ARMSTRONG TOWNSHIP HIGH SCHOOL DISTRICT #225

STUDENT HANDBOOK 2026-2027



SCHOOL SONG
TUNE: NOTRE DAME VICTORY MARCH

"Armstrong Loyalty"

Come, sing together, we'll raise a cheer
Pep, Pep, and what a grand team this
year We will pledge ourselves to you
Dear Armstrong High School ever true
Fight, fight, fight, fight team for
victory Purple and gold means our
Varsity
To the earth we'll show our worth
In glorious victory.

Welcome!

The Staff and Board of Education extend a warm welcome to the students of Armstrong Township High School. This handbook has been prepared to serve as a guide and source of information to all students. You should become familiar with this material so that you will understand the school's policies and procedures. Questions or concerns should be addressed to the Principal or Superintendent by calling 569-2122 or by email. You can take a look at our website at www.armstrong.k12.il.us to find email addresses.

The Board of Education reserves the right to amend, modify, or waive the rules as situations present themselves during the year.

BOARD OF EDUCATION
ARMSTRONG TOWNSHIP HIGH SCHOOL DISTRICT
#225 2025-2026

Zachary Acton	Michael Buhr
Andy Cler	Jason Frerichs
John Gordon	Justin
Hedrick Everett Parkerson	

SCHOOL COLORS: Purple and Gold **MASCOT: Trojan**

Suicide and Crisis Lifeline--Dial 988
Crisis Text Line Text HOME to 741741 to connect with a Crisis Counselor
Safe 2 Help Illinois 844-472-3345

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ASSURANCES

- Armstrong Township High School District #225 is an equal opportunity employer and educator. Discrimination is prohibited against employees, job applicants, students, and contractors on the basis of color, race, national origin, gender, age, or disability. Armstrong Township High School District #225 abides by applicable state and federal laws prohibiting discrimination.

- Projects receiving federal or state funds will be administered in conformity with the provisions of Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education amendments of 1972, the Right to Privacy of Student Records (Federal Regulations, November, 1995), the Individuals with Disabilities Education Act, the Age Discrimination in Employment Act of 1967, the Illinois Human Rights Act, and the School Code of Illinois.

- Armstrong Township High School has developed pursuant to State Board of Education regulations (23 Ill. Adm. Code 227.40, amended at 13 Ill. Reg. 14957) a plan making available for all gifted and talented pupils appropriate programs in all fundamental areas of learning. Gifted and talented children have been identified through a process which uniformly applies the following criteria: academic performance as demonstrated in standardized achievement tests and checklist for creativity and psychomotor skills; professional judgment based on teacher recommendation, past school performance, and/or performance and/or portfolio in the performing arts. Entry into the program will be after consultation with the student and his or her parents.

REPORTING ABSENCE AND RETURNING TO SCHOOL

If a student will be absent for all or part of a school day, the parent or legal guardian must call the school to report the absence. If the parent or legal guardian does not have access to a telephone, the student must bring a written notice and excuse on the day he or she returns to school. The student should report to the school office for an admit slip before reporting to classes.

- Students who miss all or part of a school day because of a medical or other appointment should return to school with a "return to work or school" slip from the doctor or other professional.
- Students who must leave school early because of an appointment must have a "permit to leave the building" issued in the school office. Leaving the building without permission will be counted as an unexcused absence.
- Students who have been absent excused will have the opportunity to make up missed work within a reasonable time (to be determined by the classroom teacher). Students who have been absent unexcused may lose all or partial credit for work missed during absence.

ANNUAL ASBESTOS MANAGEMENT PLAN NOTICE

This is to inform you of the status of Armstrong Township High School District #225 asbestos management plan. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our buildings were initially inspected for asbestos Our inspection was conducted in 1988-89. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection/Management is available for public review in the District Superintendent's Office. Should you wish to review the plans, please call to make an appointment between the hours of 8:15 a.m. and 4:00 p.m.

Any concerns relative to asbestos containing materials should be directed to the District Superintendent at 30474 Smith Street, Armstrong, IL 61812, 217-569-2122.

DRUG-FREE CAMPUS

Armstrong Township High School provides a drug-free workplace and educational environment. Unlawful manufacturing, distributing, dispensing, possessing, or using of any controlled substance including cannabis, by any employee or student of Armstrong Township High School District #225 is prohibited. As part of our drug prevention program, and pursuant to Illinois School Code 5/10-22.10a, the Board of Education authorizes Administration to request the assistance of law enforcement officials, including the use of specially trained dogs, for the purpose of conducting reasonable searches of school buildings, grounds, and lockers for illegal substances, before, during, or after school hours.

An employee engaged in unlawful manufacturing, distributing, dispensing, possessing, or using of any controlled substance including cannabis, in the workplace will be subject to discipline, up to and including termination and the filing of criminal charges.

Students engaged in unlawful manufacturing, distributing, dispensing, possessing, or using of any controlled substance including cannabis, in school buildings, on school grounds, or in school vehicles, will be subject to disciplinary action, up to and including expulsion and the filing of criminal charges (see "Student Discipline: Prohibited Student Conduct").

PHILOSOPHY

The pursuit of knowledge and learning cannot proceed effectively without good, consistent discipline. Discipline is learning to act responsibly in accordance with accepted rules in order to obtain certain goals for oneself. Armstrong Township High School District #225 believes it is the responsibility of the school to help students maintain and further develop self-discipline so that the exercise of individual rights does not infringe on the rights of others or disrupt the educational program. The school has developed a framework with definitive expectations and standards of behavior with the safety and well-being of all students in mind. Every staff member of Armstrong Township High School will be responsible for providing adequate supervision of students and apply the district's policies for the benefits of all students in accordance with Federal and State law.

A POSITIVE SCHOOL CLIMATE

Armstrong Township High School faculty and staff strive to create a school which is a safe, warm, and caring place for students to learn. Our school is exemplified by a friendly, supportive atmosphere, one in which high expectations are held for students and students are treated with respect. We believe that ALL students at ATHS have a right to be successful if they apply themselves and do their best.

We expect that all students will:

1. Reach out for new ideas, work hard, and achieve to the highest of individual potential.
2. Make school the number one priority in the daily schedule of activities.
3. Be in school daily, be on time, and be prepared for class.
4. Keep the halls, classrooms, and grounds of the school neat and orderly.
5. Practice common courtesy to staff, guests, and fellow students in the hallways, classrooms, cafeteria, on the buses and at games and assemblies.
6. Engage in appropriate behavior at all times as representatives of Armstrong Township High School.
7. Dress in a manner that is appropriate for school.

We expect that parents and guardians will:

1. Provide a study area at home where the student can work.
2. Encourage at least one hour of quiet study time and/or reading each evening.
3. Contact school personnel involved with your son or daughter to discuss his or her progress.
4. Understand that mutual trust and honesty are essential; encourage your son or daughter to

accept responsibility of their own actions.
5. Realize that the school cannot do the job alone; we need your support and participation.

SCHOOL-WIDE GOALS

DEVELOPED BY THE ADVISORY COUNCIL, OCTOBER 1994

As a result of their high school education, we want our children to be able to:

- communicate appropriately.
- read, write, and calculate with skill.
- demonstrate effective study skills for high school and beyond.
- value learning as a lifetime activity.
- seek and retain employment.
- work with others constructively.
- show respect for the rights, opinions, and traditions of others.
- articulate his or her own views and listen to those of others.
- manage personal finances.
- value his or her own music, arts, and culture and that of other people.
- know and value her or his own strengths.
- accept responsibility for his or her own actions.
- interact with skill and confidence in environments different from home.
- solve problems by reasoning and thinking independent of peer pressure.

STUDENT RIGHTS AND RESPONSIBILITIES

EQUAL EDUCATIONAL OPPORTUNITIES

All students have the right to:

- a free and appropriate quality education that will develop potential regardless of any handicaps.
- equal access to learning experiences.
- information regarding their progress in school.
- opportunities in preparing for the world of work.
- experiences which foster citizenship responsibility.

All students have the responsibility to:
- use their education for development of their full potential.
- use facilities properly, and to make positive use of learning experiences.
- use information on their progress to help their development.
- attend school regularly in preparation for the world of work.
- practice good citizenship.

STUDENT FREEDOM OF EXPRESSION

All students have the right to:
- express their views.

All students when expressing their views have the responsibility to:
- refrain from disrupting the work of the school or the orderly conduct of classes.
- refrain from mocking, ridiculing, or deliberately demeaning or provoking others because of race, religion, national origin, gender, or individual views.
- refrain from violating the rights of others.

PERSONAL APPEARANCE

All students have the right to:
- determine their own styles of dress and hair within the guidelines set forth in the handbook.

All students have the responsibility to:
- see that their manner of dress and grooming conforms to standards of health, safety, and decency and is not disruptive of the educational program

THE STUDENT PRESS AND OTHER PRINTED MEDIA

All students have the right to :
- express and to distribute their views without censorship or restraint through any and all forms of the press or other printed media, be it on or off the school campus.

All students have the responsibility to:
- express their views in accordance with responsible journalistic practices.
- avoid printing obscenities and profanity.
- distribute material in accordance with all regulations.
- identify the source of any literature distributed within the school.

RIGHT TO PETITION OF GRIEVANCES

All students have the right to:
- present petitions, complaints, or grievances to the administration without fear of disciplinary action, assuming the petition is free of libelous statements, personal attacks, and in the bounds of reasonable conduct.

DUE PROCESS

All students have the right to:
- a fair hearing with the opportunity to call in witnesses on their behalf, and to appeal their case in the event of disciplinary action brought against them.
- the presence of legal counsel at his or her own expense if involved in suspension or expulsion proceedings.

All students have the responsibilities to:
- carry out the duties of a good citizen and should be willing to volunteer any information he or she may

have related to a disciplinary case.

STUDENT GOVERNMENT

All students have the right to:

- voice opinions about the formulation of the school policies and decisions which affect their educational lives.
- hold office and to vote in student elections as determined by the guidelines set up by student government.

Student government has the responsibility to:

- state the scope of its powers, privileges and responsibilities as public record. The charter or constitution must be the result of the joint administration-faculty-student discussions.
- publicly state and inform the students of the eligibility rules for candidates, rules for conducting campaigns and elections, and other student government functions.
- share with the administration and faculty in the development of a school climate conducive to wholesome learning and living.

STUDENT PROPERTY

All students have the right to:

- privacy in their lockers and desks consistent with rules established by the School.
- privacy in their personal belongings.

All students have the responsibility to:

- keep their lockers and desks free of any stolen property or any contents which threaten the health, safety, or welfare of themselves or other students.
- take proper precautions to secure the safety of personal belongings (wallets, jackets, purses) by using appropriate lockers and locks.

USE OF TOBACCO, ALCOHOL, AND DRUGS

All students have the right to:

- breathe air free of tobacco smoke.
- be in a school environment where other students are not under the influence of alcohol or illegal drugs.

All students have the responsible to:

- refrain from the use of tobacco, alcohol, and illegal drugs on school property or at school activities.

STUDENT GRIEVANCES AND CHAIN OF COMMAND

Students have both the right and the responsibility to express school related problems and concerns to the administration.

The procedure for students/parents to register complaints and/or discuss issues shall follow the chain of command in the following order: Teacher, Principal, Superintendent, and School Board. (Failure to follow the chain of command will result in being sent back to the appropriate level.)

RESIDENCY AND ADMISSION

It shall be the policy of the Armstrong Township High School District #225 to limit attendance in the district's school to those students who reside within District boundaries. Students living in the Potomac Community Unit School District #10 boundaries must have the authorization of the superintendent of that district to register at Armstrong Township High School, for the duration of the deactivation agreement.

Home school students are admitted under the guidelines of the State of Illinois and the Regional Superintendent of Schools for Home Schools.

Students who are designated as "homeless" are admitted according to the Education for Homeless Children Act, 105 ILCS 45/1-1 et. seq.

All non-resident students are admitted on a tuition basis only by action of the Board of Education.

For the purpose of determining the residency of a pupil under 18 years of age, the residence of the person who has legal custody of such pupil shall be the residence of the pupil. For a pupil 18 years of age or older, the physical residence of the pupil shall determine residency.

For the purpose of this policy, "legal custody" means one of the following:

- custody exercised by a natural or adoptive parent with whom the pupil resides;
- custody granted by order of a court of competent jurisdiction to a person with whom the pupil resides for reasons other than to have access to the educational programs of the District;
- custody exercised under a statutory short-term guardianship, provided that within 60 days of the pupil's enrollment a court order is entered that establishes a permanent guardianship and grants custody to a person with whom the pupil resides for reasons other than to have access to the educational programs of the District
- custody exercised by an adult caretaker relative who is receiving aid under the Illinois Public Aid Code for the pupil who resides with that adult caretaker relative for other than to have access to the educational programs of the District; or
- custody exercised by an adult who demonstrates that, in fact, he she has assumed and exercises responsibility for the pupil and provides the pupil with a regular fixed nighttime abode for purposes other than to have access to the educational programs of the District.

In the event a question concerning residency of a child arises, the District shall:

1. Require the child's parent or guardian to complete a questionnaire in order that the District may determine residency. Such questionnaire shall be routine at the time of original enrollment, and may be required at such other ties as the administration deems necessary;

2. Conduct an informal investigation to acquire information which may aid the District in determining residency. The administration may require the parent or guardian to submit evidence of residency within the School District, which may include such items as:

    a. Proof of payment of rent or mortgage, such as receipts or canceled checks;
    b. Utility bills including electricity, water, telephone, and propane/natural gas;
    c. Valid voter's registration card; and
    d. Current Illinois Driver's License or other valid information.

3. Provide the child and/or the parents or guardians of the child an opportunity to present pertinent information to the District which would aid in determining residency;

4. Permit the child and/or the parents or guardians of the child to appeal unfavorable residency determinations to the School Board, provided that the School Board's residency determination after hearing shall be final and binding; and

5. Allow the child to attend Armstrong Township High School until the District makes final determination of the child's residency, provided, however, that the child's parents or guardians shall be responsible for payment of the costs (tuition equivalent) incurred by the Armstrong schools for this interim period of time the child was permitted to attend.

If a person is exercising legal custody of a child by an order of a court or a statutory short-term guardianship as provided above, a written copy of such court order or short-term guardianship form must be submitted to the School District.

If the Board of Education or its designee determines that a pupil, who is attending school in the Armstrong School District on a tuition free basis, is a nonresident of the Armstrong School District for whom tuition is required to be charged, the Board of designee shall notify the person who enrolled the pupil of the amount of the tuition that is due to the District by reason of the nonresident pupil's attendance in the District's school. Such

notice shall be given by certified mail, return receipt requested. Within ten (10) days after receipt of such notice, the person who enrolled the pupil may challenge this determination and request a hearing to review the determination as provided by Section 10-20.12b of the School Code.

Any person who knowingly or willfully presents to the District false information regarding the residency of a pupil for the purpose of enabling the pupil to attend school in the District without the payment of nonresident tuition, or any person who knowingly enrolls or attempts to enroll in the schools of the District on a tuition-free basis, a pupil known by that person to be a nonresident of the District shall be guilty of a Class C MISDEMEANOR.

Non-resident pupils who attend schools in the District for less than an entire school year shall have their tuition apportioned. Pupils who begin a school year as residents but become non-residents during the school year shall not be charged tuition for the remainder of the school year in which they become non-resident pupils.

HOMELESS CHILDREN

A homeless child, as defined by State law, may attend the District school that the child attended when permanently housed or in which the child last enrolled. A homeless child living in any District school's attendance area may attend that school. Transportation shall be arranged according to State law. If a dispute arises regarding a homeless child's rights, the Superintendent shall inform his or her parent(s)/guardian(s) of the availability of an investigator, sources for low-cost or free legal assistance, and other advocacy services in the community.

Education of Children with Disabilities

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

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

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

TRANSFER OR WITHDRAWAL

Parent(s)/Guardian(s) of a student transferring from the District or withdrawing from school should give the building Principal written notification of their intent, pay outstanding fees or fines, sign a release form, and return all school-owned property.

The Principal shall complete a "good standing" form for any student transferring from the District. Within ten (10) days of transfer notification, the Principal shall send to the District in which the student will or has enrolled, a completed good standing form, an unofficial record of the student's grades, and the remainder of the student's school records. Within ten (10) days after the student has paid all outstanding fines and fees, the Principal shall mail an official transcript of the scholastic record.

Transfer students have to attend Armstrong Township High School for their Junior and Senior year to be eligible for Valedictorian and Salutatorian honors. Armstrong Township High School will not accept weighted grades from incoming transfer students. Grades earned will count the same as they would here.

RE-ENROLLMENT

Re-enrollment shall be denied to any individual above the age of 16 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. A person denied re-enrollment will be provided counseling and be directed to alternative education programs, including adult education programs that lead to graduation or receipt of a GED diploma. (105 ILCS 5/26-2).

HEALTH EXAMINATIONS AND IMMUNIZATIONS

Parents(s)/Guardian(s) of students entering the 9th grade shall present proof of a health examination by a licensed physician and of having received the immunizations against and screenings for preventable communicable diseases, as required by the Illinois Department of Public Health rules. **Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District**. All new students who are first time registrants shall have thirty (30) days following registration to comply with the health examination and immunization regulations. A student may be exempted from this policy's requirements on religious or medical grounds if the student's parent/guardian presents to the Superintendent a completed Certificate of Religious Exemption, and in the case of medical grounds, a verification by a physician.

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card/transcript until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. A student will be exempted from the dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

HOME AND HOSPITAL INSTRUCTION

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

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

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
   a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
   b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

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

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to

coordinate course work and facilitate a student's return to school.

THE SCHOOL DAY

The School Day begins promptly at 8:02 a.m. and ends at 2:57 p.m. unless otherwise announced. Students are to be in attendance at 8:02 a.m. Students who are chronically tardy to school will face disciplinary action. To allow the buses to leave, students that drive may be dismissed at 3:00.

TARDINESS: USE GOOD JUDGMENT AND BE PROMPT

As a student it is your responsibility to use a reasonable degree of judgment in regard to the time element you have before school, between classes, and at lunch. Adequate passing time is provided in the schedule. All students are to be in their assigned classroom when the class bell rings. Teachers may make additional stipulations regarding what constitutes a "tardy" to class.

Students entering school late due to medical or professional appointment should report to the school office for verification and to receive an admit slip. Students arriving late to school for any other reason should report to class, where the teacher will issue and record a tardy slip. If a student is detained by a staff member, that staff member should issue a corridor pass to the next scheduled class teacher.

Students are granted two (2) tardies without any penalty each semester. Disciplinary action will take place after the second tardy in each semester.

ATTENDANCE POLICY

Attendance means being present in your assigned class. Regular attendance is of prime importance to the student's success, both in high school and in college or the workplace. Good attendance is a sign of dependability and good citizenship. Classroom teachers will work closely with the Principal in promoting regular attendance.

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

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

a graduation incentive program.

Students shall not be absent more than **seven (7) times per semester** per class. For all absences over seven per semester, the student will be required to provide verification from a physician specifying the dates on which the student was medically unable to attend school. Without such medical verification, each absence over seven per semester will be unexcused. Students will be allowed to make up work missed due to **absences**; the student must make arrangements with the teachers for make-up work and must complete make-up work in a reasonable time. "Absence" is defined as being gone from class for half or more of the period. Teachers may not admit a student to class after an absence without an admit slip issued by the Office. Admit slips will be issued by the Principal, Superintendent, or authorized attendance officer.

Excused absences pertaining to this policy will be recorded in the following way:

ILLNESS

A. A parent's or guardian's written excuse or phone call on the day of the absence or before the first class on the day of the student's return to school. Any absence not cleared in this way will be unexcused.

B. In the event a student is confined to a hospital or restricted to home by a doctor, the

period of confinement specified by the doctor shall count as a single absence for the purpose of this policy.

C. In cases of chronic physical conditions requiring regular consultation or treatment by a physician, which necessitates that the student miss school, the Principal or Superintendent shall have the discretion to waive the seven (7) absence rule presented with medical verification of such condition. Such medical verification must be presented each semester.

D. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety,

E. up to 5 days per school year for mental or behavioral health of the student

MEDICAL OR DENTAL APPOINTMENTS

F. Appointments with health care professionals, including psychologists or psychiatrists and verified by a "return to work or school" form issued at the time of the appointment.

2. **DEATH IN THE IMMEDIATE FAMILY (Spouse, child, parent, brother, sister, grandparent, in-laws, guardian)**

A. The student will be excused from the time of notification through the day after the funeral.

COURT APPEARANCE

B. Mandated court appearances must be verified by a subpoena or other legal document.

VACATION

C. Parents/Guardians must notify the school in advance of trip. If approved in advance the student will be allowed a maximum of three (3) days per year allotted to "vacation." All days in excess of three (3) will be unexcused. If the vacation is not approved in advance, all days missed will be unexcused unless family emergency.

D. All work missed must be made up in a timely fashion.

HUNTING

E. Hunting trips will be regarded as vacations (See Section 5). Students must be accompanied by a parent or guardian.

AGRICULTURAL WORK

F. Agricultural work on one's own or family farm will be treated as an excused absence. Parents or guardians must call or provide written verification of the absence. Students will be responsible for all make-up work. The seven (7) absence rule applies.

AUTHORIZED RELIGIOUS ACTIVITIES

G. Attending any church-related activity which extends into part or all of a school day will be excused with parent note or phone call as for illness.

Additionally, a student will be excused for attending a military honors funeral to sound TAPS, attend a civic event and 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.

An **unexcused absence** is being gone for all or part of the school day without authorization. Examples of unexcused absence are: absences not cleared as in 1A) above; absences in excess of seven (7) not verified by medical excuse, leaving the school without permission, cutting class, vacations or hunting trips not pre-approved, going to work, attending sports or extra-curricular activities not sponsored by the school, college visits not pre-approved. It is at the discretion of the teacher to allow students to make up work missed during an unexcused absence or to reduce the student's grade for such work. Unexcused absences will result in disciplinary action.

In the event of any absence, the student's parent/guardian is required to call the school at 217-569-2122 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00
a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential

COLLEGE DAYS

College days are an opportunity for junior and senior students to visit campuses, or technical schools, and/or make appointments to talk to admissions personnel about their program. Junior and senior students will be allowed two (2) college days each year. **College days when verified are not counted as absences,** but will be treated as class field trips. **College days must be arranged in advance with the school office; students must submit a completed "College Day Visitation Form" when they return to school.** Days in excess of two (2) used for campus visits, testing, or counseling will be considered as excused absences when verified by a parent.

TRUANCY

Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. The Regional Superintendent's Office will be notified of any chronic truants; legal action may be taken against parents of chronic truants under the age of 17. 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.

STUDENT DISCIPLINE

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials; including electronic or e-cigarettes, vapes, vape pens, or other vaping related products. Federal and State Law prohibits smoking within schools or on school grounds by anyone.

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

3. Using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*), any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription; look alike drugs, and/or drug paraphernalia, or any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.

Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.

4. Using, possessing, distributing, purchasing, or selling, explosives, firearms, knives, or any other object

that can be used or attempted to be used to cause bodily harm (weapon).

5. Using, possessing, distributing, purchasing, or selling: any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is

prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.

6. Using or possessing electronic devices such as mp3 players, radios, pagers, laser pointers, cellular telephones, smartphone, games and tape recorders, without the permission of the teacher and/or administrator. (Without prior permission, devices should be off, and out of sight; also refer to rules on cell phone use)

7. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.

8. Using lewd, obscene language or gestures or libelous material.

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

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure and sexual assault.

11. Engaging in teen dating violence
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

13. Unexcused absenteeism.

14. Being a member of or joining or promising to join, or becoming pledged to be a member of, soliciting any other person to join, promise to join, or be pledged to be a member of any public school fraternity, sorority, or secret society.

15. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.

16. Cheating, defined as illegally obtaining or providing copies of tests and/or answer keys or using unauthorized notes during a test or quiz.

17. Plagiarism, defined as willfully taking the ideas, work, writing, etc., of another and passing them off as your own; forgery.

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

19. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly knowing as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing and indecent visual depiction of oneself or another

    person through the use of a computer, electronic communication device, or cellular phone.

20. 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.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Engaging in any activity that constitutes an interference with school purposes or educational function or is disruptive to the school program.

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

1. On school grounds before, during, or after school hours and at any time when the school is being used by a school group.
2. Off school grounds at a school activity, function, or event.
3. Traveling to or from school or a school activity, function, or event.
4. Anywhere if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.
5. During periods of remote learning.

DISCIPLINE OPTIONS

In the operation of the schools, it is hoped that the hallmark of the exercise of authority will always be fairness. Every effort should be made to secure understanding and acceptance of decisions that are made in good faith. At times there may be legitimate differences of opinion between a student and a staff member. The Board will extend to students their full rights as provided by law. It is the Board's desire that the exercise of authority in a school setting be fair and that the student's rights be fully protected.

When requested by the building Principal, it is expected that a parent shall pick up his/her child immediately. It is crucial that school personnel not neglect other students due to disciplinary problems. Above all else, a favorable learning atmosphere must be maintained.

The following are disciplinary options available to the Board and/or administration of the District:

REMOVAL FROM CLASS

A teacher may temporarily remove a student from a classroom for inappropriate behavior. Continued inappropriate behavior by the student will lead to a disciplinary referral to the Principal for further action**.**

DETENTIONS

Detentions may be served before or after school or at lunch in a supervised, designated room. Detentions typically are 30 minutes long, but time may be increased or decreased based on student behavior. Seats will be assigned; there will be no talking, and no disruption. Students may serve their detention with the teacher who issues the detention. Skipping detentions will lead to alternate discipline measures.

ALTERNATIVE GUIDED STUDY

Alternative Guided Study is a disciplinary option for students whose behavior is a serious infraction of school rules, but does not necessarily affect the school program or the safety of others. Alternative Guided Study may be assigned at the Principal's discretion in, but not limited to, the following, cases: Unexcused absence, failure to serve assigned detention, excessive tardies to class, excessive detentions, and violation of closed campus. Students and parents will be notified in writing or by a call or email of an assigned Alternative Guided Study.

SUSPENSION AND DUE PROCESS RIGHTS

Suspension is the exclusion of a student from school for up to ten (10) school days. Suspension is done by the Superintendent or Principal. A conference will be held with the student prior to the suspension to allow the student to state his or her case. The administration has the discretion to determine whether the suspension will be in-school or out-of-school. In-school suspensions will be served with supervision in an area determined by the administration. If adequate supervision cannot be guaranteed, the suspension will be out-of-school. Any suspension will be reported by phone or written notification to the parent or guardian with a full statement of

reasons for the suspension and notice of the right to review by the School Board. A request for review by the School Board must be made in writing to the Superintendent within five (5) days of receipt of the written notice of suspension. A student returning from suspension must be admitted by the principal or designee. The suspended student may not participate in any extracurricular activities during the period of the suspension. The suspension will count toward absences according to the attendance policy.

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

EXPULSION AND DUE PROCESS RIGHTS

Expulsion is the **dismissal** of a student from the school for any period of time, but not to exceed two (2) school years. Only the Board of Education can order an expulsion according to Illinois School Code 10.22.6. An expulsion charge may be initiated by the Principal or Superintendent. Expulsions may take place only after the custodial parents or guardians have been requested to appear at a closed hearing of the Board of Education to discuss the charges.

The custodial parents or guardians will be notified by registered mail of the time, place, and purpose of the meeting related to the expulsion. The student may be suspended from school until the time of the hearing. Both school administration and student may present witnesses who will be subject to questioning by both parties. Either party may record the proceedings at his/her own expense. The rules of evidence shall not apply to the proceedings.

Should the Board determine that expulsion is warranted, it will state the reasons for the dismissal and the date on which the expulsion is to become effective. The decision of the Board of Education shall be final. The period of expulsion will count toward absences accordance with the attendance policy.

Illinois Public Act 89-0371 allows the School Board to expel a student for not less than one school year and up to two (2) school years for bringing a weapon onto school property. Such expulsion must be consistent with Federal Individuals with Disabilities Education Act.

REMOVAL FROM EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities is a privilege and not a right. Failure to abide by school district rules and/or coach and sponsor rules may be grounds for removal from the activity. At school dances, inappropriate dance moves will be reason for disciplinary measures to be taken.

REMOVAL FROM BUS

Students are expected to follow the bus procedures outlined in this handbook and as established by Board of Education policy. Failure to follow the bus procedures may result in loss of bus privileges. (Refer to Bus Discipline Section of handbook)

REFERRAL TO LAW ENFORCEMENT OFFICIALS

If school officials have a reasonable belief that a student violated the laws of the State of Illinois, school officials may contact local law enforcement officials for further investigation and action.

CORPORAL PUNISHMENT

Corporal punishment shall not be used at Armstrong Township High School. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of a student in a physically painful position, or intentional infliction of bodily harm. Corporal punishment does not include, and certified personnel are permitted to use reasonable force as needed to maintain safety for other students, school personnel, for the purpose of self-defense or the defense of school property (Illinois Public 88-0346, January 1, 1994).

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an

imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

MISCONDUCT BY STUDENTS WITH DISABILITIES

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The school board or designee shall establish and maintain procedures for using behavioral interventions with children with disabilities. The procedures shall conform to the State Board of Education's guidelines on the use of behavioral interventions, including that each student receiving special education services who requires the use of a restrictive behavioral intervention should have a written behavioral management plan developed by the IEP team and included in the student's IEP.

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.

BUS TRANSPORTATION/DISCIPLINE

Buses are provided for the convenience of students. Riding is a privilege, NOT A RIGHT. While being transported to or from school, or on other trips sponsored by the school, the bus driver (or other Board designee) is in charge and MUST be obeyed at all times. Students who fail to obey either the bus driver or school rules and place the health and safety of all riders at risk will be subject to disciplinary action and/or lose their privilege to ride. (Illinois School Code: 5/10-22.6).

Behavior expected of ALL school bus riders:

1. Be on time at the designated bus stop---help keep the bus on schedule.
2. Stay off the road while waiting for the bus. Always cross the street <u>in front</u> of the bus, so that you are visible to the driver at all times.
3. Remain seated in your assigned seat while the bus is moving.
4. Keep your head and arms inside the bus and keep your feet out of the aisles.
5. Never throw an object of any kind on the school bus.
6. In an emergency, stay on the bus and follow the driver's instructions.
7. Talk in a quiet voice so as not to distract the driver. Be courteous to other riders and the driver.
8. Help keep the bus clean by picking up litter on the floors or seats.
9. Carry no animals on the bus.
10. Do not bring fire-arms or other weapons, drugs other than prescription medication, or alcoholic beverages on the bus.
11. Do not swear or use inappropriate language or gestures.
12. No public displays of affection (as defined elsewhere in the handbook).

If a rider needs to be dropped off at a location other than his/or her designated stop, the student must have a note signed by the parent or guardian and authorized by the Principal or designated school personnel.

All school bus misconduct will be reported to the school Principal. Penalties may include detention or loss of

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

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

GUIDELINES FOR RECIPROCAL REPORTING OF CRIMINAL OFFENSES COMMITTED BY STUDENTS

The School Principal and or the Police Department School Liaison Officer will arrange meetings as needed between school officials and individuals representing law enforcement to share information. The Police Department School Liaison Officer and the School Principal will verbally report to each other the following activities when committed by a student enrolled in the school:

- unlawful use of weapons under Section 24-1 of the Criminal Code of 1961
- a violation of the Illinois Controlled Substances Act
- a violation of the Cannabis Control Act
- a forcible felony as defined in Section 2-8 of the Criminal Code of 1961 (treason, murder, sexual assault, robbery, burglary, arson, kidnapping, aggravated battery (720 ILCS 5/2-8)

The State's Attorney shall provide to the School Principal a copy of any delinquency dispositional order where the crime would be a felony if committed by an adult or was a weapons offense.

Local law enforcement shall provide a copy of all arrest records and the State's Attorney shall provide a copy of all conviction records to the School Principal if the record involves a student who is arrested or taken into custody after his or her 17th birthday.

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

Questioning of Students Suspected of Committing Criminal Activity

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

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices are not allowed to be a distraction to the educational process. District 225, its employees, and third party agents contracted by the District shall not be financially or legally responsible for lost, stolen or damaged phones or other electronic devices. In addition, these same parties shall not be responsible for the illegal or improper use of cell phones or cell phone accessories, or any violation of the responsibilities that students must take on when parents choose to have their child possess a cell phone at school. The responsibility for cell phone possession at school or on school buses shall therefore rest entirely with the parent/guardian and the student.

General Rules and Regulations

Electronic device use is limited to before school and after school. During the school day–which is defined as when the 8 am bell rings and the last period ends–electronic devices, including cell phones, electronic music devices, ebook readers, and smart watches must be kept powered off and in a designated student locker unless permission is granted by an administrator, teacher or school staff member. This includes passing periods and the students' lunch period. Earphones/headphones should not be in use and should not be visible in ears or covering ears during passing time.

- 1st offense - Warning and device or earphones/headphones will be kept in the school office until the end of the day.
- 2nd offense - Detention and device or earphones/headphones will be kept in the school office until the end of the day.
- 3rd + offense - Detention and device or earphones/headphones will be kept in the school office until parent/guardian picks it up.

Cell phones or other electronic devices may not be used to transfer or record the voice of anyone but the user and images may not be transferred or recorded unless permission from classroom teacher or administration has been given.
Improper cell phone camera usage or any improper camera usage will result in a possible suspension.
Any violations of the responsibilities may result in loss of the privilege to have a cell phone at school, loss of cell phone until a parent can pick it up, detention, in-school suspension and/or suspension. Illegal use of a cell phone is likely to be referred to law enforcement.

PUBLIC DISPLAYS OF AFFECTION

A positive school environment fosters the development of close relationships among students. Affection is a natural outcome of close relationships. Public expression of affection such as hugging and hand-holding are not in themselves inappropriate. Inappropriate public displays of affection include kissing and/or hugging, sitting on the lap of another, or sitting with arms and/or legs entwined. Such intimate displays of affection have no place in school. Students engaged in intimate displays of affection will be asked to stop; if students are not able to refrain from intimate displays of affection at school, they and their parents will be invited to attend a private conference with the Principal.

DRESS CODE

We expect students to dress and groom themselves in a manner that does not detract from or disrupt the educational process of the school.

- Dress and grooming will be consistent with educational objectives and not promote alcoholic beverages, illegal drugs, tobacco, illegal or violent behavior, or have sexual connotations.
- Bare back and bare midriffs are unacceptable. Clothing that exposes undergarments is not acceptable. Strapless clothing, hats, bandannas, sweatbands and sunglasses shall not be worn in school during the day, except for special occasions approved by the administration.
- Accessories that can be deemed a safety issue are not acceptable. Wallet chains and studded jewelry are two examples.
- The items listed above are examples and not all-inclusive.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

SEXUAL HARASSMENT

It is illegal and against District No. 225 Board of Education policy for any employee or student, male or female, to sexually harass another employee or student by:

1. Making unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature, as a condition of an employee's continued employment, or a student's academic status.
2. Making submission to or rejections of such unwelcome conduct the basis for employment or academic decisions affecting an employee or student.
3. Creating an intimidating, hostile or offensive working, or educational environment by such conduct.

A student who believes that he or she is a victim of sexual harassment is encouraged to discuss the matter with the Principal or Superintendent, who will follow uniform grievance procedures (possible written statement of complaint, investigation, written report of investigation, appeal rights). The student's parents or guardians may attend any investigatory meetings in which their child is involved and will be kept informed of the investigation's progress. The student's oral or written statements will be kept confidential. District personnel will comply with the child abuse reporting laws.

TEEN DATING VIOLENCE PROHIBITED

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

a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.

b. The Nondiscrimination Coordinator, Building Principal, or a Complaint Manager

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at https://www.cdc.gov/injury/features/dating-violence/index.html.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of

protection status, homelessness, actual or marital status, parenting status, pregnancy, parenting status,

association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.

2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

2. Causing a substantially detrimental effect on the student's or students' physical or mental health;

3. Substantially interfering with the student's or students' academic performance; or

4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

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

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*.[1]

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.

Investigation Process

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

Enforcement

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

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

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

Retaliation Prohibited

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

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

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

1 References are to the Illinois Association of School Board's PRESS service. We also suggest providing a link to the district policies that are referenced.

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:

Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;

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;

Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;

Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;

Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and

Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

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

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

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

Retaliation Prohibited

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

TARGETED SCHOOL VIOLENCE PREVENTION PROGRAM

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to

completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.
Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).
Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

GUIDANCE AND COUNSELING

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

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.

UNSAFE SCHOOL CHOICE OPTION

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from building principal.

ANNUAL SCHOOL REPORT CARD

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

STUDENT PRIVACY

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

STANDARDIZED TESTING

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: ACT and MAP Testing. The ACT is required by the State and is given to the juniors in April. The ACT covers reading, writing, language, science, and math and the total testing time is approximately 3 hours and 50 minutes. The ACT is a college entrance exam and it is used for state and federal accountability. Performance levels provided by the ISBE determine the level of mastery of the Illinois Learning Standards. Students have access to their scores online about a month after the test. The

school assesses students in the area of math, reading and language usage through MAP testing. The tests will typically take 3 class periods and are typically given in September, January, and March for 9th and 10th grade

students. This assessment helps track the progress students are making in math, reading and language usage. Test results available to students, teachers, and administration immediately following completion of the tests.

Parents/Guardians 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/Guardians can assist their students achieve their best performance by doing the following:

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

GRADUATION REQUIREMENTS

Students may not participate in graduation ceremonies until all requirements are completed.

English	4 credits
Math	3 credits
Science	2 credits
U.S. History	2 credits
Civics	.5 credit (plus test on US/State Constitution)
Keyboarding/Info Processing	1 credit
Consumer Ed.	.5 credit
Health	.5 credit
Driver Ed.	.5 credit(elective course)
Music/Art/For. Lang/ or Voc Ed or Forensic speech	1 credit
*P.E.	3.5 credits
Electives	8 credits(Beginning with class of 2022—11.5 credits)

*** The state requires enrollment in seven (7) semesters of P.E. unless waived. If P.E. is waived, an equivalent amount of elective credits must be substituted.**

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

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

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

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

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

A school district 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, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Assistance with FAFSA Application[1]

The following individual(s) has/have been designated by the school to assist senior students with questions related to the Free Application for Federal Student Aid (known as FAFSA) or to refer senior students to other appropriate resources.

The school offers a variety of services aimed at helping senior students complete FAFSA paperwork, including the opportunity to receive help during the school day in completing the student's portion of the FAFSA application.

FAFSA Contact Person:

Alison Bartlow, ATHS Guidance Counselor
bartlowa@aths225.org
217-569-2122

[1] Only applicable to schools serving high school senior students.

ACADEMIC COURSEWORK OUTSIDE REGULAR SCHOOL

The Board of Education of Armstrong Township High School District #225 recognizes its responsibility for establishing a policy regarding the transfer of credits and the acceptance of credits earned through summer school, private or parochial schools, or correspondence courses. Credit will be granted in accordance with the following:

Students entering Armstrong Township High School District #225 from another accredited school district must present official records indicating attendance, grade placement, and academic achievement in the previous school district. Grade placement may be adjusted, credits withheld, or promotion denied where evidence or lack of evidence of previous attendance, grade placement, or academic achievement warrants.

Credit will be accepted for **courses offered in summer school programs** of regionally accredited high schools. Credit for summer school courses shall not accelerate graduation prior to the seventh semester unless pre-approval has been given by parents/custodial parent, guidance counselor, principal, superintendent, and the school board. Courses recognized for credit must be courses offered at Armstrong Township High School or have pre-approval by the guidance counselor, principal, superintendent, and the school board. The student assumes responsibility for all fees.

Credit will be accepted from schools which are fully accredited by their respective state or by a regional accrediting association, including North Central, New England, Middle States, Southern, Northwest, and Western accrediting associations. Students enrolling from non-accredited schools will have their transcripts and other documents reviewed by the Principal and Guidance Counselor.

Credit for work completed in **online courses** must be taken with an institution accredited by the North Central Association, National Home Study Council, or any recognized college or university by the state. The course must be approved in advance by the administration. A maximum of four (4) credits may be accepted while attending high school; credit for online courses shall not accelerate graduation prior to the seventh semester unless pre-approval has been given by parents/custodial parent, guidance counselor, principal, superintendent and the school board. ***The online course must be completed prior to graduation for a student to participate in graduation ceremonies and grades received by the schools***. The student will be responsible for all fees.

Armstrong Township High School works with Danville Area Community College to offer dual enrollment and dual credit for qualified students. Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit**.** The college express program through Danville Area Community College offers many opportunities to 11th and 12th grade students. Please contact the guidance counselor to get more information.

EARLY GRADUATION

Some students who have met the graduation requirements may wish to graduate from high school before the end of the traditional eight semesters of attendance. These students will meet the following stipulations:

1. Successfully complete seven (7) semesters of academic work.

2. Carry at least a "C" average (cumulative G.P.A. of 2.0 at the end of the 7th semester).

3. Fulfill all graduation requirements before the end of the 7th semester.

4. Present a written petition authorized by a parent or guardian to the Board of Education by the end of the first marking period of the senior year.

Seventh semester graduates may take part in the commencement ceremonies at the end of the school year. If a student chooses to graduate early, he or she will forfeit the right to be named Salutatorian or Valedictorian or to receive any special honors or scholarships awarded by Armstrong Township High School. He or she may not compete in any school sponsored athletic activity. He or she may not attend any other school activities (dances, parties, class or club trips) unless as an approved guest of an ATHS student.

GRADING SYSTEM

The administration and professional staff shall establish a system of grading that is fair, consistent, and defensible; develop procedures for reporting academic achievement to parents and students; and determine when the requirements for graduation have been met.

To receive credit for coursework taken, students must achieve a minimum passing grade. Single semester courses will receive a grade based upon the average of two (2) grading quarters and a final exam if exam is given. Full year course grades will be based upon an average of the two semester grades.

Students in Armstrong Township High School must receive a minimum number of credits during the school year to advance to the next grade. If a student does not receive enough credits to advance, that student will be retained in the same grade and will only be allowed to participate in that grade's activities. Students without enough credits to be a Junior would not be allowed to go to College Express or go to prom, unless asked by an upper-classman.

- Freshmen must have 8 credits to move to 10th grade.
- Sophomores must have 15 credits to move to 11th grade.
- Juniors must have 22 credits to move to 12th grade.

Absent a court order to the contrary, upon request of either parent of a student whose parents are divorced, copies of report cards, along with other notices and records must be furnished to both parents by the district.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom and submit the evaluation record to the administration at the end of each school year.

The final grade assigned by the teacher cannot be changed by a District administrator without notifying the teacher. Reasons for changing a student's final grade include:

1. A miscalculation of scores.
2. A technical error in assigning a particular grade or score.
3. Extra work assigned will impact the grade.
4. An inappropriate grading system was used to determine the grade.

Should a grade change be made, the administrator making the change must sign the changed record. The official grading scale used by staff at ATHS shall be as follows:

A = 92-100%	P = Pass
B = 84-91%	S = Satisfactory
C = 76-83%	
D = 68-75%	
F = 67% and below I = Incomplete.	

HONOR ROLL

The Honor Roll is a program of recognition for students who have achieved excellence in academics. Honor Roll is published at the end of each marking period. Eligibility for Honor Roll is contingent on academic achievement for the current marking period of 3.0-3.49 for Honorable Mention; 3.50-3.99 for Honors; and 4.0 for High Honors.

NATIONAL HONOR SOCIETY

Eligibility in the National Honor Society is open to any student in the tenth, eleventh, or twelfth grade. Students must be enrolled in the school for one semester prior to being inducted into the Society and must meet the scholarship requirements set up by the National Council.

The object of the Middlefork Chapter is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of

Armstrong Township High School. Students may not apply for membership in the National Honor Society; membership is granted only to those students selected by the faculty council. The faculty council shall consist of five faculty members appointed annually by the Superintendent. Membership in the chapter is based upon scholarship, service, leadership, and character.

The faculty council will survey academically eligible students to obtain information regarding service and leadership. Students so surveyed should understand that such surveys are not applications for membership, and that review of information does not guarantee selection. The student activity form compiled by the academically eligible student will be used by the faculty council to assist in the selection process.

The faculty council will evaluate potential members for leadership, service, and character and make its selection. Students selected will be notified personally by the chapter advisory and inducted as members of the National Honor Society. After election, the students must continue to exemplify qualifications for membership.

FINAL EXAM WAIVERS

Final exam waivers may be issued under the following conditions:
A student that will have a cumulative GPA of at least a 3.0 for the current semester with no F's may be given the opportunity to waive a final exam if they have no unexcused absences, no more than 10 excused absences, no suspensions, no excessive tardiness(7 or more) or disciplinary referrals in the current semester, and have at least a C average (cumulative) in the course for which they use a waiver. A student may not waive the same course final in two (2) consecutive semesters of an academic year, and a student may not be able to waive a course final if he/she has multiple absences in that class period. An additional waiver will be available to students who meet all previously stated requirements AND IXL/Xello goals for the semester. Seniors will be required to take their second semester final exams if they have more than 10 total absences (unexcused or excused) or more than 7 tardies to school in the semester. Students are encouraged to take final exams to help improve their grades. The Principal's office will issue exam waivers to eligible students during the last week of classes of each semester. Other rewards for responsibility and excellence in daily effort may be given as available.

PROGRAM CHANGES

During pre-registration a student may request courses for the following school year. Students' requests will be honored as scheduling restraints permit. After the opening day of either semester of school, any change in a student's program must be approved by the Principal and the custodial parent. Students will be asked to fill out a "Change of Program Request" and secure the proper signatures. Priority will be given to course changes because of duplication of a course or completing required courses. No change will be approved after the designated deadline in either semester. If a course is dropped after that time, the grade of "W/F" will be recorded on the permanent record. Students will be responsible for any fees resulting from a change in their course schedule.

REPORTING PROGRESS

The district will issue progress reports for all students at the end of the fourth week of each nine-week grading period. Report cards will be issued at the end of each nine-week period. Teachers are encouraged to contact parents **as soon as** a student is not meeting expectations; parents are encouraged to contact the teachers or administration at any time to check on a student's progress.

PARENT-TEACHER CONFERENCES

Conferences between teachers and parents or guardians should be held whenever either party requests one. School-scheduled conferences will be held at the end of the first marking period, the date and time to be announced each school year. Parents are encouraged to arrange for a conference appointment with the teachers they wish to see and to prepare questions in advance. Extended conferences should be scheduled at a time outside of parent-teacher conference night.

FEES AND INSURANCE

Fees are to be paid within the first two (2) weeks of the school year, unless other arrangements are made.
The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent

or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children); or
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

Families who feel that they may qualify for free or reduced prices for milk and lunches may fill out an application and return it to the school office. Accuracy and honesty are required in filling out this form.
Families who qualify for free or reduced lunches will also qualify for free or reduced fees. Pursuant to the Hunger-Free Student's 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
Student book rental and other fees are set by the Board of Education annually. Student insurance is optional, with the exception of students participating in athletic teams, cheerleaders, or shop classes. These students are required to carry school insurance or have a signed legal waiver on file in the school office. Insurance waivers will be available at the time of registration.

DRIVER EDUCATION

To enroll in driver education, the student must be between the ages of 15 and 21 and be a legal resident of District #225 or Potomac C.U.D. District #10 (for the duration of the deactivation agreement). The student must turn 15 before the class begins; once the semester has begun, no new students may be enrolled in driver education unless they have begun the course at their previous school. Included are students who attend home school or private school.

Students otherwise eligible to take driver education must receive a passing grade in at least eight (8) courses during the previous two (2) semesters before enrolling in the course. This requirement may be waived only by the Superintendent.

Students may not miss more than two (2) class periods except for the following:

1. A prolonged medical need which is accompanied by documentation and a doctor's note.
2. A death in the family.
3. The Principal may view extenuating circumstances and make exceptions.

If a student misses more than two (2) class periods they will be removed from the class and will have to retake Driver Education the following semester.

If a student has a prolonged medical excuse or death in the family, the student will then make arrangements with the driver education teacher on when and how to make up the thirty (30) hours needed to pass driver education.

Any absences past two (2) that have to be made up will be at the student's/parent's cost. The school will charge the student/parent $25.00 per hour that has to be made up. This cost is to pay the driver education teachers for their extra time.

P.E. WAIVERS

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. Any student who has ongoing participation in an interscholastic or extracurricular athletic program, not including cheerleading or pompom squads. The student must take an extra class in place of the P.E class for at

least one semester or the duration of their interscholastic sport involvement (whichever is longer).

2. Any **11th or 12th grader** who, in order to be granted admission to a specific institution of higher learning must complete specific academic courses not included in the existing state or local graduation requirements. Exceptions cannot be given for general college prep course work.

3. Any **11th or 12th grader** who lacks sufficient course credit or lacks one or more specific courses and must enroll in a class other than physical education in order to meet state and/or local graduation requirements.

4. Enrollment in a marching band program for credit;

5. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;

6. Medical waivers are granted by the school district upon the receipt of valid medical orders from a physician. Medical waivers are for the duration of the medical orders only.

7. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services,
2. The student's Individualized Education Program team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individualized Education Program; or
3. The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.
4. A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

PE waivers must be signed by parent, student, counselor, and principal and maintained in the student's temporary file.

WORK RELEASE/COOP

An Armstrong High School student will be excused from school to employment only if he or she is enrolled in an approved ATHS course which has work-based instruction as a component. Students who leave school early to go to work will not be excused.

STUDENT RECORDS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

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

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, and the Illinois Student Assistance Commission not be granted access to your student's information without your prior written consent.[3]

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, email addresses, and telephone numbers, unless the student's parent/guardian, or a student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. Similarly, State law requires a secondary school to provide to military recruiters, public institutions of higher education, and the Illinois Student Assistance Commission access to the same types of information, in addition to a secondary student's birth date, unless the student's parent/guardian submits a written request before the end of the student's sophomore year (or if the student is a transfer student, by another time set by the District) that such information not be released. If you wish to opt your child out of the release of this information so that it is not released without your prior written consent, notify the building principal where your student is enrolled for further instructions. Students age 18 and older may also opt out by contacting the building principal for further instructions.

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

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

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

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

Cross-reference:
PRESS 7:340, *Student Records*
PRESS 7:340-AP1, E1, *Exhibit - Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*

Requests from Military or Institutions of Higher Learning

Periodically, military recruiters and institutions of higher learning, including in conjunction with the Illinois Student Assistance Commission (ISAC), will be given access to some of the following information: the names, addresses, telephone numbers, email addresses, and dates of birth of secondary students. This information is used for recruiting purposes and/or to inform students of educational and career opportunities. Parents who do not want their child's information to be released (or students age 18 and older who do not want their information released) should contact the building principal.

Cross-reference:
PRESS 7:340, *Student Records*

STUDENT DRIVING

Motor vehicles driven to school and parked on the school lot must be registered in the school office. Student vehicles must be parked facing north or facing south in the designated spaces. **Spaces next to the split-rail fence are reserved for staff members.**

All vehicles will remain on the parking lot during school hours and not be moved unless a written note or phone call from custodial parents authorizes the student to drive to special appointments. The student must receive prior approval from the Principal before leaving school grounds.

Students will not be permitted in the parking lot during school hours or lunch without permission from the Principal or designee.

Student drivers and parents picking up students are asked **not to pull out in front of buses**, but to use the **north drive to exit** the parking area. Violations of rules of the road will be reported to the Vermilion County Sheriff.

Students may not drive to sports practices or games unless prior permission has been given by administration. Athletes are expected to ride team buses to all events off campus. Exceptions may be made by the administration for practices held off campus and in some cases games.

HALL PASSES

Corridor passes will be issued to a student by his/her teacher or the office if it is necessary to be in the halls during class time. Teachers will use discretion in issuing hall passes. Any student in the halls without a pass will be asked to report to the office.

USE OF THE TELEPHONE

Office phones are for school business. With permission, emergency calls or those related to school business may be made from the office phone. To deliver an emergency message to a student during school hours, parents or guardians may call the school office. The message will be delivered to the student as soon as possible. **Ordinarily, the student WILL NOT be called from class to accept a phone call.**

SEVERE WEATHER

In case of severe weather, the official announcement for school closing may be heard over local radio and TV stations. **PLEASE DO NOT CALL THE SCHOOL**. Parents should have a plan for emergency school closings and discuss this plan with their student in advance.

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. All visitors must return to the main office and sign out before leaving the school.

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.

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

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

CAFETERIA AND LUNCH PERIOD REGULATIONS

The cafeteria is generally designated as the only place within the building where food is to be eaten. No food or drinks should be taken out of the cafeteria and /or consumed in classrooms unless permission is granted by the classroom teacher and waste disposed of properly. All students must report to the cafeteria during lunchtime unless under the supervision of a staff member. The lunch period will be closed campus. Students may not leave the cafeteria without a pass from the cafeteria supervisor or an administrator.

LOCKERS & BOOK BAGS

Hall and physical education lockers are assigned to all students. Book bags and gym bags are to be kept only in the lockers during school hours (with approval from instructor book bags may be taken to 8th period only). Students are to use ONLY locks provided by ATHS for their for P.E. lockers. Students are required to keep their lockers locked, to use only their assigned locker, and to report to the office if lockers are not working properly. Students should not reveal their locker combination to anyone. Locker decorations are to comply with all regulations in this handbook. Students will be asked to remove inappropriate locker decorations.
The school will not be responsible for items lost from lockers. School lockers are the property of Armstrong Township High School. School officials reserve the right to open and to examine lockers at anytime.

LOST OR DAMAGED BOOKS OR MATERIALS

Students will be responsible for the full replacement price for any textbook or school-owned furniture or equipment damaged by the student. Textbooks are checked out to each student at the beginning of the year. Damage or markings in the books should be reported to the teacher at the time the text is issued.

STUDENT PUBLICATIONS

School sponsored publications and productions are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material which is inconsistent with the District's educational mission. All student media shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, invades the privacy of others, conflicts with the basic educational mission of the school, socially inappropriate or materially disruptive of the educational process will not be tolerated.

Non-school sponsored publications and posters may be distributed or posted **on school property** provided that the time, place, and manner in which these views are expressed and the views themselves do not conflict with the basic educational mission of the school district or cause substantial interference with the orderly function of the school program.

USE OF SCHOOL PREMISES: EQUAL ACCESS

Application for the use of school premises by non-curriculum related, student-initiated groups must be made in advance to the building Principal. Activities associated with the District's educational program have priority over other organizations; otherwise school premises will be available on a first-come, first-served basis. Non-curriculum related student groups may meet on school premises during non-instructional time if approved by the building Principal and according to the following guidelines:

- it is voluntary.
- the school will not participate in or sponsor it.
- school employees can be present at religious meetings only in a non-participatory capacity.
- it cannot materially interfere with the orderly conduct of educational activities within the school.
- non-school persons may not direct, conduct, control, or regularly attend.

MEDICATIONS AT SCHOOL

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a School Medication Authorization Form. Since Armstrong Township High School does not have a school nurse, we will follow these procedures, subject to change by the Board of Education:

Medication is defined as prescription drugs, non-prescription preparations including aspirin, Tylenol, or other non-aspirin analgesics, cough drops, syrups, or throat lozenges. Teachers have been directed not to give any of these to students.

If **prescription drugs** must be taken during the school day, parents or guardians must complete a School Medication Authorization Form, available in the school office. The medication must be brought to school in its original container provided by the pharmacy. Medication will be stored in the office or refrigerated as necessary. The student must come to the office to get the medication. If the student is to carry drugs or equipment on his or her person this must be so indicated on the form. A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. Withdrawal of consent must be made in writing.

Students who bring their own **non-prescription preparations** must also have written permission on file in the Principal's office in order to carry such items on their person. Non-prescription medication must also be stored in the original container. Students should be cautioned not to share these products with others, nor keep them in their lockers.

CARE OF STUDENTS WITH DIABETES

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

a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file

with the school for their child.
b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
c. Sign the Diabetes Care Plan.
d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.
For further information, please contact the Building Principal

STUDENTS WITH FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal. 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

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website.[1] Information can also be obtained from the school office.

If you need assistance, help is also available from the following organizations:[2]

National Suicide Prevention Lifeline
Call or text 988

Crisis Text Line
Text HOME to 741741

Safe2Help Illinois
Call 844-4-SAFEIL (723345)
Text SAFE2 (72332)

Cross-Reference:
PRESS 7:290, *Suicide and Depression Awareness and Prevention*

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[1] The Superintendent is required to provide a copy of the school district's Suicide and Depression Awareness and Prevention policy (PRESS 7:290) to the parent or legal guardian of each student enrolled in the District. Consult the board attorney about placing the complete policy in the student handbook instead of or in addition to providing a hard copy to each student's parent or guardian.

[2] This information should match what is printed on the back of student identification cards and is required be included in the school's student handbook and also the student planner if a student planner is custom printed by the school for distribution to pupils in any of grades 6 through 12.

ELECTRONIC NETWORK AND INTERNET USER GUIDELINES ARMSTRONG TOWNSHIP HIGH SCHOOL

Parents and Students: The purpose of this agreement is to outline the rules for using the computer equipment, local area network, and Internet at Armstrong Township High School. Because of the cost and sensitivity of computer equipment, and because of the unregulated nature of material found on the Internet, the rules for usage must be understood by all parents and students.

Please read the following document with your student. We ask that you ***sign the "Electronic Network and Internet Permission Slip"*** *and return it to the school.*

- Access to the Internet is part of the school's curriculum and not a public forum for general use. Armstrong Township High School District #225 is not responsible for the accuracy or the quality of material gained through access to the Internet nor for liability resulting from use of access. *The user will be responsible for any fees incurred by unauthorized use.*

- The use of school computers is a privilege which may be taken away if the student uses computers, the network, or the Internet improperly---or causes damage to computer hardware or software.

- The school will remove any material from school computers that is not conducive to the educational mission of the school. Students will not install unauthorized software or download unauthorized files on school computers.

- The computers are to be used only for school work as directed by the teacher.

- Each student is responsible for good behavior while using computers and/or the network. The same rules that apply with regard to common courtesy and respect for people and property also apply with regard to use of the school computers, network, and the Internet. Improper use will result in possible loss of computer privileges and other disciplinary action as determined by the Principal in accordance with school policies. Improper use includes but is not limited to:

    - **using the Internet or school computers for illegal activity.**
    - **degrading or disrupting equipment or system performance.**
    - **vandalizing equipment or the data of another user.**
    - **gaining unauthorized access to resources or entities.**
    - **invading the privacy of individual users.**

- **using school computers to produce obscene or harassing materials**.

- The student will use the Internet **only under supervision** of teacher or staff member.
- The district has the right to review or monitor all activities, E-mail correspondence, and materials created by students on school computers.

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, and (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The superintendent or designee shall include measures in this policy's implementation plan to address the following:
1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities;
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information; and
5. Restricting minors' access to materials harmful to minors.

ENGLISH LANGUAGE 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, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.
For questions related to this program or to express input in the school's English Learners program, contact the school principal.

TEACHER QUALIFICATIONS

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

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

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

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-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine 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, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

INSTRUCTIONAL MATERIAL

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 schools 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.

SEX OFFENDER NOTIFICATION LAW

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

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

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

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

A violation of this law is a Class 4 felony.

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

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

Illinois Murderer and Violent Offender Against Youth Registry,

https://isp.illinois.gov/MVOAY/Disclaimer Frequently Asked Questions Concerning Sex Offenders,

https://isp.illinois.gov/Sor/FAQs

SCHOOL VISITATION RIGHTS

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

RESPONSE TO INTERVENTION

We are pleased to inform you that we are implementing a practice of early intervention services known as **Response to Intervention (RtI)**. RtI provides high quality instruction/intervention to meet each student's identified needs. RtI involves assessments of your child's learning rate and his/her level of performance (compared to expected performance). These assessments will be used to make important educational decisions. Teams of school personnel will meet regularly to discuss progress and determine which students will participate in intervention groups. Our school district has decided to implement an assessment called the Measures of Academic Progress that will be administered to our freshman and sophomore classes beginning in the fall of 2009.

All general education students will participate in the core academic curriculum (known as Tier I). Many students will also receive Supplemental Services (known as Tier 2). This means they will spend more time learning a particular skill through specific interventions and accommodations. Tier 2 instructions may be provided by the classroom teacher or a support staff member (school psychologist, school social worker, speech therapist, teacher assistant, etc.) Because students will move in and out of groups as they master skills, parental permission to participate in groups will not be obtained.

Students who continue to struggle will also receive Intensive Services (known as Tier 3). This means your child will receive additional small group instruction and interventions targeted to his/her needs. Again, many different school personnel may provide this intervention, including special education personnel.

Extra time for additional instruction will be occurring during our homeroom period. As always, you will be informed of your child's educational progress over the course of the school year. If your child requires Tier 3

intervention, you may be invited to come to a meeting to discuss your child's educational needs. Students who continue to require Tier 3 intervention for an extended period of time may be entitled to special education services with parental permission. If a parent requests an evaluation for special education, a meeting will be held to discuss the request. However, a student may not be entitled to special education if they have not received Tier 3 intensive instruction.

We are very excited about RtI. We strongly believe by teaching and assessing specific skills explicitly and systematically students will make academic gains. Teaching will become more precise, and concrete data will be used to make decisions about instruction. If you have any questions about the practice of RtI, please contact the building principal.

SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

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.

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.

ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY VENDORS UNDER THE STUDENT ONLINE PERSONAL PROTECTION ACT

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

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

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/ guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the superintendent or principal.

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:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or

loss Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone

- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- 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 (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- 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

- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- 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:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature

- Full frontal hugs
- Invading personal space

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

EMPLOYEE CONDUCT STANDARDS

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

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.

PUNS (PRIORITIZATION OF URGENCY OF NEED FOR SERVICES) DATABASE INFORMATION FOR STUDENTS AND PARENTS OR GUARDIANS

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

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

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

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.

VANDALISM

The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

ARMSTRONG - POTOMAC EXTRA-CURRICULAR CODE

ALL EXTRA-CURRICULAR ACTIVITIES WILL BE UNDER THE CODE OF CONDUCT.

One of the major objectives of formal education is that of teaching citizenship and responsibility for one's actions. The Board of Education and staff of Armstrong Township High School believe this to be of primary importance in today's society. Therefore, any student representing Armstrong-Potomac is obligated to adhere to the following extra- curricular code. Consequences for failure to adhere to this code are outlined in this document.

The student acceptance of participation in athletics or activities involves a commitment on the part of the student to adhere to the extra-curricular code. It is the responsibility of the coach, sponsor and athletic director to inform parents or guardians and the student athletes of this extra-curricular code, and to enforce the code in a fair and consistent manner. It is the student's responsibility to be aware of the extra-curricular code and to adjust their behavior accordingly so that it becomes unnecessary for a coach, sponsor and/or athletic director to enforce the extra-curricular code.

This code and the rules within will apply to all participants in any and all extra-curricular activities. This code shall be enforced throughout the school year, from the first day of school through the last day of school. Disciplinary consequences or violations when a student is "out of season" will be levied during the student's next period of competition or performance. Incoming freshmen will be subject to the code as soon as they enter school on the first day or as soon as they are presented the rules by a coach or sponsor. In the case of football, cross-country, volleyball and golf or any activity that begins before the start of school, this code shall be given to those students on the first day of practice. Coaches or Sponsors may present an additional set of written rule to all participants pertaining to their specific program. Penalties shall be cumulative beginning with and throughout the student's participation in extra-curricular activities while attending Armstrong Township High School.

ATHLETIC ELIGIBILITY

ILLINOIS HIGH SCHOOL ASSOCIATION REGULATIONS

Students that wish to participate in extra-curricular activities must follow all guidelines as set forth by the Illinois High School Association. In accordance with Board of Education policy as set forth by Armstrong Township High School Board of Education District #225, a student must be passing all but one of her/his

courses to be eligible. Failing two courses makes a student ineligible. Eligibility status shall be checked on a weekly basis and shall be determined by the Athletic Director or Principal. Any student deemed ineligible shall be suspended from participating in any extra-curricular activities for the week that they are ineligible. If a student fails more than one course for a semester, that student will be ineligible to participate in extra-curricular events for the following semester.

Modification of Athletic or Team Uniform

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

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

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

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

STUDENT RESPONSIBILITIES

1. Students are expected to dress appropriately for games, meets, matches or performances. Dress codes for school should be followed for extra-curricular events.

2. Students personal grooming should conform to standards acceptable to the IHSA, the school, sponsors and coaches.

3. A student may not be failing more than 1 class and must be in compliance with all other eligibility requirements in order to compete.

4. Students are expected to abide by rules set forth by their coaches or sponsors. These rules will be approved by the Athletic Director and Principal before the start of the season.

5. Student athletes must pass a physical exam by a licensed physician, an advanced practice nurse or physician assistant and a written physical exam form must be on file with the office before the start of participation in any sport. A permission slip to participate in the specific sport or activity signed by the student's parent/guardian must be on file with the office.

6. Student athletes must have approved health insurance or a parent/guardian signed "waiver" form on file with the office prior to participation.

7. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.

8. A signed agreement by the student's parent or guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.

9. Students must sign an acknowledgement form stating their awareness of this code and coaches individual rules.

ALL INCLUSIVE RULES

1. Illegal drugs - use, possession, distribution, purchase or sale. First offense - suspension from interscholastic competition or club events for 30 calendar days beginning with the first scheduled game, meet or contest, unless 1st game, meet or contest has occurred then 30 calendar days from date of incident. If the season concludes before the 30-day penalty can be served, the balance of the suspension shall apply to the next possible season or activity. A second offense shall be one calendar year from time of infraction. A third offense is a total ban from extra-curricular participation for the rest of the student's years in school.

2. Alcohol - use, possession, distribution, purchase or sale. The penalty is the same as for Illegal drug use, possession, distribution, purchase or sale. 30 days for the first offense, one calendar year for a second infraction and a total ban for a third offense.

3. Felonies, crimes against the school or school personnel, vandalism. Penalty - student shall be ineligible for one calendar year. A conviction by a court of law is not a prerequisite to disciplinary measures under this code. A second offense is a total ban from participation for the rest of the student's years in school.

4. Tobacco - use, possession, distribution, purchase or sale; or any type of smoking. - Penalty shall be enforced in the same manner as applied to Drugs and Alcohol. First offense is a 30 calendar day suspension. A second offense is a one year calendar day suspension and a third

offense is a total suspension from all extra-curricular participation for the rest of the student's years in school.

5. To assist with proper conditioning, game or match knowledge, participants will be required to continue with practice with their team and follow team/club/organization rules. In addition, the student must complete the season in good standing with the team/club/ organization. If these stipulations are not met, no credit will be given for any time served for the suspension (ie - the student suspension would start over.) Note: permission to practice must have coach/sponsor and AD/Principal consent. If approval is withheld, the suspension days will begin to accrue immediately.

6. School suspension, Alternative Guided Study or out of school, automatically bans practice and play for the length of the suspension. Students may not attend school functions while they are suspended. Other punishment may be administered by the coaches according to their rules.

7. Unacceptable behavior - gross disrespect, confrontation with a school official, director, sponsor, participant from another school. Game/contest official or law enforcement officer. Disciplinary actions may include suspension or removal from any activity for the current season or up to one calendar year.

Violations may be reported by police, staff members, board members or a credible community member. All violations shall be reported to the Athletic Director or Principal, who in turn will notify coaches or sponsors. If an investigation proves a student is in violation of the code, the student athlete will be advised of the charges against him or her and given an opportunity to respond to the charges. The student and their parents will be advised by the administration of any disciplinary action taken as a result of the charges. If the Athletic Director and coaches cannot reach a decision, the matter will be taken to the principal. The student may appeal any decision to the school board for review of the decision. If a situation occurs that is not covered by this code, the administration will make a final decision after consulting with the student athlete, parents/guardians, the Athletic Director and coach or sponsor involved.

Participation is a privilege, not a right!

ARMSTRONG TOWNSHIP HIGH SCHOOL #225 SPECTATOR CODE OF CONDUCT

All visitors or spectators attending interscholastic competition at Armstrong Township High School #225 or representing Armstrong Township High School at other schools must adhere to the following:

Spectators will at all times respect officials, visiting coaches, players, cheerleaders, and spectators as guests in the community and extend all courtesy to them.

All spectators are expected to respect the integrity and judgment of officials.

All visitors or spectators must adhere to all regulations designed to ensure the safe and orderly operation of the event.

All spectators should practice good sportsmanship at all times.

Do not use obscene gestures, abusive remarks, or profane or unduly provocative language or actions towards officials, opponents or spectators.

Spectators will respect and obey all school officials and supervisors at interscholastic contests.

The use of tobacco products is prohibited on school property by State law.

Conduct deemed disorderly by game management officials may result in removal from the premises and suspension from future activities.

Administrative procedures

Event supervisors are responsible for maintaining order during and after interscholastic competitions. Event supervisors are required to use their best judgment in removing individuals from the premises. Spectators may be provided a verbal warning, depending on the severity of the offense. If the behavior is corrected, the spectator may continue to observe the event. In the event a spectator continues with the noncompliant behavior removal from the premises to preserve order may be the required course of action.
Spectator removal from a competition should be followed by a letter explaining the negative behavior and the corrective course of action the school is pursuing:

1st offense: Ten (10) calendar days suspension of athletic event attendance both home or away events.

2nd offense: Thirty (30) calendar days suspension of athletic event attendance both home or away events and a required meeting between the spectator, supervisor, and superintendent.

3rd offense: Due process hearing before the board of education with an administrative recommendation up to one (1) calendar year suspension from all Armstrong Township High School events. The spectator will not be allowed attendance to events prior to the hearing taking place.

ELECTRONIC NETWORK AND INTERNET PERMISSION SLIP

Dear Parents/Guardians:

Our District has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this *Authorization for Access to the District's Electronic* Networks Authorization once while the student is enrolled in the District.

The District *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow, and the District respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have a network account, sign the *Authorization* below and return it to your school.

Authorization for Access to the District's Electronic Networks Form

A parent/guardian must read and agree to the following before their child is granted unsupervised access:

All use of the electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use of the District's Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the *Acceptable Use of the District's Electronic Networks* with

my child. I hereby request that my child be allowed access to the District's electronic networks, including the Internet.

Parent/Guardian Name (*please print*):

Parent/Guardian Signature: Date:

Students must also read and agree to the following before being granted unsupervised access:

I understand and will abide by the above *Acceptable Use of the District's Electronic Networks*. I understand that the District and/or its agents may access and monitor my use of the District's electronic networks, including the Internet, my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic networks, including the Internet.

Student Name (*please print*):

Student Signature: Date:

Cross-References:
PRESS 6:235, *Access to Electronic Networks*
PRESS 6:235-AP1,E-1, *Student Authorization for Access to the District's Electronic Networks*

Armstrong Township High School District #225 Acknowledgment Form

Student Acknowledgement and Pledge

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

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

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

_____

Student Name/Signature

Parent/Guardian Acknowledgement

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

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

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

_____

Custodial Parent or Guardian Signature

This form must be returned to the Principal's Office on or before the class day following Labor Day.