

Harmony-Emge #175

Student Handbook

2025-2026



School Start/End Times:

Ellis Elementary School	9:00am – 3:30pm
<i>Half day:</i>	9:00am – 12:10pm
Harmony Intermediate School	8:05am- 2:35pm
Emge Junior High	8:05am- 2:35pm
<i>Half day:</i>	8:05am-11:15am

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Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

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

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

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

Student Signature

Date

Parent/Guardian Acknowledgement

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

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

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

Parent/Guardian Signature

Date

Chapter 1: Introductory Information and General Notices

GENERAL NOTICE INFORMATION

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (www.harmony175.org) or at the Board office, located at:

District Office
7401 Westchester Drive
Belleville, IL 62223
P: 618-397-8444 F: 618-397-8446

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

Robert Phillips, President
Jeanie Wilson, Vice President
Tessa Keys, Treasurer
Amanda DuClos, Secretary
Laura Shelton, Member
Eric Sanders, Member
Bryan Lockett, Member

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

Dr. Dustin E. Nail - Superintendent
Dr. Terri Kraemer – Harmony Intermediate/Emge Jr. High Principal/Special Education Coordinator
Mrs. Allison Laurent - Harmony Intermediate/Emge Jr. High Assistant Principal
Dr. Krista Lunz – Ellis Elementary Principal
Mr. Norman Mars - Transportation Director
Food Service Director (Organic Life Food Services)
Mr. Mark Bauer - Athletic Director

The school is located and may be contacted at:		
Ellis Elementary School	Harmony Intermediate Center	Emge Junior High School
250 Illini Drive	7401 Westchester Dr.	7401 Westchester Drive
Belleville, IL 62223	Belleville, IL 62223	Belleville, IL 62223
P: 618-538-6114	P: 618-397-6557	P: 618-397-3747
F: 618-538-6118	F: 618-397-3011	F: 618-397-3011

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 at 618-397-8444.

Cross-Reference:

PRESS 7:10, Equal Educational Opportunities

PRESS 2:260, Uniform Grievance Procedure

Visitors

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

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

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

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

16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Cross-reference:

PRESS 8:30, Visitors to and Conduct on School Property

Animals on School Property

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

School Volunteers

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

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

Cross-Reference:

PRESS 6:250, Community Resource Persons and Volunteers

Treats & Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks may be distributed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value. Students are permitted to bring water bottles to be stored in lockers or teacher designated areas. Water bottles must be plastic, clear, and may only contain water.

Invitations

Party invitations should not be brought to school to be distributed unless they are distributed to every classmate. Variations may exist at Ellis. Check with the classroom teacher.

Emergency School Closings

School closings for any reason will be announced via the school notification system and on the local media stations. Harmony-Emge School District will always consider student safety first when making emergency closing decisions. In place of emergency closures, Harmony 175 does have an approved E-Learning Plan that allows the district to implement up to five (5) days of E-Learning.

Harmony-Emge School District does not dismiss early from school for inclement weather. Parents are always welcome to exercise their parental discretion if they desire to pick their child up early on these days.

See Appendix E: School Safety on page 85 concerning emergency school closings related to crisis situations.

Cross-Reference:

PRESS 4:170, Safety

Video & Audio Monitoring Systems

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

Cross-Reference:

PRESS 4:110, *Transportation*

Accommodating Individuals with Disabilities

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

Cross Reference:

PRESS 8:70, *Accommodating Individuals with Disabilities*

Students with Food Allergies/Chronic Illness

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

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

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Cross Reference:

PRESS 7:285, *Food Allergy Management Program*

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.

Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Chapter 2: Attendance and Promotion

Attendance

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

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

Home and Hospital Instruction

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

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

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

Cross Reference:

PRESS 6:150, *Home and Hospital Instruction*

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, one (1) pre-arranged absence, per school year, to attend a civic event sponsored by a governmental entity or a nonprofit organization that is open to the public (middle school only), family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS (grades 6-12), or other reason as approved by the building principal.

A student will be excused for up to 5 days for mental health days and also 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.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments. (see “*Make-Up Work*” in the following section)
All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student’s absence.
In the event of any absence, the student’s parent or guardian is required to call the school prior to the start of school to explain the reason for the absence. If a call has not been made to the school within the first two hours of the opening of school, on the day of a student’s absence, the school secretary will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

A doctor’s slip must be provided if the student is absent due to illness more than three (3) consecutive days or if a student has 10 accumulated days of absence throughout the school year, a doctor’s note is needed for each additional absence. Students with a fever (temperature of greater than or equal to 100.4 degrees) should remain home until they are 24 hours fever free without fever reducing medicine. Students with gastrointestinal upset, should be free from vomiting and/or diarrhea for 24 hours before returning to school.

The following applies:

3 unexcused absences: Letter to the parent from the Principal

6 unexcused absences: Local Truancy Review

9 unexcused absences: Information sent to the Regional Office of Education for the purpose of a truancy board hearing with possible juvenile court requirements.

Cross-reference:
PRESS 7:70, <i>Attendance and Truancy</i>

Make-Up Work

If a student’s absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. For each day missed, students will be given the equivalent number of days to turn in the missed work (ie - 1 day absent equals 1 day to turn in; 3 days absent equals 3 days to turn in).

Truancy

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

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

The following resources and supportive services are available to students with attendance problems and their parents/guardians: conferences with school personnel; problem solving by the building team; and referral to community agencies.

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

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

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

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Cross-references:

PRESS 7:70, <i>Attendance and Truancy</i>

Release Time for Religious Instruction/Observance

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

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

Cross Reference:

PRESS 7:80, <i>Release Time for Religious Instruction/Observation</i>

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

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

Cross Reference:

PRESS 6:280, <i>Grading & Promotion</i>

Homework

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

Exemption from Physical Education Requirement

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

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

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

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

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

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

Cross Reference:

PRESS 7:260, Exemption from Physical Education

Promotion Requirements

To be promoted from Emge Junior High School, unless otherwise exempted, each student is responsible for:

1. Completing all District promotion requirements.

Ongoing behavior problems throughout the eighth grade year may disqualify students from participation in any/all of the promotion activities. ***All outstanding fees*** must be paid in advance of promotion in order for the student to participate in the promotion ceremony.

Cross Reference:

PRESS 6:300, Graduation Requirements

Chapter 3: Student Fees and Costs

School Breakfast & Lunch Program

Breakfast is served every school day:

Ellis Elementary School: 8:40 AM-9:00 AM

Harmony Intermediate Center: 7:40 AM-8:00 AM

Emge Junior High: 7:40 AM-8:00 AM

Payments On Account

- Parents are encouraged to utilize paying for their student's meals on a weekly or monthly basis in advance.
- Emge students can use money on their account for ala carte items. Parents must notify the cafeteria for student purchase restrictions.
- You may send cash or a check.
- You may also use the district E Pay credit card system which can be accessed from the district website, www.harmony175.org or via TeacherEase.
- Money on account at the end of the year will be rolled over to the next year.
- Eighth grade students with more than \$10.00 on account and no siblings in the district for the following year, will receive a refund.
- It is the parent's/guardian's responsibility to be aware of the money on account and to keep the student account funded.
- Repeated bounced personal checks will result in the district's refusal to accept your check.

All students enrolled in Harmony-Emge SD District #175 are eligible for free breakfast and lunch. Should the district fail to qualify for this program in the future, new lunch prices will be established to meet the state guidelines at that time. Free or reduced price meals are available for qualifying students. For an application, contact the school office or the Food Service Director at your student's school.

Please contact the office regarding dietary concerns.

Pursuant to the Hunter-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.

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

Cross Reference:

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

School Fees

BOOK RENTAL FEES

Grades Kindergarten-8 Book Fee \$60.00

(Free/Reduced Waivers Apply. Reduced Cost: \$20.00)

Book fees cover a portion of the costs for the student's textbooks, workbooks, worksheets/handouts, instructional materials, and teaching supplies (i.e. chalk, construction paper, chart paper, file folders, etc.) Student workbooks generally cost \$12.00 – 16.00 per student, while new textbooks are running \$75.00 each. Therefore, the Book Rental Fee supplements only a small portion of the cost.

MISCELLANEOUS FEES – Free/Reduced Waivers Do Not Apply

Assignment Notebook Fee (Grades 3-6) \$5.00

Each student in Grades 3-6 are required to have an assignment notebook to record all assignments, tests, quizzes, and events. It is important that all students utilize the same assignment book for consistency.

PE Uniform (Grades 7, 8) Shirt/Shorts \$20.00 Shirt Only \$10.00 Shorts Only \$10.00

Students are required to wear a uniform for PE classes. Students can purchase a new uniform each year or use the uniform from the previous year. Uniforms will be issued the first week of school.

Technology Fee (Grades K-8) \$15.00

This fee will help to defray some of the cost to maintain classroom technology (i.e. - tablets, chromebooks, access points, and more). If a student is not responsible and is malicious with any district-provided technology devices, they may be charged the full replacement cost for the device.

Band and/or Chorus Fee (Grades 4-8) \$10.00

This fee is assessed to only those students who are members of the band and/or chorus. The fee covers band contest fees for the District Organizational Contest which takes place in April (Gr.4-8 only). In addition, the fee is also applied toward sheet music purchases. If a student is a member of the band and chorus, only one fee of \$10.00 will be assessed.

Athletic Fee (Grades 5 – 8) \$30.00 (\$50.00 Maximum per year)

Grades 5-8 offer a wide array of team sports. Students who participate will be assessed a \$30.00 fee by the coach once the team rosters have been announced. For those students playing in more than one sport during the year, a cap of \$50.00 fee per year will be assessed. The fee will primarily help pay for equipment and referee costs.

Activity Fee (Extra-Curricular) \$10.00 (\$20.00 Maximum per year)

Students who participate in an extra-curricular activity will be assessed a \$10.00 fee.

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In order for students to participate in extracurricular events or attend field trips, school fees and outstanding balances **must** be paid. For those parents who are having financial difficulties, reduced payments can be made on a monthly basis until the balance is paid in full. Arrangements must be made with the building principal and district business manager.

School Fees by Grade Level:

Fees for students qualifying for free and reduced lunch will have the \$60.00 Book Fee either waived (if free) or reduced to \$20.00 depending upon eligibility. All other items (assignment notebook, art fee, PE uniform, etc.) will be assessed as listed.

Kindergarten-Grade 8 \$60.00 Book Fee

<u>TOTAL</u>	<u>Additional Miscellaneous Fees per Grade Level:</u>	
Kindergarten	\$80.00	\$20.00 (\$5.00 art/material fee; \$15.00 Tech fee)
Grade 1	\$80.00	\$20.00 (\$5.00 art/material fee; \$15.00 Tech fee)
Grade 2	\$80.00	\$20.00 (\$5.00 art/material fee; \$15.00 Tech fee)
Grade 3	\$85.00	\$25.00 (\$5.00 art/material fee; \$5.00 planner; \$15.00 Tech fee)
Grade 4	\$85.00	\$25.00 (\$5.00 art/material fee; \$5.00 planner; \$15.00 Tech fee)
Grade 5	\$85.00	\$25.00 (\$5.00 art fee; \$5.00 planner; \$15.00 Tech fee)
Grade 6	\$85.00	\$25.00 (\$5.00 art fee; \$5.00 planner; \$15.00 Tech fee)
Grade 7	\$100.00	\$55.00 (\$5.00 art fee; PE Uniform 20.00; \$15.00 Tech fee)
Grade 8	\$80.00	\$35.00 (\$5.00 art fee; \$15.00 Tech fee)

Additional Fees if Applicable:

- \$10.00 Band/Chorus Fee (Grade 4-8)
- \$10.00 Extra-Curricular Activity Fee up to \$20.00 per year
- \$30.00 Sport Fee up to \$50.00 per year (Grades 5-8 sport teams)
- \$20.00 PE Uniform (Grade 8 if needed – purchased in Grade 7)

Miscellaneous Fees Collected During School Year

- 8th Grade Promotional Fees
- Field Trip Fees

Chapter 4: Transportation and Parking

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school and for those students who live on the designated hazardous routes. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

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

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

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle. Students may also be assigned seats by the transportation department.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use the emergency door only in an emergency.
8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross

disobedience or misconduct on a bus, 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.

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

For questions regarding school transportation issues, contact: Norman Mars - Transportation Director at 618-397-1195. See Appendix I pages on Transportation.

Cross-references:

PRESS 4:110, Transportation

PRESS 7:220, Bus Conduct

PRESS 4:170-AP3, School Bus Safety Rules

PRESS 7:220, Bus Conduct

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

Bus Conduct

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

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

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

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

For more information, see Appendix H – Transportation

Chapter 5: Health and Safety

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

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

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

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

Failure to comply with the above requirements on or before the first day of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register after the start of the school year, shall have 30 days following registration to comply with the health, eye and dental examinations and immunization regulations. If a medical reason prevents a student from receiving a required immunization, the student must present an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering Kindergarten or the school district for the first time must present proof before October 1 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school.

Dental Examination

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year.

Vision/Hearing Screenings

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

Vision: Pre-K, Kindergarten, second grade, eighth grade, all special education students, teacher referrals, and new students. Students are not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school.

Hearing: Pre-k through third grade, all special education students, teacher referrals, and new students.

Vision and hearing screenings are not an option.

Anaphylaxis

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

Exemptions

A student will be exempted from the above requirements for:

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

Cross Reference: (updated)

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

Student Medication

Harmony-Emge School District #175 does not allow students to bring medications to school or to take medications during the school day without prior approval. When it becomes necessary for students to take prescription and/or non-prescription medication while at school, the following applies:

1. A signed and dated Medication Authorization from the parent/legal guardian must be on file in the student's health record.
2. Students who have a chronic health condition such as a seizure disorder, asthma, ADD/ADHD, or diabetes that require the routine administration of medication while attending school, must have a physician's order in addition to the authorization from the parent/legal guardian on file in the student's health record.
3. Students must bring the medication, prescription or non-prescription, in the original container, which includes the students' name clearly printed on the container.
4. Students are not to store medication in their lockers or keep medication on their person or in book bags or purses. Storage of all medication is to be in the health office.
5. The exception to the above are students who possess an epinephrine auto-injector and/or medication prescribed for asthma for immediate use at the students' discretion, provided the student's parent/guardian has completed and signed the parental permission form and a signed physician's order is on file in the student's health record.

Non-Prescription Medication

There are times when students may experience unforeseen symptoms while attending school. The goal for the use of medication at these times is to assist the student to participate to their fullest by relieving symptoms and remaining in school. To this extent, analgesics such as ibuprofen and acetaminophen are used to relieve the minor pain associated with menstrual cramps, minor headaches not associated with injury, toothache or pain due to orthodontic appliances; throat lozenges to relieve minor cough and sore throat and antacids for minor indigestion or upset stomach. These medications may be administered to the student at the discretion of the school nurse with prior parent/guardian approval.

Self-Administration of Medication

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

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

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

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

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

Administration of Medical Cannabis

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

Undesignated Medications

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

Emergency Aid to Students

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

Cross-References:

PRESS 7:270, Administering Medicines to Students

Student Accident

A Student Accident Report will be completed for those students who incur an accident at school which requires medical attention. The school nurse will complete the report and file accordingly. The district has purchased school accident insurance that is utilized as secondary insurance for those parents who have a primary insurance carrier.

Recess and PE Participation

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

Guidance & Counseling

The school provides guidance through a social work program for students. The school's social workers are available to those students who require additional assistance.

Cross-reference:

PRESS 6:270, Guidance and Counseling Programs

Safety Drill Procedures and Conduct

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

Cross-References:

PRESS 4:170, Safety

Communicable Diseases

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.

4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Cross-references:

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

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

Head Lice

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Cross-References:

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

Chapter 6: Discipline and Conduct

General Building Conduct

Students shall not arrive at school before 8:40 AM at Ellis Elementary, 7:40 AM at Harmony Intermediate Center and Emge Junior High. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- No outside headphones or earbuds shall be worn in the building. Any outside headphones or earbuds brought to school shall be removed and stored in lockers.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, Orby guns, and/or real guns are not permitted at school.
- Cell phones, smart watches, and other smart devices are to be kept off and in student lockers at all times during the extended school day and regular school day.
- No radios, tape players, CD players, cameras, including cell phone cameras are permitted without permission from the principal.

School Dress Code

Harmony-Emge School District #175 encourages a standard in dress that reflects pride in self, home, and school. Students in violation of the dress code may be asked to call a parent to bring appropriate school attire, change clothing, be provided appropriate school attire from the office, or remain in in-school detention for the day. If necessary, disciplinary actions will be taken to enforce compliance with the dress code. Disciplinary actions range from a reprimand or detention to an out of school suspension.

Pants/Capri Pants/Shorts/ Skirts/ Dresses

- Must be worn at waist level. No undergarments may be exposed at any time.
- No pajama pants, leather, stretch/spandex pant (ex: leggings).
- No holes and tears allowed.
- Length must be at finger-tip length or more with arms to side.

Shirts

- All shirts must be short sleeve, $\frac{3}{4}$ sleeve, or long sleeve.
- Shirt length must be no longer than back pocket level or tucked in.
- School sponsored clubs/activities must adhere to the standardized dress policy.
- No hooded sweatshirts/garments may be worn in the building. All hooded items must be stored in the student's locker during the school day.

Belts (optional)

- Belts and suspenders must be properly buckled, and may not dangle.

Shoes

- No roller shoes or slippers.
- Shoes with laces must be tied.
- If a student wears boots, the pants must be tucked in or worn out, but both pants legs must be consistent.

Additional Requirements:

1. Student accessories may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Students are permitted to bring water bottles to be stored in lockers or teacher designated areas. Water bottles must be plastic, clear, and may only contain water.
3. No headphones of any kind are permitted in the school building. If headphones are required for instructional purposes, teachers will distribute the previously collected supply in the classroom.
4. Student dress accessories may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
5. Hats, coats, sweatshirt hoods, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
7. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, and/or showing skin may not be worn at school.
8. See-through apparel will not be worn.
9. No chains (i.e. – wallet chain) are allowed.
10. Appropriate and necessary undergarments must be worn and not shown.
11. Clothing must cover straight across from armpit to arm pit and the lower (midriff) torso.
12. Exceptions will be announced by the administration.
13. If there is any doubt about dress and appearance, the building principal will make the final decision.
14. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others, may be subject to discipline.
15. No bags of any kind, including backpacks, cinch bags, or purses are permitted in the classrooms.

A committee of parents, faculty, and administrators met to create this standardized dress policy. This standardized dress policy is not a prescribed uniform that must be purchased from a specific vendor.

Sports Uniforms: The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

Cross Reference: PRESS 7:160, <i>Student Appearance</i>
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Student Discipline

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis of any kind (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.

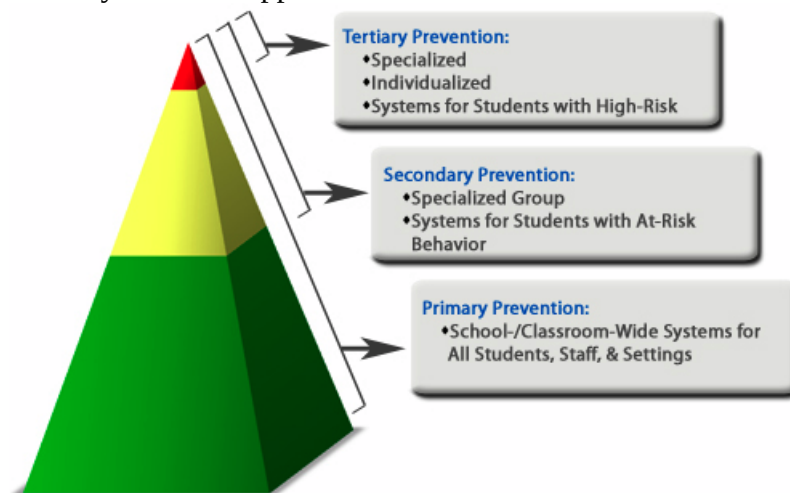
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Character Education Interventions and Supports

Harmony 175’s Character Education program is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

The following diagram illustrates the multi-level approach offered to all students in the school. These group depictions represent systems of support not children:



Frequently, the question is asked, “Why should we have to teach kids to be good? They already know what they are supposed to do. Why can we not just expect good behavior?” In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important step of a student’s educational experience. Teaching behavioral

expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide character education is to establish a climate in which appropriate behavior is the norm.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

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

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

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

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

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

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an

opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Cross-references:

PRESS 7:190, *Student Discipline*

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

Exhibit - Short Term Out-of-School Suspension (1-3 Days) Reporting Form

Dear Parent(s)/Guardian(s):

Illinois law requires a School District to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

Student:

Incident Date:

Student handbook rules and/or Board policy violated:

Date and time of pre-suspension conference with student:

Date(s) of suspension:

Date student is eligible to return to school:

Description of incident:

Rationale for the specific for duration of the suspension:

It has been further determined that: *(At least one of the following must be completed.)*

_____ **Your child's continued presence at school poses a threat to school safety.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. *These determinations include, but are not limited to, one or more of the following:*

_____ **Your child's continued presence at school poses a disruption to other students' learning opportunities.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. *These determinations include, but are not limited to, one or more of the following:*

During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.

Upon returning to school, your child will be given an opportunity to make up work missed during the suspension for equivalent academic credit.

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to:

Dr. Dustin Nail, Superintendent

7401 Westchester Drive

Building Principal

Date

cc: Board of Education

Cross Reference:

PRESS 7:200-E1, Short Term Out-of-School Suspension (1-3 Days) Reporting Form

Exhibit – Long Term Out-of-School Suspension (4-10 Days) Reporting Form

Dear Parent(s)/Guardian(s):

Illinois law requires a School District to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

Student:

Incident Date:

Student handbook rules and/or Board policy violated:

Date and time of pre-suspension conference with student:

Date(s) of suspension:

Date student is eligible to return to school:

Description of incident:

Rationale for the specific for duration of the suspension:

It has been further determined that: *(At least one of the following must be completed.)*

_____ **Your child's continued presence at school poses a threat to school safety.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. *These determinations include, but are not limited to, one or more of the following:*

_____ **Your child's continued presence at school poses a disruption to other students' learning opportunities.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. *These determinations include, but are not limited to, one or more of the following:*

The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. To this end, the following available and appropriate behavioral and disciplinary interventions have been exhausted:

During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.

Upon returning to school, your child will be given an opportunity to make up work missed during the suspension for equivalent academic credit.

Students who are suspended out-of-school for longer than four (4) days must be provided with appropriate and available support services during the period of suspension. The following support services are appropriate and available to your child:

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to:

Dr. Dustin Nail, Superintendent
7401 Westchester Drive
Belleville, IL 62223

Building Principal
cc: Board of Education

Date

<i>Cross Reference:</i> <i>PRESS 7:200-E2, Long Term Out-of-School Suspension (4-10 Days) Reporting Form</i>

Prevention of and Response to Bullying, Intimidation, and Harassment

Prevention of and Response to Bullying, Intimidation, and Harassment¹

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

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

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.

Nondiscrimination Coordinator:

Dr.	Dustin	Nail
7401 Westchester Dr. Belleville, IL 62223		
618-397-8444	Ext.	100
dnail@harmony175.org		

Complaint Managers:

Dr. Terri Kraemer	Dr. Krista Lunz
7401 Westchester Dr. Belleville, IL 62223	250 Illini Dr. Belleville, IL 62223
618-397-6557	618-538-6114
tkraemer@harmony175.org	klunz@harmony175.org

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

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

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

Cross-references:

PRESS 7:20, *Harassment of Students Prohibited*

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

PRESS 7:190, *Student Discipline*

PRESS 2:260, *Uniform Grievance Procedure*

Harassment and Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity¹; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct

include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited

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

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Nondiscrimination Coordinator:

Dr.	Dustin	Nail
7401 Westchester Dr. Belleville, IL 62223		
618-397-8444	Ext.	100
dnail@harmony175.org		

Complaint Managers:

Dr. Terri Kraemer	Dr. Krista Lunz
7401 Westchester Dr. Belleville, IL 62223	250 Illini Dr. Belleville, IL 62223
618-397-6557	618-538-6114 Ex. 100
tkraemer@harmony175.org	klunz@harmony175.org

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

Cross-references: PRESS 7:20, <i>Harassment of Students Prohibited</i> PRESS 7:185, <i>Teen Dating Violence Prohibited</i>
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Employee Code of Professional Conduct

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

sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

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

1. Comply with the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education;
2. Prohibited grooming behaviors and sexual misconduct include, but are not limited to (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - a. A sexual or romantic invitation
 - b. Dating or soliciting a date
 - c. Engaging in sexualized or romantic dialog
 - d. Making sexually suggestive comments that are directed toward or with a student
 - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
 - f. A sexual, indecent, romantic, or erotic contact with the student
3. Employees are expected to maintain professional relationships with students.
 - a. Employees are strictly prohibited from using any form of communication with students (e-mails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and inappropriate between an employee and student. This District has a “zero tolerance” for any conduct that crosses over that professional line.
 - a. Employees are not permitted to transport District students in the employee’s privately owned vehicle, unless the employee has obtained the prior permission of the Building Principal and/or Superintendent to do so.
 - b. Employees are not permitted to take or possess a photo or video of a student on their private devices. Student pictures for school sponsored activities used in furtherance of the District’s educational mission are permitted.
 - c. Employees are not permitted to meet with a student or contact a student outside the employee’s professional role. Employees are expected to avoid crossing a line that results in an actual or perceived inappropriate relationship
4. District employees are mandated reported and required to comply with all reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
5. Employees, students, parents, and any third party can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*, to a District Complaint Manager, Nondiscrimination Coordinator, Title IX Coordinator, or any other District administrator or staff member the person feels comfortable reporting to; and
6. Employees are required to complete training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, *Title IX Sexual*

Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.

7.

Access to Student Social Networking Passwords & Websites

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

Cross-references:

PRESS 7:140, *Search and Seizure*

PRESS 7:190-AP7,E1 *Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting*

Cafeteria Rules

- Students shall not save seats for other students.
- Students shall not bring fast food into the cafeteria.
- Students shall not bring soda or energy drinks into the cafeteria.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

Misbehavior will result in disciplinary action in accordance with the school's disciplinary procedures.

Access to Student Social Networking Passwords and 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.

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal

Cross References:

PRESS 7:140, *Search and Seizure*

PRESS 7:190-AP7, *E1 Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting*

digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device.

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

All electronic devices must be kept off and in the student's locker during the regular or extended school day.

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

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

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

1. First offense – The device will be confiscated by school personnel. Depending on the nature of the offense, the student will either receive the device back at the end of the day in the school office or the student's parent/guardian will be notified and required to pick up the device in the school office.
2. Second offense – The device will be confiscated and a second verbal warning will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
4. Fourth offense – The device will be confiscated. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
5. Fifth and subsequent offenses – The child will face discipline in accordance with the District's policy.

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.

Cross-references:

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

Field Trips

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

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

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.
- A teacher may require a student to have a parent or guardian chaperone in order for the student to participate in the field trip.
- Textbook rental fees and activities must be paid.
- Library and textbook fines must be paid.
- Past due charges in the cafeteria must be paid.

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

- All chaperones must have completed the Parent Volunteer Training before the field trip or they are ineligible as chaperones.
- No siblings may accompany the adult or class on field trips.
- Chaperones must be properly attired.
- All school rules apply to the chaperones. Any violation of these rules will result in loss of chaperone privileges.
- Chaperones must be a minimum of 21 years of age. No other individuals may attend.
- If chaperones remove their child and /or siblings in attendance before the end of the school day, the child/children may not be given credit for a full day of attendance and will be unexcused. Parents must report to the office and sign the child out.

Cross-references:

PRESS 6:240, *Field Trips*

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

Chapter 7: Internet, Technology and Publications

Internet Acceptable Use

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

Terms and Conditions

The term electronic networks include all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

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

Privileges – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

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

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;

10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others;
18. Using the electronic networks while access privileges are suspended or revoked.

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

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

Indemnification – By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security – Network security is a high priority. If the user can identify, or suspects, a security problem on the network, the user must promptly notify the system administrator or building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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

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

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

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
4. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email – The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

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

Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Cross Reference:

PRESS 6:235, *Access to Electronic Networks*

Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material for approval.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

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

Cross Reference:
PRESS 7:310, <i>Restrictions on Publications</i>

Chapter 8: Search and Seizure

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.

Cross-reference:
PRESS 7:140, <i>Search and Seizure</i>

Chapter 9: Athletics and Extracurricular Activities

Attendance at School Dances

Attendance at school-sponsored dances is a privilege. All school fees must be paid in order to attend. Only students who attend the school may attend school-sponsored dances.

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

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

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

Cross-references:
PRESS 6:190, <i>Extracurricular and Co-Curricular Activities</i>
PRESS 7:240-AP1, <i>Code of Conduct for Extracurricular Activities</i>

Student Athlete Concussions and Head Injuries

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

Cross Reference:

PRESS 7:305, Student Athlete Concussions and Head Injuries

Athletic Rules & Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A signed agreement by both the student and parent confirming their commitment to uphold the expectations outlined in the Parent-Athletic Contract.
2. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association’s “Pre-Participation Physical Examination Form.”
3. A permission slip to participate in the specific athletic activity signed by the student’s parent/guardian.
4. Proof the student is covered by medical insurance.
5. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA’s most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student.
6. Signed documentation agreeing to comply with the School District’s policies and procedures on student athletic concussions and head injuries.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student’s family; or 3) a religious ceremony or event.

If a student is suspended from school, they may not be present at school, on grounds owned or controlled by the School District or any School District activity during the period of the suspension. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the building administrator.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation, unless otherwise dictated by the coach and/or athletic director. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Parents/guardians will be required to sign students out after away games/contests.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

All students remain subject to all the School District's policies and the school's student/parent handbook.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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 detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Due Process Procedures

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

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 - I. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of performances, activities or competitions;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
 - II. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

First violation

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

Second violation

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

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

All students remain subject to all the School District's policies and the school's student/parent handbook.

Eligibility

The athletic director will conduct grade checks two weeks into the respective season. To retain athletic eligibility, an athlete must have passed academic course work in the semester preceding his or her athletic eligibility. Upon making the team, eligibility will be checked every Friday starting after the second week of each quarter. A student must maintain an average grade of C- or better with no F's for each of: (1) all core courses and (b) all non-core subjects. If a student does not meet both of the preceding (1) and (2) academic criterion during such eligibility check they will be placed on a one week probation during which time they will continue practicing with the team and attend games, but are NOT allowed to compete. If, after two consecutive weeks of probationary period, the student continues to not meet both the (1) and (2) academic criterion, they will be removed from the team. Eligibility of students with an Individualized Education (IEP) shall be determined by the case manager based on the IEP. Parents will receive notification indicating eligibility status if the student is at the probationary level. Parent involvement is encouraged to ensure that all students can participate and maintain passing grades. Students with an F or failing grade will be ineligible for tryouts.

Eligibility of students with an Individualized Education Plan (IEP) shall be determined by the case manager based on the IEP. Students who exhibit gross misconduct for fighting and/or other conduct that result in out of school suspension will be removed from the team. The principal and athletic director will make the final determination on the number of games suspended on any other violation other than an out of school suspension.

Cross-References:
PRESS 6:190, Extracurricular and Co-Curricular Activities
PRESS 6:190-AP, Eligibility for Participation in Extracurricular Activities

PRESS 7:240, Conduct Code for Participants in Extracurricular Activities
PRESS 7:240-AP1, Code of Conduct for Extracurricular Activities

Chapter 10: Special Education

Education of Children with Disabilities

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

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

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

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

For further information, please contact:
Dr. Terri Kraemer, Special Ed Coordinator
618-397-6557
tkraemer@harmony175.org

Cross Reference: PRESS 6:120, <i>Education of Children with Disabilities</i>

Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education’s *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Cross Reference: PRESS 7:230, <i>Misconduct by Students with Disabilities</i>
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Related Service Logs¹

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

Cross Reference:

PRESS 7:340-AP1, *School Student Records*

Chapter 11: Student Records and Privacy

Student Privacy Protections

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

The student's parent/guardian may inspect the survey or evaluation, and refuse to allow their child to participate. 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.

Cross-References:
PRESS 7:15, <i>Student and Family Privacy Rights</i>
PRESS 7:15-E, <i>Notification to Parents of Family Privacy Rights</i>

Student Records

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

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

- 1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**
The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
- 2. The right to 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) or a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an

institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; 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 and place
- 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, 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 not be granted access to your student's information without your prior written consent.**² Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits, or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

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

Cross-reference:

PRESS 7:340, <i>Student Records</i>

Student Biometric Information

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

Cross-reference:

PRESS 7:340, <i>Student Records</i>

Chapter 12: Parental Right Notifications

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.

Cross-References:

PRESS 5:190, *Teacher Qualifications*

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

Standardized Testing

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

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

Cross-Reference:

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

Homeless Child's Right to Education

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

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

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

Assistance and support for homeless families includes:

Educational organizations and schools:

St. Clair County Regional Office of Education located at 1000 South Illinois St., Belleville, IL 62220

Food bank and meal programs:

St. Paul's United Church of Christ located at 115 West B Street Belleville, IL 62220
618-233-3303

Local service organizations (Goodwill, Salvation Army, etc.):

Goodwill in Fairview Heights located at 125 Commerce Ln, Fairview Heights, IL 62208

Cross-References:

PRESS 6:140, *Education of Homeless Children*

PRESS 6:140-AP, *Education of Homeless Children*

Sex Education Instruction

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

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

Cross-References:

PRESS 6:60-AP, *Comprehensive Health Education Program*

PRESS 6:60-E, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

Parental Involvement (Title 1)

The school annually has a Parent & Teacher meeting in Fall and a family meeting in Spring for all Parents/Guardians. At these meetings, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process. The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include:

PTO, Sports, and Music Booster Contact: School Principal

Parent Volunteer Ellis Contact: Dr. Krista Lunz, Ellis Principal

Parent Volunteer Harmony Intermediate Contact: Dr. Terri Kraemer, Harmony Principal

Parent Volunteer Emge Contact: Dr. Terri Kraemer, Emge Principal

The school provides Parents/Guardians with access to:

- (a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- (b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- (c) opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- (d) timely responses to suggestions.

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

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

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the superintendent. Parents/Guardians of participating children have a right to appeal the contents of this policy. The

district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the superintendent at 618-397-8444.

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

<i>Cross-reference:</i>

<i>PRESS 6:170, Title I Programs</i>

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 (if applicable).

For questions related to this program or to express input in the school's English Language Learners program, contact the superintendent at 618-397-8444.

<i>Cross Reference:</i>

<i>6:160, English Language Learners</i>

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 take 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.

<i>Cross-References:</i>

<i>PRESS 8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights</i>
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<i>PRESS 8:95-E2, Verification of School Visitation</i>

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact your student's school secretary.

Parents who would like prior notice must notify the office.

<i>Cross-Reference:</i>

<i>PRESS 4:160-AP, Environmental Quality of Buildings and Grounds</i>

Mandated Reporters

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

<i>Cross Reference:</i>

<i>PRESS 5:90, Abused and Neglected Child Reporting</i>

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.

<i>Cross-References:</i>

<i>PRESS 4:170-AP2, Criminal Offender Notification Laws</i>

Sex Offender & Violent Offender Community Notification Laws

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

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

<i>Cross Reference:</i>

<i>PRESS 4:170-E6, Informing Parents about Offender Community Notification Laws</i>

Asbestos

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

the presence of asbestos-containing building materials (ACBM) at our Facility. Ellis Elementary, Harmony Intermediate and Emge Junior High are free from asbestos containing material. A three year re-inspection is performed to comply with these regulations.

Appendices:

Appendix A: Attendance

Appendix B: Code of Conduct and Discipline

Appendix C: Parent and Community Information

Appendix D: Reporting Student Progress

Appendix E: School Safety

Appendix F: Sport Eligibility

Appendix G: Student Programs

Appendix H: Transportation

Appendix A: Attendance

Student Attendance

Success in school depends largely on regular, punctual attendance and good study habits. Students are expected to attend all classes unless there is a justifiable reason for being absent. Excessive absenteeism may adversely affect academic performance. Parents are responsible for ensuring regular, punctual attendance. Poor attendance and truancy will be reported to parents. Excessive truancy will be reported to the regional truancy officer.

Regular School Hours:

- | | |
|--------------------------------|------------------------|
| - Ellis Elementary School: | 9:00 A.M. to 3:30 P.M. |
| - Harmony Intermediate Center: | 8:05 A.M. to 2:35 P.M. |
| - Emge Junior High: | 8:05 A.M. to 2:35 P.M. |

Student Absences

Students are expected to be in school every day that school is in session. Students are only excused from school under Illinois State Law for illness (including mental health) observance of a religious holiday or event, death in the immediate family, one (1) pre-arranged absence, per school year, to attend a civic event sponsored by a governmental entity or a nonprofit organization that is open to the public (middle school only), family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS (grades 6-12), or other reason as approved by the building principal. Parents should report a student absence by calling the school office that morning or emailing the secretaries: **Emge - kbates@harmony175.org; Harmony Intermediate - ntate@harmony175; or Ellis - choward@harmony175.org.** Office hours are 8:00 A.M. to 4:00 P.M. **For Ellis Elementary students, please call the school at 538-6114, for Harmony Intermediate Center and for Emge Junior High students, call 397-6557 or 397-3747.**

If the parent or legal guardian does not notify the building office, **the school district is required to contact parent/guardians to inquire about the student's absence.** This notification will be attempted within 2 hours of the opening of school. Parents are required to give the school at least two current telephone numbers for notification purposes. Once a child arrives on school grounds he/she will not be allowed to leave without approval from the office.

A child's academic progress is due to a large extent to his regular attendance and the parents are legally obligated to see that their child attends every day except when he/she is ill. If a child has an illness that the doctor estimates will last for more than two weeks, a home-bound teacher can be provided. If a child is absent for more than three consecutive days, a doctor's excuse is required.

In order to be counted as present for a full day of school, students must attend school for five (5) clock hours (300 minutes) excluding the lunch period and passing periods. Half day attendance will be given for students that attend school less than five clock hours but more than 2 ½ hours (150 minutes) of attendance.

IT IS IMPORTANT FOR ALL STUDENTS TO BE ON TIME AND ATTEND SCHOOL EVERY DAY. Parents and guardians should avoid scheduling appointments that would require a student to miss more than one hour of instructional time at school. All students are required to sign in and sign out at the main office. Students with a fever (temperature of greater than or equal to 100.4 degrees should remain home until they are 24 hours fever free without fever reducing medication. Students with gastrointestinal upset should be free from vomiting and/or diarrhea for 24 hours before returning to school. Cold weather is not an excuse for a student absence. In the case of extreme cold weather, the District will make the determination of whether to cancel or stay in session. *Ellis Elementary – Students will go outside for recess if the “Real-Feel Temperature” is 20 degrees or above. Please make sure students dress appropriately. A doctor’s note is required to keep students inside for recess.

Excused Absences: Student absences will be counted as excused for personal illness, mental health, death in family, observing religious holidays, one (1) pre-arranged absence, per school year, to attend a civic event sponsored by a governmental entity or a nonprofit organization that is open to the public (middle school only), family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student’s mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS (grades 6-12), or other reason as approved by the building principal.

Planned Absence: A student who knows in advance that he or she will be absent must make arrangements with the principal’s office. Every effort should be made to schedule dental and doctor appointments outside of the school day to avoid missing core classes. A student who fails to properly arrange for a planned absence may be classified as unexcused.

Unexcused Absence: An absence due to truancy or to any cause which the principal disapproves will be considered unexcused. If the parent does not report the absence and the office is unable to make contact with the parent or guardian, the student absence is considered unexcused. Additionally, accumulated tardies will also lead to unexcused absences (*see “tardy policy” below*). Excessive unexcused absences will be reported to the truancy board at the Regional Office of Education.

Reporting an Absence: A report on each absence must be made by the parent or guardian before a student may be excused for an absence. It is requested that the parent or guardian contact the principal’s office between 8:00 A.M. and 9:15 A.M. the morning of the absence.

Absence Due to Disciplinary Reasons: Students who exhibit conduct resulting in out of school suspension will be allowed to make up their work.

Homework Requests for Absences

Parents may request homework to be collected for a student who is absent. Parents are asked to pick up work after school is dismissed. It is the responsibility of the student to obtain missed assignments for each class and turn in the completed work to the respective teacher.

Tardy Policy

Students must assume responsibility for reporting to school on time and to class on time. Late entrance to school and class is a distraction to the educational climate. Students who are late to school in the morning shall be signed in by a parent/guardian or trusted adult. Emge students also are given a three-minute passing time between classes. Students will be counted as tardy if late to school or class. In an

attempt to help eliminate excessive tardiness to class, discipline will be administered on a case-by-case basis, including but not limited to:

1st Tardy - 3rd Tardy- Warning

4th Tardy - Lunch Detention/Email Sent Home

5th Tardy and up - In-School Detention/Email Sent Home

District Late Arrival and Early Departure Policy

Students being present for the entire duration of the school day is important for academic success. Arriving late to school or leaving early is a disruption to the school day. Every 3 occurrences of late arrival and/or early departure will result in a 1/2 (.5) day unexcused absence. Accumulated tardies that result in “unexcused absences” will count towards truancy. (See “Truancy” policy on page 8)

Student Arrival

Ellis Students: Students who utilize bus transportation will be dismissed for breakfast and/or to the playground upon arrival unless inclement weather dictates the need to remain inside until 9:00 A.M. Students who do not utilize bus transportation and do not eat breakfast should not arrive at school until 8:50 A.M. Breakfast begins at 8:40 A.M.

Harmony Intermediate and Emge Students: All students may arrive at 7:40 A.M. The opening bell rings at 8:00 A.M. and the tardy bells rings at 8:05 A.M.

Student Dismissal

ALL STUDENTS ARE TO BE PICKED UP ON TIME AT DISMISSAL. At Ellis, students who are not picked up by 3:40 P.M. will go to Latchkey, and parents will be charged at a rate of \$15.00 per hour and/or any portion of that hour.

At Harmony Intermediate parents are asked to pick up their child in front of Emge’s gymnasium after the buses leave. At Emge Junior High, parents are asked to pick up their child after the buses leave at the circle drive next to the bus parking lot. At Ellis, parents should avoid requesting that a student be dismissed prior to the end of the regular school day. Due to the safety considerations and bus line-ups, parents will need to wait until the buses have left the parking lot before retrieving their child. All exterior doors will remain locked throughout the school day.

If an Ellis parent wishes a student to not ride the bus home, the office must have a written note, signed by the parent, indicating the parent’s intent. If the office does not have a note, the child will be placed on the regular bus.

Release of Students

Once the school day begins, students will not be released early due to weather. If parents would like to retrieve their child during the school day, parents can sign out their child in the main office. After school, students will only be released to those individuals listed on the registration form. Parents or guardians should send a note or contact the office if someone other than the adults listed have authorization to pick up the student. Office staff will request identification of the adult. Emge students are released by their last hour teacher and are responsible for leaving school grounds without direct supervision of a staff member.

If a student is leaving before the school day ends, the parent or guardian must sign out the child in the main office. In no case should a student leave school without checking in the principal's office, nor should any student report to school late in the morning without checking in the principal's office.

No student may be permitted to leave school prior to the dismissal hour at the request of anyone other than a school employee, police officer, court official, parent, or legal guardian of the child. If any police or court official requests the dismissal of a student during school hours, parents will be notified as soon as possible.

All students will only be released to individuals as listed on the registration form unless the office is notified by a parent of any change approved for after school release.

Appendix B: Code of Conduct and Discipline

Code of Conduct

Introduction to the Code of Conduct

The Student Code of Conduct outlines behavioral expectations and specifies possible consequences for breaches of the Code. It is extremely important to have the cooperation of parents in enforcing the Code. The district enlists parent support in establishing this Code for the educational benefit of all who attend District #175.

Enforcement of Rules and Regulations

All students are required to comply with any reasonable request from a staff member, whether it is a teacher or not, promptly and with courtesy. As long as a student is at school, he/she is under the supervision and authority of the entire faculty and staff. This is necessary to ensure the safe and efficient operation of the schools.

This handbook is devoted to many of the policies and rules which govern District 175. However, it is impossible to list every policy and the unique circumstances surrounding every rule. Therefore, there will be times when the administration will have the prerogative to act on unique situations not covered in this handbook so as to represent the best interest of the students of District 175.

Student Rules and Expectations

Students are expected to display proper conduct to and from school and to refrain from acts of misconduct while on school grounds, in school buildings, or elsewhere while attending school sponsored activities. Students should comply promptly and courteously with a request from any staff member. As long as a student is on school grounds or at a school sponsored event, he or she is to follow school rules. This is necessary to operate smoothly, safely, and efficiently at all times.

The following list of rules enforces the district's belief in a positive, productive school environment.

1. To refrain from unkind remarks and foul language in verbal, non-verbal, and written expression.
2. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
(refer to *Student Dress Code* on page 23)
3. To be present and punctual for all classes and activities.
4. To keep from disobedience, misconduct or behavior that disrupts the educational process.
5. To respect all school staff in their efforts to maintain discipline in the school and at school sponsored activities.
6. Create a quiet atmosphere in the building.
7. Practice good manners to everyone with whom you come in contact.
8. Keep our school neat and clean; this includes the cafeteria and restrooms.
9. Show respect for other people's property.
10. Chewing gum on school property is not allowed.
11. Keep your hands and feet and all other objects is the "hands off" policy. We urge students to keep their hands to themselves at all times. This includes biting, kicking, spitting and pushing.
(We call it: KAHFOOTY: Keep All Hands, Feet and Other Objects To Yourself)
12. Bullying, either physical, verbal or non-verbal will not be tolerated.

Procedure and Regulations

Student enrollment and continued attendance at school depends upon compliance with school rules, regulations, and procedures, which are based on Illinois law and Harmony School District #175 policy. Students who fail to comply face disciplinary action appropriate to the situation.

The administration and staff shall maintain discipline in the school. In all matters relating to discipline in the school and conduct of the students, district employees stand “in loco parentis” or in place of the parent. This relationship extends to all activities and vicinities connected with the school program and may be exercised at any time for the safety and supervision of the students in the absence of their parents or guardians.

Due to continued violations of school policies and procedures, the administration has the ability to determine if a student is excluded from any planned field trip, assemblies, and extracurricular activities.

General Disciplinary Procedure

The school continuously strives to maintain the best possible climate for education. The welfare of the individual student and the rest of the school are considered in disciplinary situations. The following methods are utilized to help maintain school discipline:

1. Student conferences
2. Parental notification
3. Office Referral
4. Social Worker intervention
5. Assignment to detention (lunch, before or after school)
6. Parental conference
7. Referral to Student Assistance Program
8. Student Support Room
9. Out of School Suspension (including ROE’s “stay in school” for grades 5-8 long-term suspensions)
10. Expulsion
11. Assignment to Safe School
12. Notification of juvenile authorities

Gross Disobedience and Misconduct

Acts of gross disobedience or misconduct may result in any of the following methods listed in (General Disciplinary Procedures) depending upon the severity of the situation. Such acts include, but are not limited to, those listed below and any additional offenses, which the Board of Education may subsequently prohibit through a policy statement.

1. Disrespect and insubordination, such as verbal and physical threats and abuse or failure to comply with a reasonable request, toward a teacher or another school employee.
2. Use, possession, sale, transfer, or under the influence of tobacco products, alcohol, unlawful drugs, unauthorized prescription drugs, drug paraphernalia, or behavior-altering substances, including look-alike drugs, and all substances that are toxic when inhaled or sniffed.
3. Hands on behavior: rough housing, pushing, shoving, kicking, and any other inappropriate touching.
4. Spitting of any kind.
5. Fighting with, or any assault of, school personnel or other students. Charges may be filed.
6. Actual or attempted theft, vandalism, or misuse of school property or the property of school personnel or other students.
7. Actual or attempted extortion.
8. Use any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying (see Bullying Policy page), or other comparable conduct.
9. Improper release of a school fire alarm or tampering with fire extinguishers.

10. Starting, or attempting to start, a fire on school property.
11. Setting off, or attempting to set off, an explosive device on school property.
12. Using, possessing, distributing, or selling explosives, firearms, knives, or any other object that can reasonably be considered, or looks like, a weapon (including scissors)
13. Academic cheating
14. Card playing or gambling of any form.
15. Abusive or obscene language, gesturing, or writings, profanity and/or sexual remarks or gestures.
16. Any intentional act that may result in pain or injury to another student.
17. Inappropriate touching in a sexual manner.
18. Any type of computer misuse.
19. Leaving school without proper staff authorization.
20. Acts of deception (lying).
21. Throwing projectiles or shooting projectiles.
22. Forgery, impersonating any adult or parent; theft, destruction, misuse, or misdirection of school forms or communications.
23. Truancy, class cuts, excessive tardiness.
24. Use of racial, ethnic, or religious slurs through statements, gestures, or the wearing of apparel which conveys any of these.
25. Violation of building use and library rules.
26. Repeated incidents of misbehavior, including repeated refusal to follow or to comply with school rules and procedures.
27. Failure to comply with bus regulations.
28. Failure to comply with cafeteria rules.
29. Display of affection and indecent behavior.
30. Eating or drinking, excluding the use of water fountains, outside the cafeteria
31. Violation of hallway/locker use.
32. Running in hallways.
33. Violation of the dress code or ID policy.
34. Inciting mob actions.
35. Inappropriate items brought to school that may detract from the education of the students or others will be confiscated. This may include phones, Ipods, laser pointers, handheld games, toys, camera, and wallet chains and other items deemed inappropriate by the administration.
36. Any activity which relates directly to the school and its purpose that is illegal, disruptive, or embarrassing to the school.
37. Any act which threatens the health and safety of any member of the school community or which substantially disrupts, or threatens to substantially disrupt, the educational or disciplinary climate of the school.
38. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
39. Theft, including possession of stolen property.
40. Unexcused absenteeism, however, truancy statutes and the Board policy will be utilized for chronic and habitual truants.

Violations of Federal, State or Local Law

In addition to the previous consequences, any violation of the law will be promptly reported to law enforcement agencies, and/or other supportive community agencies.

Search and Seizure

School authorities, including school liaison police officers, 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.

School authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned and controlled by the school, as well as personal effects left in those places and areas by students without notice or consent of the student, and without a search warrant. As a matter of public policy, students have no reasonable expectation of privacy in these areas or in the personal effects left in these areas.

Discipline Procedures

The following procedures shall be used in dealing with student discipline cases. A student who commits minor violations of school rules or who engages in instances of minor misconduct is subject to disciplinary action from staff members. In addition to the variety of non-punitive measures such as counseling and conferences, an offender may incur penalties such as detention during times other than class hours, study hall, clean-up duty as assigned by building administration when deemed appropriate, In-School Supervision, and Out-of-School Suspension. Normal appeal procedures shall be applicable.

Physical Restraint

Isolated time-outs, time-outs, and physical restraints are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s). Isolated time-outs and physical restraints are to be used only when the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures have been tried and proven ineffective in stopping the imminent danger of serious physical harm, there is no known medical contraindication to its use on the student; and the school staff member or members applying the use of time out, isolated time out, or physical restraint on a student have been trained in its safe application. Staff may not use isolated time out, time out, and physical restraint not as a form of punishment or a means of disciplining a student, 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. A parent can request a copy of the district's policy by contacting the School Superintendent.

Detention

Students are assigned to detention for infractions of school rules, procedures, and policies as stated in this handbook. Records are kept of detentions assigned and attendance in the detention room. This detention period shall not serve as a time for completion of homework assignments, but rather serve as a period of reflection on the rule violated. Students will complete an assignment given by the detention supervisor, Assistant Principal, or Principal. Students in detention will not be allowed to purchase snacks at lunchtime.

Student Support Room

This option may be assigned to students as an alternative to suspension for students who commit infractions as defined by the district disciplinary guidelines.

Suspensions

The Assistant Principal, Principal or Superintendent may suspend a student for a period of up to 10 days for gross disobedience or misconduct.

A. Pre-suspension Conference

1. The authorized administrator shall confer with any student who is under consideration for suspension prior to taking such disciplinary action.

2. Prior to or during a pre-suspension conference, the authorized administrator shall ascertain whether the student is a special education student or may be eligible for special education services. If so, the authorized administrator must also follow the procedures set forth for special education students in the Special Education Procedure Document.

3. The student shall be advised of the reasons for the proposed suspension and the evidence in support of those reasons. The student shall also be given an opportunity to respond.

4. Should the authorized administrator, after following the above pre-suspension procedures, determine to suspend the student, the administrator will follow the notification requirements set forth below. The administrator will attempt to contact the parent by telephone or in person as soon as possible after any suspensions have been assigned. Written notification will follow.

5. When, in the opinion of the authorized administrator, a student poses an immediate threat to school personnel, other students, or school property or poses an ongoing threat of disruption to the educational process, the student may be summarily removed from school without holding a pre-suspension conference. Then, as soon as practicable, the administrator will attempt to contact the parent by telephone or in person to explain the situation and to outline follow-up procedures. In

in the event that the administration is unable to reach parents, written notice by certified mail, with return receipt requested, will follow. Such notice shall request the student and parents to confer with the administrator as soon as practicable after the notice is received. Failure to confer with the administrator shall constitute a waiver of such conference. Regardless of the student's and/or parents' participation in the post-suspension conference, the parents shall be advised by telephone or in person, if possible, and by written notification, of any subsequent disciplinary decision. The student shall be advised of the reasons for the proposed suspension and the evidence in support of those reasons. The student shall also be given an opportunity to respond.

B. Suspension Notification:

The suspension notice to the parents shall include:

1. A statement of the reason(s) for the suspension, including any school rule which has been violated.
2. The date(s) and duration of the suspension.
3. A statement of the parents' right to request a review of the suspension.
4. A statement that the failure to request such review within five days after receipt of the notice, or eight days after the date of the mailing, whichever is earlier, shall be deemed a waiver of the right to a review hearing with the board. A request for a review of the suspension may be made orally or in writing and should be directed to the principal's office.

Out-of-School Suspension Policy and Procedures

A. On the days a student is serving Out-of-School Suspension, the student shall not be permitted to attend any District #175 sanctioned activities. Attendance at an extracurricular activity on a day of Out-of-School Suspension shall constitute insubordination and as a result, will carry additional consequences.

B. On the days a student is suspended, a student will receive credit for assignments or tests assigned, collected, or completed during the suspension period. However, the student is responsible for obtaining all of the work from the teacher and returning the work to the respective teacher within two days of return to school.

C. Prior to or following an Out-of-School Suspension, a conference between the parent/guardian and Principal may be required in order for the student to return to school.

Expulsion

The term "expulsion" refers to disciplinary action taken by the Board of Education whereby a student is separated from school attendance for a period of time in excess of ten consecutive days. The Board of Education may expel a student up to two years of school. The student may be permitted, upon

petition, to complete required examinations in order to receive credit for the current semester of the current year.

IMMEDIATE SUSPENSION MAY FOLLOW A VERY SERIOUS OFFENSE THAT COULD ALSO RESULT IN RECOMMENDATION FOR EXPULSION TO THE BOARD OF EDUCATION.

Expulsions Procedures

1. Prior to any recommendation for expulsion, the authorized administrator shall determine whether the student is a special education student. (If so, then the procedures set forth in the Special Education Procedure Document will be followed.) If the expulsion is preceded by suspension, the suspension procedures set forth above must also be followed and the parents notified that a suspension review hearing will be combined with an expulsion hearing.
2. Expulsion notification procedures will include:
 - a) A statement of the reason(s) for the proposed expulsion, including any school rule which has been violated.
 - b) The duration of the proposed expulsion
 - c) The time and place of the expulsion hearing
 - d) A statement of the parents' right to be represented at the expulsion hearing by an attorney or other representative.
 - e) A copy of the expulsion hearing procedures.

Procedures for Suspension Reviews and Expulsion Hearing by Board of Education and/or Hearing Officer

A. Hearing Structure

1. An expulsion hearing shall be conducted by the Board of Education or appointed hearing officer in executive session.
2. The Board may take such action after the hearing as it deems appropriate, including affirming or overruling the suspension or proposed expulsion or imposing conditions under which the student may reenter school.
3. If the Board finds that a suspension was unjustified, the student's records may be expunged of all notations regarding the suspension and any related student absence for disciplinary reasons shall be marked "'excused.'" The student may be afforded an opportunity to make up all lost educational opportunities including, but not limited to, tests and other class work.
4. The decision of the Board shall be final. Written notification of the Board's decision with respect to the suspension review or expulsion may be effective immediately or as specified by the Board of Education.

B. Hearing Procedures

1. All student discipline hearings before the Board shall be held in closed session.
2. The student may attend the hearing with his/her parents and may be represented by an attorney or other representative. If the parent(s) of the student do not attend, and the authorized administrator has proof of notice given and received, the board may choose to proceed with or reschedule the hearing.
4. The Board shall determine and make findings on the following two (2) issues at the hearing: (a) The validity of the charges of gross disobedience or misconduct, and (b) the appropriate disciplinary measure, if the charges are upheld.

5. If the student is a special education student, or asserts during a hearing that he may be a special education student, the Board will also follow the procedures set forth in the Special Education Procedure Document.

6. The hearing shall be conducted as follows;

(a) At the commencement of the hearing, either party may request the exclusion of witnesses. (b) The authorized administrator and the student or student representative, may make a short opening statement concerning both the charges of gross disobedience or misconduct and the appropriate discipline.

(c) The authorized administrator shall first present his evidence, including proof of compliance with Section V of the policy, if applicable. The student or representative may cross-examine all witnesses in attendance and review any written evidence presented by the authorized administrator.

(d) The student or representative may then present evidence to refute the charges. The authorized administrator may cross-examine all witnesses in attendance and review any written evidence presented.

(e) The Board or hearing officer may, at any time, direct questions to the parties and/or their witnesses.

(f) The authorized administrator and the student may make closing statements at the conclusion of the hearing concerning both the issue of gross disobedience or misconduct and the issue of the appropriate discipline.

7. The Board or hearing officer may receive all relevant oral or written evidence, without regard to the legal rules of evidence, but shall consider the weight of the evidence in determining the issues.

Due Process

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in District #175 schools.

1. The hallmark of the exercise of disciplinary authority will be fairness.

2. Every effort shall be made by the administrators and faculty members to solve problems through effective use of school district resources in cooperation with the student and his/her parent or guardian.

3. A student must be given an opportunity for a hearing if the parent or guardian indicates the desire for one. A hearing shall be held to allow the student and parent or guardian to question the facts which have led to disciplinary action, or to challenge the appropriateness of the action taken by a disciplinary authority, or if the student or parent or guardian claim prejudice or unfairness on the part of the school district.

Appendix C: Parent and Community Information

Parent and Community Information

The central office releases a monthly “Message from the Superintendent” that reviews board meeting information, covers student accomplishments, upcoming events, and important district happenings. If not received through Thrillshare, the monthly messages can be accessed on the district’s website. Parents are also urged to access the district’s website to retrieve information to include daily announcements, school menus, calendar, school wide events, and more. The website address is: www.harmony175.org; Facebook account: @harmony175; PTO Facebook: Harmony District 175 – PTO; Harmony-Emge School District #175 App.

Harmony Emge School District Volunteer Program:

The goal of the volunteer program is to bring parents/guardians into our schools to participate and assist our staff. Your assistance, time, and expertise are deeply appreciated by our staff. As a result of your volunteer work, assistance becomes more individualized for the children. Effective and responsible volunteers are essential to the success of the volunteer program. Volunteers are required to be screened and trained before they can serve as a volunteer in Harmony District #175 schools including class parties, field trips, or volunteering within the classroom. To access our Volunteer Training Program, please visit our website at www.harmony175.org.

Common Goals (TeacherEase)

Parents can access their student’s grades, attendance, pay for lunch or school fees and register or re-enroll through TeacherEase at www.teacherease.com.

Thrillshare

The district uses an automated system called Thrillshare to notify parents about school events and emergencies. The system allows the district to send an email, voice and/or text message to all students, parents, and staff. The successful delivery of information is dependent upon accurate contact information for each student. Parents should make certain that the main office has current telephone numbers.

Parent Organizations

Parents are an integral part of the school district and are key contributors toward student success. The following organizations encourage District 175 to become members:

- Parent Teacher Organization (PTO)
- Sports’ Boosters
- Music & Theatre Association

Parents can be members of one or all organizations. Parents can contact the building principal’s office for contact information. The district encourages all parents to serve in at least one organization.

Education Foundation

Parents can contribute to the Educational Foundation whose primary mission is to support district initiatives. Donations are solicited each year to fund various grants that enhance the school programs and district facilities. For more information, individuals can contact the central office or obtain a brochure from the district’s website.

Harmony Neighborhood Community Association

This is a district-led initiative to connect with the neighborhood community through such efforts as sponsoring weekly tutoring, the West-end Neighborhood Summer Camp and the Belleville AmeriCorps Volunteer Program. The purpose of the HNCA is to provide activities to families and students that broaden the educational experience.

PTO Class Parties/Dances

The PTO depends on parent volunteers to serve as room parents whose main job is to coordinate Holiday room parties. The PTO sponsors three class parties per year for students in Grades Pre-K-3: Halloween, Holiday, and Valentine. Parents eligible grades are asked to pay a small fee for the year to help pay for the room parties. Dances are for Harmony Intermediate and Emge Junior High students only who are eligible to participate and have paid school fees. When volunteering at class parties, siblings are not allowed.

Appendix D: Reporting Student Progress

REPORTING STUDENT PROGRESS

District #175 monitors progress on a quarterly basis consisting of nine (9) week grading periods. Report cards are issued one week after the grading period ends. Mid-quarter progress reports are also distributed each quarter to inform parents of on-going progress. **Students in Grades Kindergarten through Grade 8 will receive letter grades or follow a rating scale in all subjects.**

Performance and effort are reported in letter grades or rating scales which have the following meaning:

97-100 = A+ Excellent

93-96 = A Excellent

90-92 = A- Excellent

87-89 = B+ Very Good

83-86 = B Very Good

80-82 = B- Very Good

77-79 = C+ Average

73-76 = C Average

70-72 = C- Average

67-69 = D+ Below Average

63-66 = D Below Average

60-62 = D- Below Average

0 – 59 = F Failure

Rating Scale:

O = Outstanding I = Incomplete

S = Satisfactory F = Failure

U = Unsatisfactory P = Passing

Teacher Conferences:

In addition to the formal reporting system, there will be two parent-teacher conferences scheduled for each school year. During the fall, all parents will be invited to meet with their son's/daughter's teachers to review the first quarter report cards. In the spring, due to a limited number of conference slots, teachers will be in charge of inviting and establishing conference appointments. However, parents can always request an appointment to confer with a teacher at any time. The best time to meet with teachers is directly after school from 2:40 P.M. to 3:10 P.M. for Harmony Intermediate and Emge students and 8:30 A.M. to 9:00 A.M. for Ellis students. Staff members are also accessible by using email.

Grade Access: Parents can access their child's grades on-line through Teacherease. Parents should contact the office if they would like a password that will allow them to access student grades from the district's website at www.harmony175.org or www.teacherease.com.

Promotion/Retention

The teacher and principal will have the final determination regarding promotion or retention. Every effort is made to provide services to students who need additional help and guidance in order to make passing grades at all levels – including the potential for summer school enrollment. Parents or guardians will be notified as soon as possible in the event that retention will be recommended.

Emge Jr. High and Harmony Intermediate Honor Roll

All classes will be used in calculating grade point average. The honor roll is divided into two classes: High Honors will be a 3.85 – 4.00 average; Honors will be 3.5 – 3.84. Pluses and minuses are figured in determining grade point average.

Grade points are computed as follows:

A = 4.00	C+ = 2.33	D- = 0.67
A- = 3.67	C = 2.00	F = 0.00
B+ = 3.33	C- = 1.67	
B = 3.00	D+ = 1.33	
B- = 2.67	D = 1.00	

Honor Roll students will be recognized after each quarter. For students who are on High Honor Roll and Honor Roll for 1st, 2nd, and 3rd consecutive quarters, an academic award will be presented to the student at the Honors Program.

8th Grade Promotion Ceremony

The primary goal of our “Promotional Ceremony” versus the prior traditional graduation ceremony is to provide a memorable experience for ALL 8th grade students and families, but without the high costs that prohibited several students from participating in this memorable occasion. Students who have met all of the District and State requirements for promotion to high school will be eligible to participate in this ceremony.

The top ranked student with the highest GPA will be class valedictorian. Calculations will be based on the total GPA of each of the individual four quarters for 7th grade and the first three quarters of the 8th grade. Transfer students must provide transcript(s) with equivalent grading criteria. One valedictorian will be announced at Promotion, unless there is an exact tie in GPA. In this case, all with the top ranked GPA will be named valedictorians.

A Class Speaker will be voted on by their peers to represent the “Class” during the promotional ceremony. Students interested in becoming a class speaker will submit essays on why they should represent the class and those essays will be voted on to determine a winner.

Gold stoles, to be worn at promotion, will be awarded to all students with an honors cumulative GPA of 3.5 or higher. Calculations will be based on the total GPA of each of the individual four quarters from 7th grade and the first three quarters of the 8th grade (including both boys’ and girls’ 8th grade health.)

Appendix E: School Safety

SCHOOL SAFETY AND SECURITY

Emergency Drill Preparedness

Students and staff will practice emergency drills on a regular basis throughout the school year. Drills will be conducted for fire/evacuation, storm, earthquake, intruders, and bus evacuation.

Crisis Planning

District #175 has a crisis management plan that is on file in the school offices. The plan outlines strategies and other actions to be taken in emergency and tragic situations.

Student safety is our first concern. In the event of emergencies, parents will be notified as soon as possible. The crisis plan is reviewed and revised on an on-going basis. The parent alert (ThrillShare) system will be used to communicate emergency situations.

Hostile Individuals

The administration will not tolerate any adult or student who exhibits profanity, hostile remarks, or threatens school personnel. If an adult, the administration will end the discussion and request the individual to leave school premises. If the hostile behavior continues, the police will be called. The school district will file charges for disorderly conduct on school property.

Emergency Pick-Up

In the case of an emergency student pickup situation that requires parents/guardians to pick up from school or a secondary location, there is protocol within our District Safety Plan that outlines how students are dismissed in a crisis situation. Due to a variety of safety precautions, parents and approved contacts will have to check in and show identification with school personnel to receive their children and WILL NOT have direct access to the student population.

Appendix F: Sport Eligibility

SPORTS'S ELIGIBILITY

The athletic director will conduct grade checks two weeks into the respective season. To retain athletic eligibility, an athlete must have passed academic course work in the semester preceding his or her athletic eligibility. Upon making the team, eligibility will be checked every Friday starting after the second week of each quarter. A student must maintain an average grade of C- or better with no F's in any subjects. If a student does not meet the academic criterion during such eligibility check they will be placed on a one-week probation during which time they will continue practicing with the team and attend games, but are NOT allowed to compete. If, after two consecutive weeks of probationary period, the student continues to not meet the academic criterion, they will be removed from the team. Eligibility of students with an Individualized Education (IEP) shall be determined by the case manager based on the IEP. Parents will receive notification indicating eligibility status if the student is at the probationary level. Parent involvement is encouraged to ensure that all students can participate and maintain passing grades

Parents will receive notification indicating eligibility status if the student is at the probationary level. Parent involvement is encouraged to ensure that all students can participate and maintain passing grades.

For students who exhibit inappropriate behavior during the sport's season, the principal may suspend and/or remove a student from a sport's team. For parents who exhibit inappropriate behavior during the sport's season, the principal may prohibit a parent from attendance at home or away games or entering school property at any time.

All students must have a current sports' physical on file, a concussion information form signed by the parent/guardian, signed athlete parent contract, and must have all school fees paid prior to participating. **Additional requirements for student behavior are clarified in the Athlete's Contract.**

Appendix G: Student Programs

Classroom Assignments

District #175 promotes excellence in instruction in all classrooms. Teachers are encouraged to employ strategies that accommodate the needs of the child. As a result, classroom assignments are determined by following specific guidelines related to instructional needs. Therefore, teacher selection is determined internally. Parents whose children require specific instructional needs should direct these concerns in writing to the Principal. The Principal makes the final determination for classroom assignments.

Core Curriculum

The core curriculum is aligned to the Illinois Learning Standards/Common Core Standards and Benchmarks which guides instruction. Parents can access the Illinois Learning Standards/Common Core Standards on the Illinois State Board of Education website.

Assessment

Various assessment measures are utilized to determine grade level equivalents and student progress. The following tools are utilized: Fastbridge (ELA and Math), SAEBRS (social-emotional), Fountas and Pinnell (ELA), and the Illinois Assessment of Readiness (IAR) for Grades 3-8. Assessment data is compiled and utilized for identification purposes for the district's Response to Intervention (RTI) program. For a complete list, please see the district website: www.harmony175.org. Parents can request their child's assessment results at any time. Parents can access sample IAR test questions by going to either the Illinois State Board of Education's website or Pearson website at: <https://il.mypearsonsupport.com/practice-tests/>

Elective Courses

Throughout the K-8 experience, students receive instruction in the areas of music, art and computer. Regular physical education classes as well as daily activity periods are also part of the student's schedule.

Media Center

Each school maintains a media center that serves as a multi-purpose center by including a computer lab and library books, periodicals, and reference materials. Students have scheduled library time and are encouraged to check out books. There may be a minimal fine for overdue books and if not returned, a replacement fee may be assessed. Reference books must remain in the library and cannot be removed from the library.

Preschool

District #175 is fortunate to operate a grant funded preschool program for eligible three and four-year-old students. Pending upon state funding, the Early Childhood Block Grant funds two half day programs. District personnel conduct preschool screenings throughout the school year in order to identify student needs. The preschool program is operated at Ellis School. For more information, contact Ellis school office at 538-6114.

Appendix H: Transportation

The school district recommends that all students ride the District #175 buses that are provided. The school district is not responsible for bicycles ridden to school. Skateboards, scooters, hoverboards, and/or roller blades are not to be brought to school.

Bus Routes: Bus routes and approximate pick-up times will be posted prior to the start of school. Parents should expect a five to ten-minute variance for pick-up and delivery due to unexpected delays. Buses will attempt to pick-up students as close to the students' home as possible. However, if space is limited, buses will not be able to pick-up students on dead end streets or cul-de-sacs, particularly if cars are parked along the roadway blocking the circle drive. Students should be ready and watchful in the morning, for the buses can only spend a short time waiting for students to enter the bus. In order to respect neighbors, bus drivers will not honk horns and will only wait 10-15 seconds before departing. District 175 appreciates cooperation from students and parents. Space is limited on the buses; therefore, bus transportation is provided to and from school using the residence of enrollment. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Parents will only be allowed to change the student drop-off location if that location is on the same bus route.

After School Drop-Off: Bus drivers will wait for primary students to enter the home prior to departing to the next stop. If a student in Grades Pre-K through Grade 3 cannot enter the home, the student will be returned to Ellis Elementary School. The only exception would be if an older sibling is present and/or the parent has given the district written consent. Parents will be responsible for picking up the child from Ellis Elementary School as soon as possible and will be charged for after school care. If the same student is brought back to Ellis Elementary School three times, the student's bus privileges may be revoked.

Video Surveillance: Video surveillance cameras are constantly monitoring inside of the bus during transport. Information gathered from video surveillance may be used to corroborate statements made by individuals concerning incidents that occur on the bus. School officials are the only individuals allowed to observe video surveillance due to student privacy rules. The district must follow state law; therefore, parents will be denied access to watch a bus tape involving students.

Moving Out of District: The parents or legal guardians of students who move out of School District #175 during the school year must immediately notify the principal of the new address and phone number. Bus transportation will cease immediately when the student moves from District #175. However, the student, under guidelines set forth by the State of Illinois, may continue to attend school until the end of the school year. Parents/guardians are advised that the failure to notify school officials of a new address when moving out of District #175 will result in the appropriate legal action being immediately enforced. **Parents who elect to have their children continue to attend school in District #175 until the end of the school year when they have moved out of the district must deliver their children to school at the scheduled beginning time and pick them up at the scheduled dismissal time, including early dismissals.** Excessive tardies will be considered truancy. The school district cannot be responsible for long term supervision of students who do not live in the district and whose parents fail to pick them up in a timely manner after scheduled dismissals. Parents will be referred to the appropriate agencies.

Bus Violation Procedures

The bus driver must be in a position to give his/her full attention to driving the bus and every measure must be taken to assure that an accident does not occur. Students are expected to follow the bus driver's direction and remain seated using quiet, appropriate language on the bus. The bus driver will warn students who commit minor violations prior to submitting a bus violation to the building principal. If a student violates a major rule or fails to respect a warning from the bus driver, a bus violation will be reported to the building principal. The principal will investigate bus violations that are submitted by bus drivers which may result in additional consequences per Code of Conduct. As bus violations accrue, students will lose bus transportation privileges. Violations accumulate on a semester basis.

- 1st and 2nd violation - office referral to principal; parent notification
- 3rd violation – bus privileges revoked for five days, effective immediately; letter sent home
- 4th violation – bus privileges revoked for ten (10) days
- 5th violation – bus privileges revoked for thirty (30) days
- 6th violation – bus privileges revoked for the remainder of the school year upon review

It is possible that the first violation could be a very serious nature that deems immediate suspension from riding the bus. The warning system established should eliminate 99% of the problems. Losing the privilege of riding the bus may seem harsh, but such measures are necessary to insure the safety of all of the children. The driver must be in a position to give his/her full attention to driving the bus, and every measure must be taken to ensure that an accident does not occur.

If a student has been suspended from riding the bus to school, the student will not be permitted to ride the bus for any activity. This will include athletics, band trips, field trips. etc.

Bus Rules and Regulations

Prior to Loading (On the road and at school)

1. Be on time at the designated school bus stop.
2. Keep the bus on schedule. It is best to be at the place of pickup five (5) minutes ahead of schedule.
3. Stay off the road while waiting for the bus. Bus riders are to conduct themselves in a safe manner while waiting.
4. Respect property while waiting for your bus.
5. Wait until the bus comes to a complete stop before attempting to enter. Then, proceed to your assigned seat. Each bus will have a seating chart. You are to remain in your seat at all times while the bus is in motion.
6. Do not bring animals on the bus. It is prohibited by State Law.

While on the Bus

1. Stay in your assigned seats and remain seated at all times.
2. Keep all objects including your feet out of the aisles.
3. Keep hands and head inside the bus at all times after entering the bus.
4. Do not lower bus windows below the safety line – prohibited by State Law.
5. Assist in keeping the bus safe and clean. Eating or drinking is NOT allowed.
6. Be quiet and respectful. Profanity, loud talking, excessive laughing, screaming, or other unnecessary confusion will not be tolerated. This behavior diverts the driver's attention and may result in a serious accident. Respectful, quiet behavior is expected at all times to maintain a safe bus ride.
7. Pushing, rowdy behavior, or fighting will not be tolerated. Keep your hands to yourself. If you have a problem, report it immediately to the driver.

8. Treat bus equipment as you would valuable property at home. Willful damage to equipment (marking, scratching, cutting, etc.) will result in immediate suspension from riding the bus. Offender will also pay for damages to the bus.
 9. Do not throw anything inside the bus or out the bus window. Under **no** conditions shall a student **throw anything** at a standing or moving bus.
 10. BE ABSOLUTELY QUIET WHEN APPROACHING A RAILROAD CROSSING STOP.
 11. Do not ask the driver to stop at places other than your regular bus stop. The driver is not permitted to do unless proper authorization is given by a school official.
 12. Remain on the bus in case of an emergency and follow the driver's instructions.
- Please remain quiet and listen carefully.

After Leaving the Bus.

1. At a discharge point, where it is necessary to cross a busy street, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway. Remain there until a signal is given to you by the bus driver that it is safe to cross the busy street.
2. If a student lives on the same side of the street as the bus stop, he/she must immediately get a safe distance away from the bus so as not to be injured as the bus pulls away.
3. Be alert to a danger signal from the bus driver.

Final Notes on Bus Safety and Rules:

1. A student's right to ride the bus may be taken away for acts of misbehavior before boarding a bus, while riding a bus, or after departing from a bus.
2. The above mentioned Bus Rules and Regulations will apply to any trip under school sponsorship.
3. In order that the bus driver may give his/her full attention to driving the bus, we request parents or guardians to discuss the reason and need for students to follow these safety rules and regulations.

