the summer when Chromebooks are returned. After 3 years, students will be issued a new case. If a replacement case is needed before that time, the student will incur the full cost of the replacement case.

#### **Google Apps for Education**

In partnership with Google, the District will offer student access to Google Apps for Education, which is a collection of free online cloud-based Google applications tailored specifically for educational institutions. Each student will be given a Google account with access to various Google Apps, including Google Drive, Google Docs, Google Sheets, Google Slides, Google Calendar, and Google Gmail. These Google Apps may be accessed at school or at home via the student's 1:1 device or any other device that offers access to a web browser. Use of Google Apps for Education shall be in accordance with the terms and conditions set forth in this

Authorization. The Google Apps for Education accounts are property of the District, and students have no rights, ownership or expectation of privacy in any material that is stored, transmitted, or received via their Google account. Monitoring software is linked to the Google accounts and Google account activity may be monitored, accessed, and searched by the Technology Department, Building Principal or designees, regardless of whether the Google Account is accessed or used at school, or at home.

Cross-reference(s):

PRESS 7:190– AP5, *Student Handbook, Electronic Devices*

## **6.400 Student Discipline**

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or 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.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
    - i. That a student believes is, or represents to be capable of, causing system
    - ii. 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.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one:
    - i. That a student believes to be, or represents to be, an illegal drug or controlled substance
    - ii. 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 or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to:
    - i. Ingest, inhale, or inject cannabis or controlled substances into the body.
    - ii. Grow, process, store, or conceal cannabis or controlled substances.
  - g. 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.

\*\*\* This excludes students authorized to use products under Ashley's Law. \*\*\*

4. Using, possessing, controlling or transferring a firearm or "look alike," 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.

5. Elementary/Junior High School

Electronic devices are to be used for educational purposes only. Using a cellular device, smartphone, video recording device, OR similar electronic device in any manner that disrupts the educational environment or violates the rights of others is prohibited. All cell phones, smartphones and similar electronic devices must be kept in the student's regular hallway locker and silenced during the regular school day unless:

- a. Approval is granted by an instructor or administrator.
- b. Use of the device is provided in an individualized education program (IEP)
- c. It is needed in an emergency that threatens the safety of students, staff, or other individuals.

High School

Electronic devices are to be used for educational purposes only. Using a cellular device, smartphone, video recording device, personal digital assistant (PDA), OR similar electronic device in any manner that disrupts the educational environment or violates the rights of others is prohibited. All cell phones, smartphones and similar electronic devices will be silenced and non-visible during instructional time or the regular school day unless:

- a. Approval is granted by an administrator
  - b. Use of the device is provided in an individualized education program (IEP)
  - c. It is needed in an emergency that threatens the safety of students, staff, or other individuals
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  7. Disobeying rules of student conduct or directives from staff members or school officials.
  8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  9. 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
  10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
  11. Being absent without a recognized excuse.
  12. Being involved with any public school fraternity, sorority, or secret society.
  13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
  14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.

15. 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.
16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone. No student makes an unauthorized audio or visual recording of another student. Inappropriate use of electronic communication devices that is severely harmful, invasive, or offensive or use of an electronic device for inappropriate posting to the internet is strictly prohibited.
17. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association’s most current banned substance list, unless administered in accordance with a prescription.
18. 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.

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:

1. On the student’s person.
2. Contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile.
3. In a school’s student locker, desk, or other school property.
4. At any location on school property or at a school-sponsored event.
5. In the case of drugs and alcohol, substances ingested by the person.

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. 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 when and where conduct rules apply:

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.

- b. Endanger the health or safety of students, staff, or school property.
5. During periods of remote learning.

### Disciplinary Measures

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

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

### Academic Integrity (Grades 9-12):

Cheating, the act of copying, taking another's assignments, giving another student your assignment, obtaining copies of exams or answers to exams in advance, giving or accepting another student's answers to a test or quiz in advance. Plagiarism carries the same consequence as cheating. Resubmission of original work is considered plagiarism. By its very nature, it violates the values for which we stand as an academic institution. Therefore, it will not be tolerated in any manner. All cases of cheating will be documented by the instructor who will give copies of materials to the Principal or Administration. Students caught cheating may not be eligible for the National Honor Society, class or student council positions, or other distinguished Scholar awards. Because of the serious nature of this violation, the following policy will be followed:

#### 1. Students Who Cheat on Homework Assignments

By either taking information or willingly giving information, will be subject to the respective teacher's policy on homework cheating. The teacher will maintain records of



all instances of homework cheating; copies will be forwarded to the Principal or Administration. Repeated instances of cheating on homework in the same class will be referred to the Principal or Administration for appropriate action, including consequences similar to those outlined above for cheating on tests, quizzes, and projects.

2. First Offense Of Cheating on a Test, Quiz, Paper, or Project

The student will automatically receive a 50% reduction for that test, quiz, paper or project providing the student makes up the assignment. The reduction in grade will count in computing the quarter or semester grade for the course. Parents will be notified of the incident by the instructor. Students will also not be allowed to waive any finals.

3. Second Offense of Cheating on a Test, Quiz, Paper, or Project

In the same course, the student may receive a failure for the quarter or semester in that course. Parents will be informed and a conference scheduled with administrators. If the cheating offense involves a different course, the incident will be referred to the Principal or other administration.

4. Cheating During a Final Test, Paper, or Project

Cheating during a final will result in an automatic zero (0). If cheating during the final also constitutes a second offense for the class, the student will receive a failure for the quarter or semester in that course.

### 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.

### Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

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

1. A firearm. For the purposes of this Section, "firearm" means 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 board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### Gang & Gang Activity

"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
5. Incite other students to act with physical violence upon any other person.

#### Other Misbehavior

Any misconduct that occurs at school, school events or on school grounds that are not specifically stated in this discipline policy will be reviewed by administration and fair discipline will be assigned based upon the misconduct.

Cross-reference(s):

PRESS 7:190, *Student Discipline*

PRESS 7:190-AP2, *Gang Activity Prohibited*

### **6.42 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.

#### **6.410 Law Enforcement**

Law enforcement officials will be notified in any situation that involves drugs, drug paraphernalia, weapons, fire arms, arson, bomb threat or any situation deemed necessary by administration.

#### **6.420 Students Due Process and Appeal**

Within three (3) days of a suspension, a written statement giving the reasons for the suspension and the rules and regulations violated by the student shall be sent to the parent/guardian of the student by mail.

The School administration, upon written receipt of a request for an Administration Review from the parent/guardian of the suspended student, shall arrange for an Administration Review. Notification of the date, time, and place for the Administration Review shall be sent to the parent/guardian of the student.

Upon completion of the Administration Review, the Administration Review decision will be sent in writing to the person initiating the request. If the result of the Administration Review is a reversal of decision, then the Superintendent shall be so notified.

An appeal of the decision from the Administrative Review can be requested by the parent/guardian to the Superintendent. The Superintendent shall send notification of the date, time, and place for Administration Review to the student's parent/guardian and the School administration.

Upon completion of the Administration Review, the Superintendent shall make his finding available to the Board of Education within thirty days (30) of the initial date of student's suspension, if the time constraints of the appeal permit.

The Board of Education shall review the finding, as reported by the Superintendent and render a decision.

The Superintendent shall notify the parents/guardians of the suspended student of the Board's decision. He shall also notify the school administration that initiated the suspension.

If the Board of Education disallows a suspension, the student's absence shall be excused and all education opportunities missed by the student shall, if possible, be afforded him/her, including the making up of any tests. Furthermore, the student's record will be expunged of all notations or remarks regarding this matter.

The Department of Mental Health shall be invited to send a representative to consult with the administration or the Board of Education at any Administration Review or Hearing in which evidence exists that mental illness may be a causative factor in the student's behavior.

Any student that is suspended on four (4) separate occasions or acquires 14 or more days of out of school suspensions will be required to appear before the Board of Education for a hearing and possible expulsion.

The finding of the Board of Education shall be final.

Cross-reference(s):
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### **6.500 Prevention of and Response to Bullying, Intimidation, Teen Dating Violence & Harassment**

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from the military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, homelessness, or marital status, 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 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), means of 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.
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

*Cyberbullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of

posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

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

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

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

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.

**Nondiscrimination Coordinator:** Building Administration

**Complaint Managers:** Building Administration

Cross-reference(s):

PRESS 7:20, *Harassment of Students Prohibited*

PRESS 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*

PRESS 7:190, *Student Discipline*

### Sexual Harassment

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

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

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### Teen Dating Violence

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

### Making a Complaint & Enforcement

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

**Nondiscrimination Coordinator:** Building Administration

**Complaint Managers:** Building Administration

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

For more information about this issue, please see the Centers for Disease Control and

Cross-reference(s):

PRESS 7:20, *Harassment of Students Prohibited*

PRESS 7:185, *Teen Dating Violence Prohibited*

### **6.600 Playground Expectations**

Each student needs to obey the following:

1. No shoving, tripping, tackling, or other rough contact. Students must report such behavior by others to the teacher or supervisor on duty.
2. Students should not bring baseball bats, hard balls, skateboards, or roller skates to school.
3. Soft balls, footballs and Nerf balls are permitted.
4. Take turns on all school equipment - remember to play safely at all times, stay in assigned areas, and use play areas correctly as directed.
5. Do not leave the playground unless given permission by the adult in charge.
6. When in doubt about the procedure, ask the teacher or supervisor - all students must obey the teacher or supervisor at all times.
7. Line up quickly when the recess ends and enter the building in an orderly manner.
8. No fighting or use of foul language.
9. Come to school properly dressed to go outside, weather permitting - if you don't have sufficient clothing, you might not be allowed outside for recess.
10. No snowballs are to be thrown.
11. The school is not responsible for the loss or destruction of any personal items brought to school.

### **6.610 Cafeteria Expectations**

We would expect students to behave in the cafeteria, as we believe parents/guardians expect their children to behave at the dinner table at home. Students using good manners will have no problems in the cafeteria. Listed below are some guidelines for students to follow:

1. Once seated, students should remain seated unless permission is given by the supervisor to leave the table.
2. Students may talk with each other, but should not yell or try to carry on conversations with people at other tables.
3. Food sharing is not permitted
4. Throwing food or intentionally creating a mess with food is not acceptable
5. Take all waste materials to the waste containers
6. No cutting in the lunch line
7. Be courteous to the cafeteria workers
8. No food or drink outside of the cafeteria on carpeted areas of the school.

**\*\*Misbehaviors will result in disciplinary action according to school disciplinary procedures\*\***

### **6.700 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. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students must complete the planned absence form and are responsible for any assignments missed during the field trip. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher
2. Failure to complete appropriate coursework
3. Behavioral or safety concerns
4. Denial of permission from administration
5. Other reasons as determined by the school
6. Student may not accumulate more than three office detentions
7. In School Suspensions
8. Any out of school suspension will automatically disqualify a student

The school administration will make the final decision on all students attending field trips. Students who do not qualify for a field trip will be in attendance at school on the day of the trip.

Cross-reference(s):

PRESS 6:240, *Field Trips*

PRESS 6:240-AP, *Field Trip Guidelines*

### **6.800 Access to Student Social Networking Passwords & Websites**

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

Cross-reference(s):

PRESS 7:140, *Search and Seizure*

PRESS 7:190-AP7, E1 *Letter to Parents/Guardians Regarding Access to Student Social Network Passwords and Websites*

### **7.100 Internet Acceptable Use**

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

### Acceptable Uses

Access to the electronic network must be:

1. For the purpose of education or research, and be consistent with the District's educational objective.
2. 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. Their decision is final.

### Unacceptable Uses

The user is responsible for their actions and activities involving the network. Some examples of unacceptable uses are:

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

### Network Etiquette

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that 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.

5. Do not use the network in any way that would disrupt its use by other.
6. 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.

### Identification

The user agrees to indemnify Farmington Central CUSD #265 for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

### Security

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

### Vandalism

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

### Telephone Charges

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

### Copyright Web Publishing Rules

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

1. 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.
2. 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.

3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the 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.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an 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.
3. 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.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

Cross-reference(s):

PRESS 6:235, *Access to Electronic Networks*

### **7.200 Guidelines for Student Distribution of Non-School-Sponsored Publications**

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.

6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright.
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook.
  - d. Is reasonably viewed as promoting illegal drug use.
  - e. 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 courses may be allowed, as long as the material to be distributed or accessed is primarily prepared by students.
  - f. Incites students to violate any board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

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

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

Cross-reference(s):

PRESS 7:310, *Restrictions on Publications*

### **7.210 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.
6. 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.
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.
2. Interferes with the rights of other students or staff members.

Cross Reference:

PRESS 7:315 *Restrictions on Publications; High Schools*

### **7.50 Use of Artificial Intelligence**

“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.

### **8.100 Search and Seizure**

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

#### **School Property and Equipment as Well as Personal Effects Left There by Students**

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

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

#### **Students Searches**

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

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

#### **Seizure of Property**

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

#### Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will

1. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing.
2. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning.
3. If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross-reference(s):

PRESS 7:140, *Search and Seizure*

#### **9.100 Activity Rules**

The Farmington Central CUSD #265 extra-curricular handbook is in effect for a full calendar year (365 days).

1. NO participant(s) shall smoke, chew, or be in possession of Tobacco Products.
2. NO participant(s) shall drink, consume, solicit for or offer for sale, or be in possession of or under the influence of alcoholic or intoxicating beverages. (Religious or ethnic responsibilities are exempted from this regulation.) A participant(s) who knowingly attends and remains in the presence or underage persons who are consuming, selling, or possessing alcoholic beverages shall be deemed in violation of this rule.
3. NO participant(s) shall use, consume, solicit, distribute or offer for sale, or be in possession of illegal chemicals, drugs, prescription drugs prescribed to another person, drug paraphernalia, look-alike drugs or other substances or alternatives which are mood altering or which the participant believes or suggests to be mood altering. A student who knowingly remains in the presence of persons who use, consume, distribute or sell, or possess any of the above substances or items shall be deemed in violation of this rule.
4. NO participant(s) shall be guilty of or involved in a serious criminal offense as determined by the sponsors or administrative staff. Such determination as to the seriousness of said offense shall be the sole and exclusive decision of the sponsors and administration.
5. Dress, good grooming, and general conduct will be left to the discretion of the sponsors. Conduct will include rules and regulations as outlined in Board Policy or in the student handbook. Sponsors have a wide degree of latitude in determining further participation status in cases of open abuse of rules 1, 2, 3 or 4 in other determined cases



of misconduct.

6. Participants must attend ALL practice sessions, meetings or events, unless excused by the sponsor. If a practice session or other session is missed UNEXCUSED, then the student may not be able to participate in the next meeting, game or match and may be given extra responsibilities, at the sponsor's discretion.
7. Any participant(s) who is unexcused from a contest may be removed from the team. When a participant(s) is absent or misses any part of the school day, he/she may not participate in any extracurricular activity that day. Pre-approval by the Activities Director is an exception (Doctor or dentist appointment, etc.).
8. No participant(s) who is dropped from one squad for disciplinary reasons or who quits shall be eligible to compete in another sport during the same season (specific to sports participation).
9. Equipment rooms and coaches' offices are off limits to participant(s).
10. Participant(s) may not withdraw equipment, practice, or play in an activity until:
  - a. They have passed an annual physical examination. (athletics)
  - b. They have filed an insurance waiver or purchased school insurance. (sports)
  - c. They are not failing any courses and are academically eligible.
  - d. They have filed an "Agreement to Participate" Form.
  - e. They have filed a "Drug Testing Consent" Form.
11. Participant(s) conduct on trips:
  - a. Participant(s) must travel to and from activities on the designated school transportation.
  - b. Participant(s) may return home with their parents/guardians as outlined in the transportation rules.
  - c. Participant(s) must stay with their coach before and after an away contest.
  - d. Participant(s) must see that nothing is damaged either on the bus or around the host school.
  - e. Locker rooms or host-designated rooms must be left in good condition and order.

#### Intent and Distribution of Rules

It is the intent and purpose of these participant(s) rules that all participant(s) desiring participation in the name of Farmington Central District #265 shall be observant of the rules on a calendar year.

It is the intent and purpose of these participant(s) rules that all participant(s) desiring participation in the name of Farmington Central District #265 shall be observant of the rules on a school year basis. Any disregard of the rules by the participant(s) because of individual attitude or individual effort may be reason for exclusion by the sponsor. Reports of violations and any follow-up investigation shall be the sponsor's responsibility with final determination of innocence or guilt subject to the sponsor's and Administrator's authority.

A copy of all rules shall be distributed to all participants of any activity, to elected officers, or team members prior to the first practice, and shall be signed by the student and parent/guardian as received and acknowledged as acceptable. This acknowledgment MUST BE SIGNED AND RETURNED to their respective sponsor PRIOR to the participant's participation in the second regular scheduled practice session, event, or planned meeting.

#### **9.200 Activity Transportation**

For all activities where school transportation is provided to and from events, all students will use school district transportation to any event sponsored by the school district to and from the event. Once at the event, only a parent or legal guardian can sign out a student. The parent/legal guardian must be physically present at the event in order to sign out a student. The parent/legal guardian must go to a coach or sponsor to sign out a student.

### **9.300 Attendance Requirements for Extra-Curricular Activities**

Students must be in school for a full day in order to participate in any extra-curricular activities scheduled for that day. The activities director must approve any exceptions, in advance.

### **9.400 Student Athlete Concussions and Head Injuries**

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

Cross-reference(s):

PRESS 7:305, *Student Athlete Concussions and Head Injuries*

### **9.500 Honesty Policy**

If a student would have an infraction of the activities code, he or she would have 24 hours to report the infraction to an administrator or coach. If the student turns themselves in, he or she would have the opportunity to reduce their 1<sup>st</sup> time infraction of the activity code from  $\frac{1}{3}$  of their current or upcoming season suspension to 25% of their current or upcoming season.

### **9.600 Participants**

A 5<sup>th</sup> grader becomes a junior high student after the last school day during the current school year. From that time on, he/she will be held to the activity code. An 8<sup>th</sup> grader becomes a high school student after the junior high commencement ceremony. From that time on, he/she will be held to the activity code.

### **9.700 Consequences for Infractions of Activities Code**

The only evaluations and treatments that will be honored will be those that are provided by and delivered through individuals or institutes who are properly certified by the Illinois Alcohol and Other Drug Abuse Professional Certification Association or the National Association of Alcoholism and Drug Abuse Counselors.

All suspensions will be rounded up to the next whole activity. Sponsors/Coaches will not allow a student to participate who begins an activity serving a disciplinary suspension.

1. The sale, distribution, possession or use of alcohol, illegal drugs, inhalants, drug paraphernalia, look-alike drugs, or illegal steroids are prohibited.

- a. 1st Offense:
  - i. A suspension from all athletic and extracurriculars as a participant for 50% of scheduled contests/performance (2 contest/performance minimum).
  - ii. If the student chooses to complete an evaluation through recommended counseling, or another properly certified provider, the suspension will be reduced to 25% of scheduled contests/performance (1 contest/performance minimum).
- b. 2nd Offense:
  - i. A suspension from all athletic and extracurriculars as a participant for 90% of scheduled contests/performance (2 contest/performance minimum).
  - ii. If the student chooses to complete an evaluation through recommended counseling, or another properly certified provider, the suspension will be reduced to 50% of scheduled contests/performance (2 contest(s)/performance minimum).

\*\*\* All Additional Violations: Student(s) will not be allowed participation in athletics or extracurricular activities for a period of one calendar year. \*\*\*

- 2. Possession, use, purchase, or sale of tobacco products will not be tolerated.
  - a. 1st Offense:
    - i. A suspension from all athletic and extracurriculars as a participant for 10% of scheduled contests/performance (1 contest/performance minimum).
  - b. 2nd Offense:
    - i. A suspension from all athletic and extracurriculars as a participant for 90% of scheduled contests/performance (2 contest/performance minimum).
    - ii. Suspension from all athletic and extracurricular events as a participant for 25% of scheduled contests/performance (2 contest/performance minimum).
  - c. 3rd Offense:
    - i. A suspension from all athletic and extracurriculars as a participant for 50% of scheduled contests/performance (2 contest/performance minimum).
    - ii. All Additional Violations: Student(s) will not be allowed participation in athletics or extracurricular activities for a period of one calendar year.
- 3. Stealing, theft, or burglary, possession of stolen goods, or criminal violations will not be tolerated:
  - a. 1st Offense:
    - i. A suspension from all athletic and extracurriculars as a participant for 50% of scheduled contests/performance (2 contest/performance minimum).
    - ii. If the student chooses to complete an evaluation through recommended counseling, or another properly certified provider, the suspension will be reduced to 25% of scheduled contests/performance (1 contest/performance minimum).
  - b. 2nd Offense:
    - i. A suspension from all athletic and extracurriculars as a participant for 100% of scheduled contests/performance (3 contest/performance minimum).
    - ii. If the student chooses to complete an evaluation through recommended counseling, or another properly certified provider, the suspension will be

reduced to 50% of scheduled contests/performances (2 contest(s)/performance minimum).

\*\*\* All Additional Violations: Student(s) will not be allowed participation in athletics or extracurricular activities for a period of one calendar year. \*\*\*

### **9.800 Activities Code Due Process and Appeal**

In all cases of reported infractions, the activity director/sponsor shall investigate the reported infraction and confront the student involved allowing for the student to:

1. Be informed of the reported infraction and the penalty prescribed
2. Explain his/her situation, involvement or non-involvement
3. Meet and question his/her accuser.

After the activities director/sponsor has thoroughly investigated the report to the best of their ability and allowed for minimal due process, then a decision may be rendered and any subsequent consequences enforced.

When it is determined by the activities director/sponsor that no recognizable proof of violation or offense has occurred, the penalties or provisions of extracurricular participation code shall not be applicable.

Any participant(s) who has been excluded for disciplinary reasons during a previous period shall be required to meet with the sponsor and the activities director prior to any participation in a following activity or season.

Should the exclusion continue after the conference, the student and/or guardian may request in writing and within seven days of the exclusion for an Administration (Building Principal) review of the exclusion or act of removal from participation.

All exclusion rights and privileges shall be identical to those assured to individual student(s) under Board Policy dealing with suspension.

In all cases of reprimand, exclusion, or probation, the sponsor shall be the determining authority of the attitudinal or athletic performance of the participating or probationary participant(s).

Exclusion shall be reviewed within seven days at a meeting involving the excluded participant(s).

All participants are subject to the extracurricular participation code. Any participant who voluntarily seeks evaluation and treatment for chemical dependency will be subject to revised penalty under the extracurricular participation rules with these stipulations: a participant(s) who has been determined to have violated the extracurricular participation code because of involvement with alcohol or drugs and who within ten (10) days of the investigation date (of the violation) voluntarily enters and subsequently completes a chemical dependency evaluation and rehabilitation program with approval by the Principal will have the penalties reduced as follows: if in violation during the probationary period, the one-year exclusion will be reduced to one semester of non-participation. Subsequent violations will lead to progressive penalties.

### **9.900 Physical Education**

Physical education classes are required of all students in elementary school. These classes meet daily. Students in grades K-5 are required to have a pair of tennis shoes that can be left at school to wear only for P.E.

Students in grades 9-12 are recommended to wear a physical education uniform that consists of: t-shirt and shorts/sweatpants. Students in grades 6-12 are required to wear an appropriate pair of athletic shoes and socks for class.

All clothing must meet the requirement of the building dress code. Students are responsible for seeing that each item is labeled, clean and ready for use any day that he or she participates in physical education.

There are times when students, for health reasons, should not take P.E. class. They will need a note from a parent/guardian for one, two, or three days of non-participation.

Non-participation of four (4) or more days requires a doctor's written excuse. If some unusual circumstance exists where the absence from P.E. will be longer than 3 days but is not, in the parent's opinion, reasonable to go to the doctor, please contact the school administration to discuss the situation. Students who do not take physical education classes during the day will not be eligible to participate in the school's athletic program that same day, or as long as the period of time they are excused from participating in P.E.

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
2. The student's class schedule.
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.3

### **9.110 School Dances and Social Activities**

School dances and other social activities are encouraged as a part of a complete junior high and high school experience. These are safe, enjoyable, and rewarding activities providing a few simple rules and procedures are followed:

1. The school administration must approve all such activities in advance - planning, organization, and financing are the responsibility of the sponsoring organization and its advisor.
2. Each group sponsoring a DANCE is to submit to the School administration a list of the FCHS teachers who will be serving as chaperones - 4 teacher chaperones are necessary to have a dance.
3. FCHS students may register ONE GUEST as a non-FCHS student being brought as a date - this must be done at least two days prior to the dance.
4. Students are reminded that they are responsible for the conduct of their guest.
5. Elementary (K-8) students are NOT admitted to FCHS dances - High school students are not admitted to junior high dances.
6. Once you leave the dance or activity you will NOT be readmitted.
7. If a band is used, only working band members are to be admitted - a general band

“following” is not to be admitted.

8. High school dances must end no later than 11:00 p.m.
9. All non FCHS student(s) requesting admittance shall be twenty (20) years of age or younger.
10. The sponsoring organization shall pay for the cost of custodial services should overtime be required.
11. Junior high dances will end no later than 9:00 p.m.

### **10.100 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 22<sup>nd</sup> 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.

Farmington Central District #265 has special education services available. In order to provide center based programs, our district is a member of the Special Education Association of Peoria County joint agreement.

If your child has difficulty learning, talking, behaving, seeing, hearing, or moving, he/she might be eligible for special services. Our teachers determine if any of our children are having difficulties that would require additional evaluation and conduct screening annually.

If your child were having difficulty, then we would talk with you and request your written consent before conducting a comprehensive case study evaluation.

The following services are available: speech and language therapy, psychological services, social work services, motor services, learning consultant services, resource and instructional classroom services, and preschool screening. Classroom programs are offered to eligible children who are considered to be speech/language impaired, learning disabled, mentally impaired, hearing impaired, visually impaired, physically handicapped, behavior disordered, emotionally disturbed, and health impaired. A parent handbook is available for additional details regarding the services.

Most children are provided services in local school buildings or in the schools of nearby districts. A few severely handicapped students require services that cannot be provided by public schools and are, therefore, placed in private day programs or residential programs. As the parent of an exceptional child you have certain rights that are safeguarded by state and federal statute. Your rights pertain to records, independent evaluation, notice, consent, hearing, evaluation procedures, least restrictive environment, confidentiality, and legal costs. If you have further questions about these rights, you may contact Farmington Central CUSD #265 at 309-245-1000. You are entitled to a copy of the rules regarding special education upon request to the Illinois State Board of Education.

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

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student

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

For further information, please contact the building principal.

Cross-reference(s):

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

### **10.200 Discipline of Students with Disabilities**

#### **Behavioral Interventions**

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

#### **Discipline of Special Education Students**

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

#### **Isolated Time Out, Time Out, and Physical Restraint**

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

Cross-reference(s):

PRESS 7:190-AP4, *Administrative Procedure- Use of Isolated Time Out, Time Out, and Physical Restraint*

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

### **10.300 Exemption From Physical Education Requirement**

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

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

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

### **10.400 Certificate of High School Completion**

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

Cross-reference(s):

PRESS 6:300, *Graduation Requirements*

### **10.500 Request to Access Classroom or Personnel for Special Education Evaluation or Observation**

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

For further information, please contact the school principal.

Cross-reference(s):

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

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

### **10.600 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.



Cross-reference(s): PRESS 7:340-AP1, <i>School Student Records</i>
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### **10.700 PUNS (Prioritization of Urgency of Need for Services)** **Database Information for Students and Parents or Guardians**

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

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

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

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=4131>.

You may also contact the following District employee for assistance:

Joe Bohannon, Special Education Coordinator, [jbohannon@dist265.com](mailto:jbohannon@dist265.com)

### **11.100 Student Privacy Protections**

#### **Surveys**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

#### **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. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incrimination, 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 eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request.
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

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the building principal.

A complete copy of the district's student and family privacy rights policy may be obtained from the superintendent's office or accessed on the district's website.

Cross-reference(s):

PRESS 7:15, *Student and Family Privacy Rights*

PRESS 7:15-E, *Notification to Parents of Family Privacy Rights*

### **11.200 Student Records**

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

Farmington CUSD #265 uses Parchment for electronic transcripts or records for a nominal fee. Requests can be made on the district website or contact the High School Office at (309) 245-1000.

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their

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

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

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, or 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; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

- a. Name
- b. Address
- c. Grade level
- d. Birth date and place
- e. Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- f. 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
- g. Academic awards, degrees, and honors
- h. Information in relation to school-sponsored activities, organizations, and athletics
- i. Major field of study
- j. Period of attendance in school
- k. 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.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.  
Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.
8. The right contained in this statement:  
No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The Name & Address of the Office that Administers FERPA:

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

Cross-reference(s):  
PRESS 7:340, *Student Records*

### **11.300 Student Biometric Information**

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

Cross-reference(s):  
PRESS 7:340, *Student Records*

### **12.100 Teacher Qualifications**

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

1. Whether the teacher has met State qualification and licensing criteria for grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived.
3. Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

4. Whether the teacher is teaching in a field of discipline of the teacher's certification.

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

Cross-reference(s):

PRESS 5:190, *Teacher Qualifications*

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

### **12.200 Standardized Testing**

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

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

Cross-reference(s):

PRESS 6:340, *Student Testing and Assessment Programs*

### **12.300 Homeless Child's Right to Education**

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

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired.
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
3. Questions concerning homelessness should be directed to McKinney Vento Coordinator:

Clint Mathewson- (email: [cmathewson@dist265.com](mailto:cmathewson@dist265.com), phone: (309)245-1000, ext. 1)

Cross-reference(s):  
PRESS 6:14O, *Education of Homeless Children*  
PRESS 6:14O-AP, *Education of Homeless Children*

### **12.400 Family Life Sex Education Instruction Classes**

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

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

Cross-reference(s):  
PRESS 6:6O-AP, *Comprehensive Health Education Program*  
PRESS 6:6O-E, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

### **12.500 District Title I Plan**

The Farmington District #265 administration will use the evaluation findings in designing strategies for school improvement and in revising parental involvement policies at the district and school levels.

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

Cross-reference(s):  
PRESS 6:17O, *Title I Programs*

### **12.600 English Learners**

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

Parents/guardians of English Learners will be informed how they can:

1. Be involved in the education of their children.



2. Be active participants in assisting their children to attain English proficiency.
3. Achieve at high levels within a well-rounded education.
4. Meet the challenging state academic standards expected of all students.

Cross-reference(s):  
PRESS 6:160, *English Learners*

### **12.700 School Visitation Rights**

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

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

### **12.800 Pesticide Application Notice**

District #265 has an integrated pest management (IPM) policy that incorporates building maintenance, sanitation, physical barriers and as a last resort, the safest, most effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the district unit office if you wish to be added to the registry. You can add your name at any time during the year.

Cross-reference(s):  
PRESS 4:160-AP, *Environmental Quality of Buildings and Grounds*

### **12.900 Mandated Reporters**

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

Cross-reference(s):  
PRESS 5:90, *Abused and Neglected Child Reporting*

### **12.110 Sex Offender and Violent Offender Notification Law**

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

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

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

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

Cross-reference(s):  
PRESS 4:170-AP2, *Criminal Offender Notification Laws*

#### **12.120 Sex Offender & Violent Offender Community Notification Laws**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry..... [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)  
Illinois Murderer and Violent Offender Against Youth Registry.....[www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)  
Frequently Asked Questions Concerning Sex Offenders.....[www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

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

Cross-reference(s):  
PRESS 4:170-E6, *Informing Parents About Offender Community Notification Laws*