

FLANAGAN-CORNELL

UNIT #74



2025-2026

Student Handbook

SUPERINTENDENT:

Mr. Jeremy Heck

GRADE SCHOOL PRINCIPAL

& ATHLETIC DIRECTOR:

Mr. Brian Yoder

HIGH SCHOOL PRINCIPAL:

Mrs. Kelli Stanley

2025-2026 District Student Handbook Additions & Revisions

Flanagan Grade School and Flanagan-Cornell High School previously maintained separate Student Handbooks. These have now been merged into one comprehensive district-wide handbook. Going forward, all policies are district policies that apply to all students unless otherwise specified.

Additional mandatory updates to current handbook policies are included throughout.



2025-2026 DISTRICT CALENDAR

2025

- ◆ August 14-15No Students-Teacher Institute
- ◆ August 18.....First day of student attendance
- September 1.....Labor Day: No school
- ◆ September 12.....1:30 Dismissal: School Improvement
- ◆ October 10.....1:30 Dismissal: School Improvement
- October 13.....Columbus Day: No school
- ◆ October 29th.....1:30 Dismissal: PTC
Parent-Teacher Conferences (2:00p.m.-7:00 p.m.)
- ◆ November 5.....1:30 Dismissal: PTC
Parent-Teacher Conferences (2:00p.m.-7:00 p.m.)
- ◆ November 11.....Veterans Day: Assembly
- ◆ November 14.....1:30 Dismissal: School Improvement
- ◆ November 25.....1:30 Dismissal
- November 26-28.....Thanksgiving Break: No school
- ◆ December 12.....1:30 Dismissal: School Improvement
- ◆ December 19.....1:30 Dismissal
- December 22-January 2..... Winter Break: No school

2026

- January 1-2..... Winter Break: No School
- ◆ January 5.....No Students-Teacher Institute
- ◆ January 16.....1:30 Dismissal: School Improvement
- January 19..... M.L. King Jr. Day: No school
- ◆ February 13.....No Student-All Day SIP
- February 16.....Presidents Day: No school
- ◆ March 4.....1:30 Dismissal: PTC
Parent-Teacher Conferences (2:00p.m-7:30p.m.)
- ◆ March 13.....1:30 Dismissal: School Improvement
- ◆ March 26.....1:30 Dismissal
- March 27-April 6.....Spring Break
- ◆ April 17.....1:30 Dismissal: School Improvement
- ◆ May 8.....1:30 Dismissal: School Improvement
- ◆ May 21.....1:30 Dismissal
- ◆ May 22.....No Students-Teacher Institute
- May 25.....Memorial Day

Reporting Terms

1st Semester Reporting	2nd Semester Reporting
1Q Midterm.....Sept. 12	3Q Midterm.....Jan. 30
End of 1Q.....Oct. 17	End of 3Q.....Mar. 6
2Q Midterm.....Nov. 14	4Q Midterm.....Apr. 10
End of 1st Sem.....Dec. 19	End of 2nd Sem.....May 21

District Information

Board Members	Schools
Matt VanderVeen-President	<u>Flanagan-Cornell High School</u>
Andy Cooper-Vice President	Principal: Mrs. Kelli Stanley
Dan Faber-Secretary	815-796-2291
Michael Folkerts	<u>Flanagan Elementary School</u>
Mark Harms	Principal: Mr. Brian Yoder
Kristin Jones	815-796-2261
Sarah Vissering	<u>Superintendent</u>
	Mr. Jeremy Heck - 815-796-2233
■ District Offices and School Buildings closed	
◆ Special Calendar Event (See listed 25-26 dates)	

AUGUST 2025

S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	31	25	26	27	28	29	30

SEPTEMBER 2025

S	M	T	W	Th	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025

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16	17	18	19	20	21	22	
23	30	24	25	26	27	28	29

DECEMBER 2025

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026

S	M	T	W	Th	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026

S	M	T	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026

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3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	31	25	26	27	28	29	30

JUNE 2026

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2026

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	17
19	20	21	22	23	24	25
26	27	28	29	30	31	

▶ Extenuating circumstances and/or inclement weather may necessitate changes to the calendar during the year. Visit www.fc74.org for current information.

2025-2026 Flanagan-Cornell Unit 74 District Calendar

AUGUST	TBD	Registration	TBD
10 Lunch Days	TBD	Registration	TBD
	14-15	No School	Teacher Institute
	18	1 st Day of School	1 st Day of Student Attendance
SEPTEMBER	1	No School	Labor Day
21 Lunch Days	12	1:30 p.m. Dismissal	School Improvement Day
OCTOBER	10	1:30 p.m. Dismissal	School Improvement Day
22 Lunch Days	13	No School	Columbus Day
	29	1:30 p.m. Dismissal	Parent Teacher Conferences 2:00-7:00 p.m.
NOVEMBER	5	1:30 p.m. Dismissal	Parent Teacher Conferences 2:00-7:00 p.m.
18 Lunch Days	14	1:30 p.m. Dismissal	School Improvement Day
	25	1:30 p.m. Dismissal	1:30 Dismissal
	26-28	No School	Thanksgiving Break
DECEMBER	12	1:30 p.m. Dismissal	School Improvement Day
15 Lunch Days	19	1:30 p.m. Dismissal	1:30 Dismissal
	22-31	No School	Winter Break
JANUARY	1-2	No School	Winter Break
18 Lunch Days	5	No School	Teacher Institute
	16	1:30 p.m. Dismissal	School Improvement Day
	19	No School	Martin Luther King, Jr. Day
FEBRUARY	13	No School	Full School Improvement Day
18 Lunch Days	16	No School	Presidents' Day
MARCH	4	1:30 p.m. Dismissal	Parent Teacher Conferences 2:00-7:30 p.m.
20 Lunch Days	13	1:30 p.m. Dismissal	School Improvement Day
	26	1:30 p.m. Dismissal	1:30 Dismissal
	27-31	No School	Spring Break
APRIL	1-6	No School	Spring Break
18 Lunch Days	17	1:30 p.m. Dismissal	School Improvement Day
MAY	8	1:30 p.m. Dismissal	School Improvement Day
15 Lunch Days	21	1:30 p.m. Dismissal	1:30 Dismissal
	22	No School	Teacher Institute
	25	No School	Memorial Day
	26-29	<i>Emergency Day</i>	<i>Based on emergency day cancellations</i>
JUNE	1	<i>Emergency Day</i>	<i>Based on emergency day cancellations</i>

The date for 8th Grade Promotion & HS Graduation will be scheduled at the March Board of Education Meeting.

1st Semester Reporting Dates

1 st Quarter Midterm	Sept. 12
End 1 st Quarter	Oct. 17
Report Cards Mailed	Oct. 24
2 nd Quarter Midterm	Nov. 14
End 1 st Semester	Dec. 19

2nd Semester Reporting Dates

3 rd Quarter Midterm	Jan. 30
End 3 rd Quarter	Mar. 6
Report Cards Mailed	Mar. 13
4 th Quarter Midterm	Apr. 10
End 4 th Quarter	May 21

*Calendar dates, especially for May, are subject to change based on Emergency Day use and unforeseen circumstances. Please check our school website at www.fc74.org or social media for updates.

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OUR MISSION STATEMENT

To prepare our students to function productively and responsibly in the twenty-first century, Flanagan-Cornell Unit 74 shall provide a learning environment in which every student can not only acquire and apply knowledge, but also develop a sense of community, which balances self-interest with the interest of others.

WE BELIEVE

Our Students

will be active participants
in the learning process

will be challenged to
achieve success

will exhibit good citizenship

will have a strong foundation
for life after high school

Our Teachers

are knowledgeable &
dedicated professionals

set high expectations
for all learners

are passionate about
learning & teaching

are role models as
life-long learners

Our School, Parents, & Communities

will provide a safe
environment for learners

will provide mutual support for
the learning process

will be informed & partner
together for the success of all

will communicate student
expectation & community culture

SCHOOL SONGS

FLANAGAN GRADE SCHOOL

We're loyal to you, Flanagan
We'll always be true, Flanagan
Our team is the best
And we'll fight with
The zest that spells
Victory to you, Flanagan

Rah! Rah!

So, here's to the Orange and Black
With spirit that we'll never lack.
We'll fight to the end for you.
Our will is not die but do,
So victory to you, Flanagan.

Cha-hee, Cha-ha,
Cha-ha-ha-ha!
Flanagan Falcons
Rah! Rah! Rah!

FLANAGAN-CORNELL HIGH SCHOOL

We're loyal to you, FCHS
We'll always be true, FCHS
Our team is the best
And we'll fight with
The zest that spells
Victory to you, FCHS

Rah! Rah!

So, here's to the Orange and Black
With spirit that we'll never lack.
We'll fight to the end for you.
Our will is not die but do,
So victory to you, FCHS.

Cha-hee, Cha-ha,
Cha-ha-ha-ha!
Flanagan-Cornell
Rah! Rah! Rah!

SECTION 1: Introductory Information & General Notices

GENERAL SCHOOL INFORMATION

(IPA November 2009)

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](#) or at the district office, located at:

*202 East Falcon Highway
Flanagan, IL 61740*

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

President: Matthew VanderVeen
Vice President: Andrew Cooper
Secretary: Dan Faber

Member: Michael Folkerts
Member: Mark Harms

Member: Kristin Jones
Member: Sarah Vissering

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

Superintendent:
Jeremy Heck

Grade School Principal & Athletic Director:
Brian Yoder

High School Principal:
Kelli Stanley

The school is located and may be contacted at:

*202 East Falcon Highway
Flanagan, IL 61740*

GS Phone: 815.796.2261
HS Phone: 815.796.2291

Fax: 815.796.2856

NONDISCRIMINATION COORDINATOR

Name	Address	Phone Number	Email
Jeremy Heck	202 E. Falcon Highway, Flanagan IL 61740	815.796.2291	jheck@fc74.org

COMPLAINT MANAGERS

Name	Address	Phone Number	Email
Jeremy Heck	202 E. Falcon Highway, Flanagan IL 61740	815.796.2291	jheck@fc74.org
Kelli Stanley	202 E. Falcon Highway, Flanagan IL 61740	815.796.2291	kstanley@fc74.org

STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT & PLEDGE

(IPA February 2016 & FC74 Update)

- My students and I have read a copy of the Flanagan-Cornell Unit #74 Student Handbook which includes the Extracurricular and Athletic Code of Conduct and/or Revisions for 2025-2026. I have discussed the guidelines and rules with my students that attend Flanagan Grade School and/or Flanagan-Cornell High School. I understand that if requested, the administration will make itself available to clarify, explain, or discuss items covered within the handbook. I understand I can request a copy of the full handbook.
- I agree to allow my students to be photographed for normal school year purposes – yearbook, occasional newspaper articles, in hallways, for posting on school district web pages and social media outlets. I understand that student pictures may include the student's first and last names unless otherwise requested by the parent or guardian.
- I agree to have my student's work displayed in school or district web pages and social media outlets. Again, I understand that student work and pictures may include the student's first and last names unless otherwise requested by the parent or guardian.
- I agree to allow the school and its employees to act on my behalf concerning the care of my student if I am unable to be reached in case of emergency. This includes emergency treatment and transport.
- I understand that the provisions of this handbook are not to be considered as irrevocable contractual agreements between student and school. Rather, this handbook reflects the current status of the rules, practices, and procedures as currently practiced in Flanagan-Cornell Unit #74 and are subject to change as determined to be necessary.

Student Acknowledgement & 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.

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.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

(IPA February 2011)

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.

ANIMALS ON SCHOOL PROPERTY

(IPA February 2010)

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 principal 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.

AWARENESS & PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, & BOUNDARY VIOLATIONS

(IPA June 2022)

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

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following:

Physical signs:

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

Behavioral signs:

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

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches

- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

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

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

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

Warning Signs of Boundary Violations

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

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

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

Additional Resources include:

- National Sexual Assault Hotline at 800.656.HOPE (4673)

- National Sexual Abuse Chatline at online.rainn.org
- Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

CARE OF STUDENTS WITH DIABETES

(IPA February 2011)

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 building principal. Parents/guardians are responsible for and must:

- 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.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- 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.

DELIVERY OF GIFTS/FLOWERS

Delivery of gifts and flowers to school for special occasions is discouraged. If such items are delivered for students during school hours, they must be brought to the school office and will be given to the student at the end of the school day.

EMERGENCY SCHOOL CLOSINGS

(IPA November 2009 & FC74 Update)

In cases of bad weather and other local emergencies, please check the phone number and/or email provided to the district as well as district social media to be advised of school closings or early dismissals. School closings for any reason will be announced as early as possible. Please notify the school office if your contact information changes.

For your child's safety, make certain your student knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically canceled.

EQUAL EDUCATIONAL OPPORTUNITIES & SEX EQUITY

(IPA May 2025)

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, 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 Nondiscrimination Coordinator or Complaint Managers.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure. Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

FAITH'S LAW NOTIFICATIONS

(IPA September 2022)

Employee Conduct Standards

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

FREE & REDUCED-PRICE FOOD SERVICES; MEAL CHARGE NOTIFICATIONS

(IPA May 2024)

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

Free & Reduced-Price Food Services Eligibility

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

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

Meal Charges for Meals Provided by the District

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

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

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

INVITATIONS & GIFTS (K-8)

(IPA February 2010 & FC74 Update)

Party invitations or gifts for classmates should not be brought to school to be distributed. The office is unable to release addresses and phone numbers of students.

PARENT ORGANIZATIONS & BOOSTER CLUBS

(IPA June 2021)

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

PREVENTION OF ANAPHYLAXIS

(IPA June 2022)

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 refer to the Board Policy on the school website.

RESPONSE TO INTERVENTION

Response to Intervention (RTI) is an educational support system used in Livingston County which utilizes existing services and staff members (teachers, administrators, support personnel, etc.) in cooperation with students and parents. The focus of this process is to address student needs in the areas of academic development, social relationships, or behavioral expectations.

Student concerns are presented during a building-based team meeting. Parental participation in this meeting is valuable to help develop a plan of interventions to meet student needs. The team may consist of parents, students, educators and support staff, such as: school psychologist, school social worker, educational consultants.

If the student continues to experience difficulty, then other services may need to be considered. Written parental permission is needed to put into place these different services. If after a period of time, the student's need is not met, additional information may be gathered by developing questions related to the student's school performance. The responses to these questions provide information needed to help students be successful in school.

The Response to Intervention Model does not eliminate the possibility of requesting a traditional assessment (Individual Education Evaluation). A written request for your student to be assessed in a traditional manner can be made at any time. Also, the team will ask your permission to gather any information about your student that we feel will help us better plan interventions. If the team feels that special education services may be needed, another consent signature will be required. The process of Response to Intervention is not meant to delay any consideration for special education services. If you have any questions, please contact Livingston County Special Services Unit (815) 844-7115 or the grade school or high school office.

SEXUAL ABUSE RESPONSE & PREVENTION RESOURCE GUIDE

(IPA July 2023)

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

SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

(IPA July 2020)

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.

6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

SCHOOL VOLUNTEERS

(IPA November 2009)

All school volunteers must complete the "Volunteer Information Form" and be approved by the building principal prior to assisting at the school. Forms are 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.

STUDENT APPEARANCE

(IPA July 2023)

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

STUDENTS WITH FOOD ALLERGIES

(IPA November 2009)

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 supports so that your student can access his or her education as effectively as students without disabilities.

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

SUICIDE & DEPRESSION AWARENESS & PREVENTION

(IPA February 2016)

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

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

TELEPHONE

The office phone is a business phone and should be used by students for emergency and illness purposes only. Students will not be called out of class except in the case of an emergency. When necessary, parents may call and leave messages in the office.

TREATS & SNACKS (K-8)

(IPA February 2010)

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 are allowed 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.

VIDEO & AUDIO MONITORING SYSTEMS

(IPA February 2009)

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.

VISITORS

(IPA May 2024 & FC74 Update)

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

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

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

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

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

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

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

Student Guests

While we are aware that students find it fun to bring visiting guests to school, they are a distraction and an interruption of the educational process. Therefore, student guests will not be permitted without prior notification and special permission from the administration. As always, parents, grandparents, etc. continue to be welcome on the designated visitation days.

SECTION 2: Attendance, Promotion, & Graduation

ATTENDANCE

(IPA December 2018 & FC74 Update)

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.

When a student is absent, his/her parent/guardian is required to contact the school office by 8:00 a.m. This is important so we know that your child is safe. It also allows us to make arrangements for work should the parent/guardian request it. In the event that we do not receive a call, an effort will be made to contact the parent/guardian to confirm the reason for the absence. The student will be listed as unexcused unless the parent/guardian makes contact within 24 hours of the absence with a valid reason for the absence.

Any time a student becomes ill during school hours, they should notify the school office so that the parents or guardian may be notified.

Students will be allowed ten (10) excused absences for the year. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, 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, attend a civic event, college visits, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election. Family vacations will be evaluated by the principal and parents on a *pre-arranged* basis. Once the ten days are used, any following absences will be considered unexcused for that semester. In those cases where a student has been absent from class or classes on five (5) occasions within a semester, a conference will be held between the parent, student, and counselor or principal. The conditions of attendance for the remainder of the semester shall be established and noncompliance with these regulations could result in the student being suspended and no credit earned for the class.

The exception to the above rule will be extended illness or family emergency. In the case of extended illness, a letter from the doctor will be required. In the case of a family emergency, the parents are to contact the school principal.

In order for an absence to be excused, a doctor's note from a certified medical professional must be provided within two days of the return.

Arrival Time

For safety reasons, students are not to report to school before 7:30 am unless special arrangements are made with the administration. Class begins at 8:10 am for grade school students and 8:15 am for high school students.

Leaving School During the Academic Day

Upon arrival on school grounds, all students shall remain on school grounds for the entire school day, except when leaving with parent/guardian permission. If a student needs to leave during the school day, a parent/guardian must notify the school in advance. Permission must also be obtained from the secretary and/or principal. Once a student has surpassed 10 excused absences, leaving school early will be unexcused without a doctor's note.

- Grade School: When a student is arriving late or leaving early from school, the parent/guardian must sign the Check-in/Check-out Log in the elementary school office.
- High School: Students will report to the office to "sign out of school" before leaving the building. Failure to follow this procedure will result in an unexcused absence and may result in disciplinary action.

Flanagan-Cornell Unit 74 is a closed campus. Once school begins, students must request permission from the office to leave the building for any reason. Students will not be allowed to access their vehicle during the school day. When available, a designated staff member can escort a student if permission has been granted from the office.

Returning to School During the Academic Day

Upon the student's arrival back to school during the academic day, the student must report to the office immediately to sign in. Students should also turn in any applicable documentation for the absence.

Missing Class for School Sponsored Events

Students out of class for other school functions should get assignments ahead of time, and all work must be completed when they return. This is a requirement of participation in extracurricular activities and is solely the responsibility of the student. High School students will complete a prearranged absence form prior to the day of the event.

CREDIT FOR PROFICIENCY, NON-DISTRICT EXPERIENCES, COURSE SUBSTITUTIONS & ACCELERATED PLACEMENT

(IPA August 2024)

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

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

Proficiency Credit

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

Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Registered apprenticeship program: A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

Advanced placement computer science: The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer service credit: A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Accelerated Placement

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

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

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

EARLY GRADUATION

(IPA November 2017)

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the building principal prior to the start of the student's seventh semester.

Early graduates must make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e. announcements, cap and gown rental, graduation practices, etc.).

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the principal prior to the start of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

EXEMPTION FROM PE REQUIREMENT (HS)

(IPA November 2021)

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

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

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Section 10.

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;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Section 10.

EXEMPTION FROM PE REQUIREMENT (K-8)

(IPA November 2021)

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 the FC74 District Handbook.

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.

GRADING & PROMOTION

(IPA November 2009 & FC74 Update)

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.

Report Cards

Grade School: The school year is divided into four grading periods. At the halfway point in each grading period, Progress Reports are mailed for students in 5th – 8th grades. Report cards are issued for all the students at the end of each quarter grading period. The Kindergarten through 3rd grade report cards will be sent home with students. The 4th through 8th grade report cards will be mailed.

In addition to letter grades in the different subjects, a citizenship mark is also given on quarter report cards. Citizenship is the student's ability to get along with classmates, teachers, and others of authority. It is as important to his/her total welfare as his/her academic training. Qualities of Citizenship include: honesty, neatness, accuracy, initiative, courtesy, and responsibility.

High School: School report cards are issued to students on a quarterly basis. Midterm grades are viewable online and are simply a progress report and are not recorded on the report card. For questions regarding grades, please contact the classroom teacher.

HIGH SCHOOL GRADUATION REQUIREMENTS

(IPA June 2022)

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

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

- Four years of language arts.
- Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
- Two years of science.
- Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.
- One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (f).
- One semester of health education.
- Physical education classes.
- A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
- Nine weeks of consumer education.
- For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

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

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

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

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

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

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

District Mandated Graduation Requirements

In order to receive a diploma from Flanagan-Cornell High School, one must complete twenty-three (23) units of work and eight (8) semesters of attendance.

The following credits are required:

CONTENT AREA	REQUIREMENT
English	4 credits
Mathematics	3 credits (requires Algebra & Geometry)
Social Science	2.5 credits (requires US History, World History, & Civics)
Science	2 credits
Consumer Education	0.5 credits

CONTENT AREA	REQUIREMENT
Fine Arts, Foreign Language, or Vocational	2 credits
Health	0.5 credits
Physical Education	2 credits
Drivers Education	0.25 credits
Electives	6.25 credits

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

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

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

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

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

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

HOME & HOSPITAL INSTRUCTION

(IPA May 2025)

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

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

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

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

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

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

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

HOMEWORK

(IPA June 2022)

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.

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

MAKE UP WORK

(IPA February 2016 & FC74 Update)

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. Students who are unexcused from school may not be allowed to make up missed work.

PROMOTION (Grade 8)

Flanagan Junior High's top priority is preparing students for high school both academically and socially. As a staff, we make every effort to ensure their success. We celebrate the accomplishments of our 8th graders at the end of the school year with a promotion ceremony. In order for 8th graders to participate in promotion, it is essential that students maintain academic progress and behavior. Excessive suspensions/inappropriate behavior may prevent a student from participating in the 8th grade promotion ceremony.

RELEASE TIME FOR RELIGIOUS INSTRUCTION & OBSERVANCE

(IPA August 2017)

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 all missed work, including homework and tests, for equivalent academic credit.

STUDENT ABSENCES

(IPA May 2025)

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

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the

immediate family, family emergency, situations beyond the control of the student as determined by the school board, 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, attend a civic event, or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

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/guardian is required to call the school office before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:30 a.m. on the day of a student's absence, an effort will be made to contact the parents/guardians to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Diagnostic Procedures for Identifying Student Absences & Support Services to Truant or Chronically Truant Students

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

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

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

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

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

TARDY

Grade School: A tardy will be issued to students who arrive late to class without a pass. Any student who has been tardy 3 times to the same class in a nine-week period may receive a detention. Any student who has received 3 detentions for tardiness may receive an In-School Suspension.

High School: Between classes three minutes are allowed to move to the next classroom. A student is late to class if they are not in their seat when the bell rings to begin class and they do not have a pass from a previous teacher or the office.

- If a student is not in class by 8:15 am, the teacher will direct the student to the office to sign in. The office will determine if the tardy is excused or unexcused. The tardy will be recorded in Infinite Campus by the teacher and/or the office.
- After the first class of the day, if a student is tardy to class, it will be recorded in Infinite Campus by the teacher.

Teachers will keep track of tardies to class. Once a student has accumulated three tardies to the same class during a semester, the teacher will give the student a detention and record it in Infinite Campus. After serving one detention with the teacher, another tardy will result in a detention with the principal. Further tardiness will be considered gross misconduct which may result in the assignment of an AEP.

TRUANCY

(IPA December 2018)

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

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

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

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

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

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

SECTION 3: Student Fees & Meal Costs

FEES, FINES, & CHARGES; WAIVER OF STUDENT FEES

(IPA November 2022)

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

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

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

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

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

The district office will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal.

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

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

SCHOOL LUNCH PROGRAM

(IPA November 2009)

Breakfast and lunch are served every school day.

Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

VANDALISM

(IPA May 2025)

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

SECTION 4: Transportation & Parking

BICYCLES

Students are expected to obey all safety regulations when riding bicycles to school. Failure to do so will result in the students forfeiting this privilege. Kindergarten students are not allowed to ride bicycles to school. It is also preferred that 1st graders not be

allowed to do this. However, if a parent feels that his/her child has developed sufficient awareness and skill to ride to school safely and wish for their child to do so, they must come to the grade school office and sign a waiver.

BUS CONDUCT

(IPA January 2016)

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.

BUS TRANSPORTATION

(IPA February 2016)

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

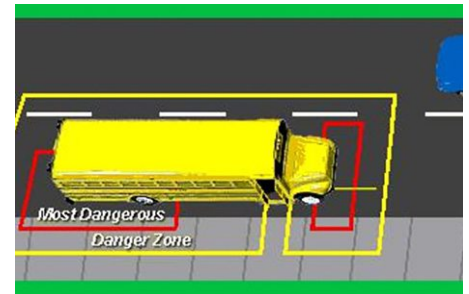
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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

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

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

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



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

For questions regarding school transportation issues, contact the building principal or the transportation director.

Transportation for Extracurricular Activities & Athletic Activities

There will be an activity bus back to Cornell after practices. If there are times that a student needs a ride after games, etc., it is the student's responsibility to contact the office 24 hours in advance. Do not assume there will be transportation provided.

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.

PARKING LOT (GRADE SCHOOL AFTER SCHOOL PICK UP)

When picking up a student after school, all parents/guardians must park their vehicle and walk to the safety zone to pick up their child/children. Parents/guardians may only park west of the safety zone. No one is to cross the safety zone with a vehicle during dismissal in order to keep our students safe.

Parents, guardians, or authorized individuals picking up students should wait in the safety zone to meet the student at dismissal time.

PARKING & PERSONAL VEHICLES

(IPA November 2009 & FC74 Update)

Students who drive to school must purchase a parking permit from the office. The parking sticker should be placed inside the vehicle on the lower passenger side of the front windshield.

Students may park their vehicles in the lot north of the school. Vehicles must be parked between the painted lines and must be driven at or below the school zone speed limit (20 miles per hour) while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The parking spaces nearest the school are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

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

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

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

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

SECTION 5: Health & Safety

COMMUNICABLE DISEASES

(IPA November 2009 & FC74 Update)

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 parent/guardian should check with their physician and/or the Health Department for proper treatment.
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.

HEAD LICE

(IPA November 2016 & FC74 Update)

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school office if they suspect their student has head lice and/or nits.
2. Students found to have head lice and/or nits will be sent home following notification of the parent or guardian.

3. The parent/guardian is encouraged to check with their physician for proper treatment.
4. A student excluded because of head lice and/or nits will be permitted to return to school only when the student is determined to be free of head lice and eggs (nits) by a district employee. Students found to have head lice/nits are prohibited from riding the bus to school to be checked for head lice/nits.

IMMUNIZATION, HEALTH, EYE & DENTAL EXAMINATIONS

(IPA May 2019)

Required Health Examinations & Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

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

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

Eye Examination

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

Dental Examination

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

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.

IN CASE OF INJURY

Any student who is injured should report that injury to his teacher and to the school office immediately.

SAFETY DRILL PROCEDURES & CONDUCT

(IPA November 2021)

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.

STUDENT MEDICATION

(IPA May 2025)

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

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

Self-Administration of Medication

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

Students who are diabetic may possess and/or self-administer diabetic testing supplies, equipment, 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/or 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.

STUDENT SERVICES & COUNSELING

(IPA May 2025 & FC74 Update)

The school provides services for students to support future planning and mental health.

The Director of Student Services is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek their guidance when developing class schedules that meet the student's career objectives. All high school students have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Counseling is available to all students and can be requested through the Director of Student Services. Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to no more than eight 90-minute sessions.

STUDENT WHO ARE PARENTS, EXPECTANT PARENTS, OR VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE

(IPA May 2025 & FC74 Update)

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

Requesting Support Services

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

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

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

Filing a Complaint

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

TARGETED SCHOOL VIOLENCE PREVENTION PROGRAM

(IPA May 2024)

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the [Safe2Help Illinois helpline](#).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the building principal.

SECTION 6: Discipline & Conduct

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

(IPA February 2016)

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.

BOOKBAGS & BACKPACKS

Book bags and/or backpacks are not allowed in the classroom. Once the bell rings to begin the school day, book bags and backpacks are to be placed in the student's locker and will remain there until dismissal.

CAFETERIA RULES

(IPA November 2009 & FC74 Update)

Grade School

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.

9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Misbehavior may result in disciplinary action according to the school's disciplinary procedures.

High School

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until finished eating or dismissed, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria/designated lunch area to their assigned location. Students shall follow all cafeteria rules during lunch.

- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food or drinks.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- 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.

Misbehavior may result in disciplinary action according to the school's disciplinary procedures.

DEFACEMENT OF SCHOOL PROPERTY

Students defacing school property will be responsible for cleaning it and/or replacing it at the student's expense. Students also may be suspended for this and repeated episodes may result in expulsion.

DETENTION

Flanagan Grade School Detention Policy

Detentions will be served after school from 3:00-3:30 on a day following the infraction. If necessary, detentions can also be served during lunch from 11:25-11:55 in the office. Students getting a detention must have their parents sign the notice and return it the next day or another detention will be given. If a student does not serve the detention when assigned without making prior arrangements, it will be doubled.

Detention Rules (FGS)

- 1). Be on time.
- 2). Come to detention prepared to work with all necessary materials and supplies.
- 3). The student should bring homework to do during the detention.
- 4). No talking or any other form of disruptive behavior.
- 5). No sleeping.
- 6). No food, drink, or electronic devices.
- 7). Additional rules may be enforced, as needed, at the discretion of the teacher.

Failure to comply with these rules will result in an additional detention. Further noncompliance will result in an in-school suspension.

Flanagan-Cornell High School Detention Policy

When a detention is issued, the teacher or administrator will make arrangements for the student to serve 30 minutes before school, during lunch, or after school. A record of detentions will be kept in office on the Student Information System.

Students who fail to serve a detention at the assigned time or within the amount of time given may be issued an additional detention. Failure to make the further detentions may result in an AEP (Alternative Educational Placement) and parent contact.

DISCIPLINE

It is expected that students will practice good citizenship. Good citizenship involves obeying the laws, rules, and regulations, practicing correct moral principles, and treating others and their property as you wish to be treated. However, on occasion, it becomes necessary to discipline a student who refuses to exist within the limits. Disciplinary measure varies with the infraction and the situation. Students who disrupt class or cause other disturbances, whether in-person or online, may be subject to disciplinary actions. The following plan may be used for non-gross disobedience incidents:

- *First time:* General reprimands including a discussion of proper conduct and detention if warranted.
- *Second time:* Parents notified and assigned one detention
- *Third time:* Parents notified and 1-day AEP
- *Fourth time:* Parents notified and 3-day out-of-school-suspension.
- *Fifth time:* Parents notified and 5-day out-of-school-suspension (possible expulsion)

Suspension

Every effort will be made to avoid the use of out-of-school-suspensions as punishment for the violation of school rules and regulations. However, there are situations where the subjective judgment of the principal will determine whether or not the use of an out-of-school-suspension is warranted. It is impossible to enumerate and classify those violations that deserve Alternate Education Placements (AEP) versus out-of-school-suspensions. In general, acts of gross disobedience will be awarded an out-of-school-suspension. All AEP's will be served in an alternative classroom site.

Students serving a suspension (in-school or out-of-school) are required to complete all assignments and will receive grades accordingly.

The superintendent and the principal are authorized to suspend students guilty of gross disobedience or misconduct from school (and all school functions) for a period not to exceed ten (10) school days. The student and/or parents are due the following procedural protections:

- Prior to suspension, the student shall be provided oral and written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.
- Prior notice and hearing as stated above may not be required and the student immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.

Any suspension shall be reported immediately to the parents or guardian of the student. Such a report shall contain a full statement of the reasons for the suspension and a notice to the parents or guardian of their right to review. Also, the board of education will be notified of such suspensions.

Upon request of the parents or guardian, the board shall conduct a hearing or a hearing officer appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the board or its hearing officer. If the board appoints a hearing officer, he/she shall report to the board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the report of the hearing officer, the board may take such action as it finds appropriate.

Gross disobedience or misconduct of students shall include, but not be limited to, the following:

- Disobedience of directives from and/or the display of disrespect for staff members or school officials and/or rules and regulations governing student conduct.
- Possession, use, distribution, purchases, sale or found to be under the influence of illicit drugs and/or alcoholic beverages.
- Injury or threat of injury, bullying or similar acts to any school district employee, official, or student.
- Destruction and/or defacement of any school property.
- Possession, use, or distribution of a dangerous weapon (to include look-a-like).
- Other such conduct that poses a danger to persons or property or disrupts the educational process. Such disruptions will include the violation of the sexual harassment policy statement of the Board of Education at Flanagan-Cornell Unit #74.

The superintendent or the superintendent's designee shall be responsible for notifying the student body of the contents of this policy.

Social Discipline (FCHS)

Any student that received an out of school suspension will not be allowed to attend the next school sponsored social event they would be otherwise eligible to attend. Examples of school sponsored social events include, but are not limited to: Senior Sunrise, Senior Sunset, Fall Fest, Game Night, and School Dances including Homecoming and Prom.

Other guidelines apply to students during a suspension.

Expulsion

The board of education is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the board. The student and/or parents or guardian shall be due the following procedural protections:

- Prior to expulsion, the student shall be provided written notice of the charges and the time and place of hearing. If the charges are denied, the student shall have an opportunity for a hearing, the time and place designated in the notice conducted by the board or a hearing officer appointed by it. If the board appoints a hearing officer, he/she shall report to the board the evidence presented at the hearing and the board shall take such final action as it finds appropriate.
- The board shall provide written notice to the parents or guardian of the time, place, and purpose of the hearing by registered or certified mail and request the appearance of the parents or guardian at the expulsion hearing.
- During the expulsion hearing, the student and his/her parents or guardian may be represented by counsel, present witnesses and other evidence on his/her behalf, and cross-examine adverse witnesses. The board or hearing officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct charged. After presentation of the evidence or receipt of the hearing officer's report, the board shall decide the issue of guilt. If the board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate

level of discipline to be carried out. After presentation of the evidence or receipt of the hearing officer's report, the board shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student.

Gross disobedience or misconduct of students shall include, but not be limited to, extreme or repeated instances of the following:

- Disobedience or directives from and/or the display of disrespect for staff members or school officials and/or rules and regulations governing student conduct.
- Possession, use, distribution, purchases, sale or found to be under the influence of illicit drugs and/or alcoholic beverages.
- Injury or threat of injury, "bullying" or similar acts to any school district employee, official, or student.
- Destruction and/or defacement of any school property.
- Possession, use, or distribution of a dangerous weapon (to include look-a-like).
- Other such conduct that pose a danger to persons or property or disrupts the educational process. Such disruptions will include the violation of the sexual harassment policy statement of the Board of Education at Flanagan-Cornell Unit #74.

The superintendent or the superintendent's designee shall be responsible for notifying the student body of the contents of this policy.

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

(IPA May 2024)

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

Examples of Prohibited Conduct

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

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

Making a Report or Complaint: Investigation Process

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

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

Federal & State Agencies

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

Prevention & Response Program

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

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

Enforcement

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

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

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

Retaliation Prohibited

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

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

DISPLAY OF AFFECTION

All outward expressions of romance or display of affection are not considered to be in good taste in the public school and will not be tolerated.

Grade School: A detention will be given automatically and parents notified.

High School: Students will be sent to the principal for a conference and parents will be notified. Repeated offenses will result in a conference with parents and the principal and may result in disciplinary action.

DRUG POLICY

SALE: The sale or distribution of any illegal drugs* or illegal drug paraphernalia** in or on school property or at any school-related activity will not be tolerated. Any violation of this rule will result in a (10) day suspension from school and a recommendation to the Board of Education for expulsion. The student involved will be reported to the civil authorities for criminal prosecution.

USE, POSSESSION, UNDER INFLUENCE: The use, possession, or being under the influence of any illegal drugs or illegal drug paraphernalia, controlled substances or look-alike substances in or on school property at any time or at any school-related activity is strictly prohibited. This includes the use of illegal drugs prior to coming to school or prior to attending a school-related activity. Students who violate this rule will be subject to the following:

FIRST OFFENSE

Option 1: Ten (10) day suspension from school and school related activities and a recommendation to the Board of Education for expulsion. The police will be notified and the school shall sign a complaint.

Option 2: Remediation Plan

The student and his/her parents may contractually agree to:

Five (5) days suspension from school and school related activities.

The police will be notified and a complaint signed.

The student will undergo a chemical dependency assessment at an agency approved by the school and will follow the recommendation. The cost of this assessment and implementation of any recommendations will be the responsibility of the parent/guardian. Parents should be prepared to furnish proof of an appointment for the assessment.

SECOND OFFENSE: A second offense within a 12 month period will result in:

Ten (10) day suspension from school and a recommendation to the Board of Education for expulsion. Police will be notified and the school will offer to sign a complaint.

***Illegal drugs include: all alcoholic liquor (as defined in Ch. 43, Sec. 95.05, Ill. Rev. Stats.), all controlled substances under the Controlled Substance Act (Ch. 56 ½, Sec. 1100-1602, Ill. Rev. Stats.), and any look-alike substance (as defined in Ch. 56 ½, Sec. 1102 and 1404, Ill. Rev. Stats.)

OTHER PROVISIONS: Failure to comply with provisions of the contract will result in enforcement of Option 1. If a student refers to herself/himself, the student will undergo a chemical dependency assessment at an agency approved by the school and will follow the recommendation.

The cost of this assessment and implementation will be the responsibility of the parent/guardian.

FIELD TRIPS & SCHOOL SPONSORED EVENTS

(IPA November 2009 & FC74 Update)

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.

Unless pre-arranged and approved by the sponsor/coach, principal, and a parent/guardian, all students must ride to and from the event in school provided transportation when attending a school sponsored event. Those who violate this policy may be subject to disciplinary action that may affect participation in future events.

Behavior issues including but not limited to attendance, detentions, and suspensions as well as poor academic performance could prevent a student from participating in a field trip or school sponsored event or 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

Alternate assignments may be given in instances when students miss required class field trips.

Field trips are intended for specified classrooms and volunteer adult chaperones only. Non-classroom children will not be allowed to attend field trips.

Field Trip Guidelines

Excessive detentions and suspensions could prevent a student from participating in a field trip.

Students are expected to attend scheduled field trips. Students may not be allowed to participate in field trips if they are on the ineligibility list during the week of the trip.

This includes the 8th grade class trip, as well as other class field trips that are not required by the teacher.

FOOD OR DRINK

Food and drinks are not permitted (other than a packed sack lunch) without prior approval from the teacher and/or administration. This includes gum and candy.

GENERAL BUILDING CONDUCT

(IPA November 2009 & FC74 Update)

We are proud of our building and facilities. Please do your part to keep our campus clean. Any student who defaces, damages, or destroys school property will be required to pay for repairs or replacement including labor costs. Failure to do so may result in disciplinary action.

Students shall not arrive at school before 7:30 am. Classes begin at 8:15 am. Students are dismissed at 3:03 pm each day unless otherwise noted on the school calendar or in the event of an emergency or inclement weather. The rules outlined in this handbook shall apply and failure to abide by the rules may result in discipline.

GENERAL PERSONNEL

(5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest ~ Adopted: March 23, 2023)

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any.

Professional & Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student 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.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
 - a. Transporting a student;
 - b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees 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.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
 - a. Violates expectations and guidelines for employee-student boundaries.
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow 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.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
 - d. Engages in grooming as defined in 720 ILCS 5/11-25.
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, 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:
 - i. A sexual or romantic invitation.
 - ii. Dating or soliciting a date.
 - iii. Engaging in sexualized or romantic dialog.
 - iv. Making sexually suggestive comments that are directed toward or with a student.
 - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
 - vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a Statement of Economic Interests as required by the Ill. Governmental Ethics Act:

1. Superintendent;
2. Building principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics & Gift Ban

Board policy 2:105, Ethics and Gift Ban, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests: Conflict of Interest: & Limitation of Authority

In accordance with 105 ILCS 5/22-5, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

1. A member of the employee's immediate family;
2. An employee's partner;
3. 3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, Ethics and Gift Ban.

Guidance Counselor Gift Ban

Guidance counselors are prohibited from intentionally soliciting or accepting any gift from a prohibited source or any gift that would be in violation of any federal or State statute or rule. For guidance counselors, a prohibited source is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the guidance counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance counselor must consider the circumstances in which the gift was offered, including any of the following:
 - a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.
 - b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
 - c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same or a similar gift to other school district employees.
5. Bequests, inheritances, or other transfers at death.
6. Any item(s) during any calendar year having a cumulative total value of less than \$100.
7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

A guidance counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a 501(c)(3) tax-exempt charity.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

LIBRARY

All students have the opportunity to check out books from the school library. Damage to or loss of books requires replacement fees and may result in the loss of library privileges.

LOCKERS

A locker is issued to each student in grades 5-12 at the beginning of the school year. Students are expected to keep their lockers clean and neat. Drinks and opened food products are not permitted. Display of drawings, symbols, graffiti, and/or other materials which are offensive, promote violence, or could be interpreted to be gang related are not permitted on or in the locker. No decals, etc. are to be placed on or in lockers unless they are easily removable.

School lockers for student use are school property and controlled by the Board of Education. Lockers may be opened, inspected or searched by the building principal or superintendent if either has reason to believe a violation of board policy exists.

Students are responsible for all valuables placed in the student locker.

Grade School: Students may bring a lock to place on their locker. The office must be given an extra key or the combination for any locks placed on lockers.

High School: A combination lock will be provided at the start of the school year. If a student wishes to place his/her own lock on the locker, a second key or combination must be filed in the office.

Valuable items including money should not be brought to school. If it is absolutely necessary to do so, please consider locking them in the office. The district is not responsible for valuables that students bring to school. Thus, it is recommended that students leave all valuables at home.

LOST AND FOUND ARTICLES

Lost and found articles are kept on a table outside of the school office. Found articles should be turned in to the office with any information to assist in finding the owner. Lost articles should be reported immediately. Students or parents may contact the office for information. Unclaimed items will be donated.

PLAGIARISM & CHEATING

Plagiarism is defined as copying writing or borrowing ideas from another source and presenting it as if it is one's own. Cheating may be defined as using someone else's work as your own, violating the conditions of an assignment, giving another student questions or answers, or speaking with someone during a test or a quiz. Students caught plagiarizing or cheating will receive a zero on the project/assignment. It will be at the discretion of the teacher as to whether or not the student may make up the work. These incidents will be reported to the building principal.

PREVENTION OF & RESPONSE TO BULLYING, INTIMIDATION, & HARASSMENT

(IPA May 2024)

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-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. Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

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.

SCHOOL DRESS CODE & STUDENT APPEARANCE

(IPA June 2022 & FC74 Update)

Students are expected to present an appearance that does not interfere with the educational process or the maintenance of a positive teaching and learning climate. A student's appearance, including dress and hygiene, must not disrupt the classroom atmosphere, impede classroom decorum, cause distraction of other students so as to interfere with the educational process, or compromise standards of health and safety. Any Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Attire, accessories, or grooming which are not in accordance with reasonable standards of health, cleanliness, safety, modesty, and decency will be considered inappropriate. Students who are in violation of this policy must modify their appearance. While attending any event representing Flanagan-Cornell High School, the dress code is expected to be followed.

- Clothing should be worn as intended.
- The length of shorts, skorts, rompers, or skirts must be appropriate for the school environment.
- Halter tops, bare midriffs, "mesh" tops, tube tops, "see through" apparel, PE attire, tops with large sleeveless openings, etc. will not be permitted. Shirts with plunging necklines are unacceptable.
- No undergarments are to be seen.
- Shoulders must be covered (minimum 1 inch).
- Student dress (including accessories) may not:
 - advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, weapons, hatred, or other inappropriate images.
 - display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
 - include questionable sayings or references to sexual activity, violence, profanity, or racial context.
 - include distasteful slogans or sayings.
- Head coverings of any kind may not be worn in the building during the school day. Examples include hats, caps, scarfs, bandannas, sweatbands, hoods, etc. Requests to wear head coverings for religious purposes should be put in writing and given to the principal.
- Sunglasses may not be worn in the school building unless prescribed by a doctor or approved by the administration.
- Coats, outerwear, and blankets may not be worn during the school day. These items will be kept in your locker.
- Backpacks, bags, purses, etc are not to be carried from class to class. These items should be kept in the student's locker. Lunch boxes/lunch bags should be kept in the locker until lunch time and returned by the beginning of the next class.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted. 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.
- Student dress with excessive or inappropriate holes, rips, or tears, and clothing that is otherwise poorly fitting may not be worn at school.
- Spiked apparel, spiked accessories, or animal collars/chains may not be worn at school.
- Appropriate footwear must be worn at all times.

The administration will exercise its discretionary authority to determine if student dress including accessories or appearance is disruptive or inappropriate in nature. If there is any doubt about dress and appearance, the building administration will make the final decision.

HARASSMENT & TEEN DATING VIOLENCE PROHIBITED

(IPA April 2025)

Harassment Prohibited

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

Sexual Harassment Prohibited (Title IX)

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.

A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination

under any education program or activity operated by the District. Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

Teen Dating Violence Prohibited

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

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. Contact information for the Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers can be found under "General School Information".

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

Investigation Process

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

Enforcement

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

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

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

Retaliation Prohibited

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

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

SNOWBALL FIGHTS

Snowball fights will not be permitted on the school premises at any time. Broken windows and injuries are often the result.

STUDENT BEHAVIOR

(IPA May 2025)

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician 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. 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.
23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

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

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

Isolated Time Out, Time Out and Physical Restraint

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

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law.

Weapons Prohibition

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

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

STUDENT RESPECT FOR ALL STAFF

Every student will show respect to all teachers and staff members at all times. All school staff members have authority and responsibility for maintaining student safety and discipline.

Substitute Teachers

Every student will have a substitute teacher sometime during the school year. Students are expected to be extra courteous to substitute teachers. Substitutes also have the same authority and responsibility for maintaining classroom discipline as the regular teacher. All classroom rules and procedures still apply.

STUDENT USE OF ELECTRONIC DEVICES

(IPA February 2016 & FC74 Update)

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 digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

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

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.

Grade School

Cell phones, cellular devices, and other electronic devices should be turned off and kept in a backpack or locker during the school day, and should only be used with teacher permission.

High School

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

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

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

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

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

STUDY SKILLS

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

- 1). Come to class prepared with pencil, paper, and other necessary materials.
- 2). Be an active participant in class. Listen well and take part in class.
- 3). Ask questions to clarify understanding.
- 4). Plan your day and schedule time for homework.
- 5). Use what is learned and apply it to new situations.
- 6). Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

TEXTBOOKS

Students may be issued textbooks periodically during the year. Every effort will be made to ensure that they are in good condition. The student will be responsible for repair and/or replacement at their own expense for damaged or defaced books.

SECTION 7: Internet, Technology, & Publications

ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC NETWORKS

(IPA June 2021)

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 & Conditions

The term *electronic networks* includes 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 (WiFi), 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:

- a. 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;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. 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;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. 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:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. 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.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. 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 without written permission from that individual. 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 republishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

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

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the 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.
- d. 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.
- e. 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.

ACCESS TO NON-SCHOOL SPONSORED PUBLICATIONS

(IPA June 2022)

Non-School Sponsored Publications Accessed or Distributed On Campus

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

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or

6. Incites students to violate any Board policies.

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY VENDORS UNDER SOPPA

(IPA October 2021)

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

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

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

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

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

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

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

GUIDELINES FOR SCHOOL-SPONSORED PUBLICATIONS, PRODUCTIONS & WEBSITES

(IPA June 2022)

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;

3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate

Student journalists may not create, produce, or distribute school sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes and unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Building Principal and/or student media advisers may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School, District or an expression of Board policy.

GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL-SPONSORED PUBLICATIONS

(IPA June 2022)

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

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Building Principal, e.g., 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 a material and 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, slanderous or obscene, 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. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

USE OF ARTIFICIAL INTELLIGENCE

(IPA July 2023)

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

SECTION 8: Search & Seizure

SEARCH & SEIZURE

(IPA November 2019)

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.

SECTION 9: Extracurricular & Athletic Activities

(includes all school sponsored events & activities)

ATTENDANCE AT SCHOOL FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

In order for a student to participate in or attend a scheduled extra-curricular activity on a school night, the student must be in attendance at school by 10:00 am and stay the remainder of the school day. If a student returns after 10:00 am or leaves early, they will not be allowed to compete in or attend any events or practices sponsored by or involving FC74. The only exceptions include a pre approved absence (office discretion), an excused absence with a doctor's note, or a family emergency.

EXTRACURRICULAR & ATHLETIC ACTIVITIES CODE OF CONDUCT

(IPA June 2022)

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 current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant.

2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. 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 and the student's parent/guardian agreeing to IHSA's PerformanceEnhancing Substance Testing Program.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy; and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Illinois High School Association

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

Academic Eligibility

Eligibility criteria applies to all extracurricular activities including Art and Music contests, plays, musicals, etc.

High School: Selection of members or participants in extracurricular and athletic activities is at the discretion of the administration, designated teachers, sponsors, and coaches. In order to be eligible to participate in extracurricular and athletic activities, a student must:

- A. pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. unless they are entering high school for the first time, have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer program which has been approved by the Board of Education and for which graduation credit is received.

Grade School: Eligibility to participate in most activities will follow the IESA guidelines; all participants must do passing work in all academic subjects and exhibit proper school citizenship (ineligible grades are two or more Ds, one F, or a 4 or 5 in Citizenship.) If students are ineligible, they do not attend games. Per the coach's discretion, ineligible students may not be permitted to attend practice also. They work on their schoolwork, so they are eligible the following week. Letters are mailed home weekly to students falling below eligibility guidelines. The eligibility week is Sunday through Saturday.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after 10:00 am 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.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

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 designated teacher, sponsor or coach.

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. 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. Oral requests will not be honored and oral permissions are not valid.

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.

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:
 - a. 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.
 - b. 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.
7. 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.

Drug & Alcohol Testing Program

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent/guardian must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's Consent to Participate in Extracurricular Drug and Alcohol Testing Program form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Modification of Athletic or Team Uniform

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

EXTRACURRICULAR & ATHLETIC BEHAVIOR REQUIREMENTS

Sportsmanship is an important aspect of athletics. Student athletes and fans represent FC74 at athletic events and the following "Code of Conduct" will be adhered to.

- Honor and respect opposing fans. Appreciate a good play, no matter who makes it.
- Do not heckle, jeer or distract any contest participant. Contest participants are players, coaches, officials, cheerleaders, or others engaged in supplementary roles.
- Discourage unsportsman-like and obnoxious conduct.
- Do not use profane language or gestures.
- Respect the decision of the officials and coaches.
- Respect school and community property.

Failure to comply will result in removal from the contest.

FAN BUS

A fan bus may be available for away athletic contests, provided sufficient students sign up to ride. Students riding the bus may be required to pay a small fee and must return on the bus unless previous arrangements have been made. The bus will have adult supervision. All behavior problems will be reported to the principal. Students creating disturbances on the bus will lose bus-riding privileges.

FLANAGAN GRADE SCHOOL SPECIFIC EXTRACURRICULAR INFORMATION

General Policies

1. The following athletic policies have been prepared by the athletic director, grade school principal, and coaches.
2. The District Athletic Director shall be responsible for the entire grade school athletic program including the scheduling of all activities and the hiring of all officials.
3. The Flanagan Grade School Athletic Program shall consist of the following activities.
 - a. Activities for girls:
 - i. Softball
 - ii. Basketball (Class 7A & 8A)
 - iii. Volleyball (Class 7A & 8A)
 - iv. Track (Class 7A & 8A)
 - v. Cheerleading
 - b. Activities for boys:
 - i. Baseball
 - ii. Basketball (Class 7A & 8A)
 - iii. Track (Class 7A & 8A)
4. Athletics should contribute directly to educational objectives. Athletics should help to establish standards of behavior that represent the best in good citizenship. Athletics should stress the will to win, but also such virtues as truthfulness, fair play, honesty, modesty, give-and-take, courtesy, self-discipline, courage, generosity, self-restraint, and loyalty.
5. The health and welfare of the students should be the primary consideration in planning and conducting the athletic program. To protect the health of all competitors, the following should be followed:
 - a. Prior to the beginning of practice, an annual health examination shall be required of all students who expect to participate in grade school athletics.
 - b. Following an illness or injury, which requires the treatment of a physician or surgeon, a student's re-admittance to participate in athletics shall be allowed only with a physician's recommendation.
 - c. Only the best protective equipment shall be provided for all participants and all reasonable precautions shall be taken to prevent accidents and injuries.
 - d. The District does not accept responsibility for expense in the event of injury. Student accident insurance is recommended for all participants. The school accident insurance does not fully cover all injuries. The student accident insurance should be a supplement to a good family insurance plan.
6. Responsibility of Equipment and Uniforms: Uniforms or equipment that is lost or damaged is the responsibility of the student athlete and he/she may be required to pay for replacement.

Practice Policies

1. Length of season:
 - a. Boys baseball and girls softball
 - i. Begin: No earlier than 2 calendar weeks before first game
 - ii. End: Upon completion of final game
 - b. Boys and girls basketball
 - i. Begin: No earlier than 2 weeks before first game
 - ii. End: Upon completion of final game
 - c. Girls volleyball
 - i. Begin: No earlier than 2 weeks before first match
 - ii. End: Upon completion of final match
 - d. Boys and girls track:
 - i. Begin: No earlier than 2 weeks before first scheduled track meet
 - ii. End: Upon completion of the final meet
2. Attendance:
 - a. Attendance at after-school and before school practices is required
 - b. Holiday and Saturday practices will not be mandatory.

Training Rules

1. Participants in grade school athletics will:
 - a. Maintain passing work in all of their subjects. (according to IESA rules and regulations).
 - b. Refrain from using alcoholic beverages, drugs (except medication) and tobacco in all forms.
 - c. Attend all practices except for injury, illness, or unavoidable family conflict.
2. Disciplinary Action: Tobacco, Alcohol, Drugs, Violation of any Criminal Codes
 - a. The first offense will require notification of parents/guardians and a two-game suspension.
 - b. A second offense will result in dismissal from the squad.
 - c. For flagrant violations, penalties will be enforced as a second offense.
3. Attendance
 - a. 1st Unexcused Absence: Verbal warning

- b. 2nd Unexcused Absence: One game suspension
 - c. 3rd Unexcused Absence: Dismissal from team
4. Language: At no time should a participant be permitted to use bad language. Continual use of bad language will result in dismissal from the squad.
 5. Citizenship: Those students unable to get along with classmates, teachers and others of authority will be ineligible until their behavior improves. A number 5 on citizenship for the week will result in a one-week suspension from Sunday through Saturday.

Award Policies

1. Awards:
 - a. Students participating in a sport/cheerleading will be eligible to receive a certificate, or a major award (6" monogram).
 - b. Those students participating in more than one sport may receive an insert for each additional sport.
2. Requirements for awards: Awards are based upon the coach's judgment, records, practices attended, and attitude maintained by the participant toward individual and team improvement.
3. Trophies: Each sport will give a Falcon award and individual awards to be decided by each coach.
4. General Rules: Anyone dismissed from a squad forfeits the opportunity for an award.

Activity Specific Information (Grades 5-8)

1. Speech: Students are eligible to participate in the speech program and also in the Illinois Elementary School Association's Speech Contest held each year.
2. Scholastic Bowl: The scholastic bowl team offers an opportunity for students to test their mental abilities. Team competitions are held after school with other schools in the area. The scholastic bowl season begins in January and ends in April. A student is not eligible to participate in Scholastic Bowl competition if he/she has a grade lower than C-, or a 4 or 5 in citizenship.
3. Student Council: The Student Council is an all-school organization representing the student body. Its purpose is to originate and carry out various student projects, supervise the school parties, conduct its own elections, and work for the improvement of the school and the student body. Representatives are elected from each grade level (5-8). Student Council officers are president, vice-president, secretary, and historian and are elected by the new student council members.

STUDENT ATHLETE CONCUSSIONS & HEAD INJURIES

(IPA February 2016)

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

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

SECTION 10: Special Education

BEHAVIORAL INTERVENTIONS POLICY FOR STUDENTS WITH DISABILITIES

It is the purpose of this policy to establish the process for the Flanagan-Cornell Unit #74 Schools to comply with School Code Chapter 122, Section 14-8.05 on the use of behavioral interventions for students with disabilities. The fundamental principle of this policy is that non-aversive or positive interventions designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are preferable to the use of aversive and restrictive interventions.

The use of positive interventions is consistent with the educational goals of enhancing students' academic, social and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the individual student's dignity and personal privacy and adhere to professionally accepted treatment practices. All of the procedural protection available to students with disabilities and their parents under the Individuals with Disabilities Education Act (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing and/or developing behavioral interventions.

It is the intent of Flanagan-Cornell Unit #74 Schools that interventions used with a student with disabilities will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention. Interventions that are considered non-restrictive are preferred because of the low risk of negative side effects and the high priority placed on behavior change rather than behavior control. These interventions may be used without the development of a written Behavioral Management Plan or inclusion in the student's Individual Education Program (IEP).

Interventions that are considered restrictive may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed. Restrictive interventions should only be used when a Behavioral Management Plan has been developed by the IEP team and included in the student's IEP. Restrictive interventions shall be used for the minimal amount of

time necessary to control the individual's behavior and shall be used in conjunction with positive interventions designed to strengthen appropriate behaviors. Corporal punishment and expulsion with loss of services are illegal interventions and shall not be used.

When confronted with an emergency situation, in which immediate intervention is needed to protect students, other individuals or the physical site from harm, school personnel may use an intervention that has not been delineated in the student's Behavior Management Plan. The emergency intervention selected shall be the least intrusive to reasonably respond to the situation. When an emergency intervention has been used with a student, the parents or guardians of the student will be notified as soon as possible. In addition, details related to the use of the emergency intervention will be documented.

Flanagan-Cornell Unit #74 Schools shall maintain a Behavioral Intervention Committee to implement the district policy on the use of Behavioral Interventions. In addition, this committee shall monitor the use of restrictive interventions with students with disabilities.

This policy has been developed based on a review of the document entitled "Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities." This document was prepared by the Illinois State Board of Education and is dated January 1996. A copy of these guidelines may be requested from the Illinois State Board of Education. Copies are also available from Livingston County Special Services Unit.

CERTIFICATE OF HIGH SCHOOL COMPLETION

(IPA November 2009)

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

DISCIPLINE OF STUDENTS WITH DISABILITIES

(IPA June 2022)

No special education student shall be expelled if the student's particular act of gross disobedience/misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience/misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion. A special education student may be suspended for an aggregate of 10 days of school per school year, regardless of whether the student's gross disobedience/misconduct is a manifestation of his or her disabling condition, except that such student shall continue to receive educational services in accordance with the IDEA during such period of suspension.

Any special education student who has or will exceed 10 days of suspension may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others. A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with IDEA.

Behavioral intervention should be: 1) administered in a manner that respects human dignity and personal privacy. 2) along with consideration of the pupil's physical freedom and social interaction. 3) so that a pupil's right to placement in the least restrictive educational environment is ensured. Teachers and administrators should use behavioral interventions to promote and strengthen desirable adaptive student behaviors and reduce identified inappropriate behaviors. A fundamental principle is that positive, non-aversive interventions designed to develop and strengthen desirable student behaviors should be used, whenever possible.

While positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution and planning. The use of interventions should maintain respect for the student's dignity and personal privacy and adhere to professionally accepted instructional practices. The selection of intervention strategies for use with an individual student shall be based on the information derived from an analysis of the behavior. Before an intervention is selected, a continuum of possible interventions designed to produce the desired behavioral change(s) should be considered. The least restrictive intervention(s), which is reasonably calculated to produce the desired outcome, should be selected for IEP implementation. Teams will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention.

The IEP team for a student with disability will determine if behavioral patterns are impacting the learning environment to an extent that learning can not occur and a behavioral intervention plan needs to be developed. A student receiving special education who requires the use of behavioral interventions should have a written behavioral intervention plan developed by the IEP team.

Parents and/or guardians of a student with disabilities should be actively involved in the development of a behavioral intervention plan as part of the IEP process. All procedural safeguards, including rights to administrative remedy, mediation, and impartial due process hearing, as required through the Individuals with Disabilities Education Act (IDEA) and the Illinois School Code, shall be applicable to the resolution of disputes involving the behavioral intervention plan and the IEP. Flanagan Unit #4 policy and

procedures regarding the use of behavioral interventions for students with disabilities will be provided to parents and guardians of all students with individualized education plans.

- a. within 15 days after they have been adopted by the school board or
- b. at the time an individualized education plan is first implemented for the student, and
- c. at the beginning of each school year thereafter.

Students with disabilities may be actively involved in the development of a behavioral intervention plan as part of the IEP process. Students will be informed by the school annually of the existence of this policy and procedure.

Ongoing professional development of personnel in behavioral assessment and behavioral intervention strategies will be provided as determined relevant by a locally developed needs assessment. Copies of the publication Behavioral Interventions in Schools: Guidelines for the Development of District Policies for Students with Disabilities may be requested from the Illinois State Board of Education. Copies of the aforementioned publication may also be obtained from Livingston County Special Services Unit.

Behavioral Interventions

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

Discipline of Special Education Students

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

Isolated Time Out, Time Out, and Physical Restraint

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

EDUCATION OF CHILDREN WITH DISABILITIES

(IPA November 2021)

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 the school office.

EXEMPTION FROM PE REQUIREMENT

(IPA January 2015)

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

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

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

PUNS DATABASE INFORMATION FOR STUDENTS & PARENTS OR GUARDIANS

(IPA May 2024)

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

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

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

For more information and to sign up for PUNS, see the [Illinois Department of Human Services PUNS information](#).

You may also contact the following District employee for assistance: Kelli Stanley

RELATED SERVICE LOGS

(IPA November 2019)

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.

REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION

(IPA February 2012)

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

For further information, please contact the building principal.

SECTION 11: Student Records & Privacy

MILITARY RECRUITERS & INSTITUTIONS OF HIGHER LEARNING

(IPA February 2009 & FC74 Update)

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

MOVING OUT OF THE DISTRICT

If your family is moving out of the school district please notify the school office as early as possible so that we can help prepare a smooth transition for the students.

STUDENT BIOMETRIC INFORMATION

(IPA February 2013)

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

STUDENT PRIVACY PROTECTIONS

(IPA June 2022)

Surveys

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

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

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

Instructional Material

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

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

Prohibition on Selling or Marketing Students' Personal Information

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

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

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

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

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

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

STUDENT RECORDS

(IPA November 2021)

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.** Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.** Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the 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**

SECTION 12: Parental Right Notifications

ENGLISH LEARNERS

(IPA June 2021)

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact the high school office.

FAMILY LIFE & SEX EDUCATION CLASSES

(IPA May 2018)

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

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

HOMELESS CHILD'S RIGHT TO EDUCATION

(IPA November 2009)

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.

MANDATED REPORTER

(IPA November 2009 & FC74 Update)

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.

Flanagan-Cornell Board of Education and Administration support the state law mandating that a report to DCFS be made when any form of child abuse or neglect is suspected. For the safety of the child, that law dictates that parents will not be notified of the report.

PESTICIDE APPLICATION NOTICE

(IPA February 2010)

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 the building principal.

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

SCHOOL VISITATION RIGHTS

(IPA November 2019)

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

SEX OFFENDER NOTIFICATION LAW

(IPA May 2024)

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

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

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

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

A violation of this law is a Class 4 felony.

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

- [Illinois Sex Offender Registry](#)
- [Illinois Murderer and Violent Offender Against Youth Registry](#)
- [Frequently Asked Questions Concerning Sex Offenders](#)

SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

(IPA October 2021)

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following:

- [Illinois Sex Offender Registry](#)
- [Illinois Murderer and Violent Offender Against Youth Registry](#)
- [Frequently Asked Questions Concerning Sex Offenders](#)

STANDARDIZED TESTING

(IPA October 2021)

Students and parents/guardians should be aware that the state and district require students to take certain standardized tests.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students to 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 during the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

STUDENT PRIVACY

(IPA October 2021)

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

UNSAFE SCHOOL CHOICE OPTION

(IPA May 2018)

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

SECTION 13: District Information

INFINITE CAMPUS ACCESS

Infinite Campus allows parents and students to easily access attendance, schedules, and grades from home or school. To connect to Infinite Campus, you can use the link on the district's website or the IC App. If you have not received information on how to access Infinite Campus, please contact the school.

The following steps will take you through on how to connect:

1. Go to the [district's website](#).
2. Click on the link that says Infinite Campus on the orange menu at the top of the page.
3. Click "Campus Parent" or "Campus Student" and enter your Login ID and Password.
4. Click on "Log In".
5. Upon logging in, you can view student information such as: grades, cafeteria balance, schedules, discipline, and attendance using the left menu.

INSURANCE

A low cost insurance against accidents which occur at our school or any school function - at home or away, to and from school - has been provided by the school district. It is not required, but highly recommended, since the school has no legal obligation to pay for accidents which occur at school. It will be necessary for each student who wishes this insurance to pay for it at the time he/she pays his/her school fees.

PARCHMENT

The district uses [Parchment Exchange](#) to send transcripts and graduation verification. Parchment is a service that automates the ordering, processing, and delivery of student transcripts for both secondary and postsecondary education. Parchment Exchange gives online convenience, saves schools time and effort with a web-based workflow management tool, and provides consistent, secure transcripts to receiving institutions. Transcripts are sent through the Parchment Exchange service in a manner compliant with the Family Educational Rights and Privacy Act (FERPA). Seniors will create a Parchment account so they can request transcripts and/or graduation verification for future planning purposes. By agreeing to the FC74 Handbook, parents and guardians give consent for their student to create a Parchment account and request transcripts.

SAFE2HELP ILLINOIS

Safe2Help Illinois is a 24/7 program where students can use a free app, text/phone, and website ([Safe2HelpIllinois.com](#) or use the link on the school website) to share information on school safety issues in a confidential environment. Once vetted, the information provided will be shared with local district and school officials and/or local PSAP/9-1-1- call center, depending on the nature of the information shared.

In the absence of a trusted adult, Safe2Help Illinois offers students a safe, confidential way in which to share information that might help prevent suicides, bullying, school violence or other threats to school safety. This program is not intended to suspend, expel, or punish students. Rather, the goal is to get students to "Seek Help Before Harm".

WEBSITE, SOCIAL MEDIA, & APP

The [Flanagan-Cornell Unit #74 Website](#), social media channels (Facebook, Twitter, and Instagram), and the FC74 App are venues by which the school administration communicates to its students, parents, staff, and the community. They provide important information about the school, calendar events, procedures, and programs. In particular, they are used to announce last minute changes in scheduled activities or weather delays. Students and their parents are encouraged to check the website, app, and social media frequently.

WORK PERMITS

The Department of Labor of the State of Illinois has made high school principals responsible for the issuance of work permits for high school students. These may be secured through the principal's office during regular office hours. A copy of the law may be secured in the office. The following rules must be honored:

Students from 14 to 16 years of age are unable to hold part time jobs unless they secure a work permit from the principal's office. The following rules must be honored:

- Presentation of birth certificate (or the equivalent).
- Statement from employer, stating hours and type of work to be done by employee.
- Health report made out by the family doctor on a card secured from the principal's office.
- Scholarship and attendance must be acceptable in order to be certified.

Age certificates for student 16 years and over may be secured in the principal's office in the following requirements are met:

- Presentation of a birth certificate (or equivalent).
- Knowledge of where the minor is to be employed

For the protection of the minor, in matters of insurance during working hours, all should be legally employed with properly executed work permit age certificates.

SECTION 14: Flanagan Grade School

ASSIGNMENT BOOKS

Assignment books are issued to all students in grades 1-8 for two purposes. They are instrumental in helping the student become more organized and they facilitate home/school communication. Students should complete them on a daily basis, and parents may be expected to review and sign them at certain grade levels. If an assignment book is lost or destroyed the student must replace it at his or her own expense.

BELL SCHEDULES

Regular Dismissal

1st	2nd	3rd	4th	Lunch	5th	6th	7th	8th
8:15 - 9:00	9:03 - 9:48	9:51 - 10:36	10:39 - 11:24	11:24 - 11:54	11:57 - 12:39	12:42 - 1:27	1:30 - 2:15	2:18 - 2:58

1:30 Dismissal

1st	2nd	3rd	4th	Lunch	5th	6th	7th	8th
8:15 - 8:50	8:53 - 9:28	9:31 - 10:06	10:09 - 10:44	10:47 - 11:22	11:25 - 12:00	12:03 - 12:30	12:33 - 1:00	1:03 - 1:25

CLASSROOM RULES (Grades 5 - 8)

- 1). When the bell rings, I will be seated at my desk with paper, pencils, and books, ready to begin.
- 2). I will have my assignments completed on time.
- 3). When I have something to say, I will raise my hand and wait for permission to speak.
- 4). I will respect my classmates and my teacher, and I will respect other people's property.
- 5). I will ignore inappropriate behavior.

These are school wide rules. Individual teachers may have additional rules students must adhere to.

Consequences may include, but are not limited to the following:

- 1). Verbal warning.
- 2). Send home detention warning.
- 3). Send home detention notice and 30-minute detention.
- 4). Send home detention notice, 30-minute detention, & see the principal during the day.

- 5). Send the student to the principal along with detention notice and 30-minute detention. A conference with the teacher, student, parents, and the principal will take place before the student is allowed back in class.
- 6). If circumstances warrant, a detention will be issued immediately.
- 7). Serious infractions will be dealt with by the teacher and the student will be sent or escorted to the office.

Students are expected to exhibit acceptable standards of behavior at all times and will be disciplined by staff members outside of the regularly scheduled classes as well. This includes, but is not limited to, before and after school, in between classes, recess, cafeteria, bus trips, and any other school situation. Students attending school-sponsored events are subject to the same rules and regulations as apply during school hours. Disciplinary measures will vary with the infraction and the situation.

At the end of each grading period, the students will start with a clean record with each teacher and the process starts over.

FINE ARTS

Flanagan Grade School offers Art and Vocal Music to all students in grades K-8. Instrumental Music is offered to students in grades 4-8.

Fifth grade students must participate in at least one of the following: Vocal or Instrumental Music

Grades 5 - 8: Students may choose to drop band or choir at the end of a semester with written consent from the teacher, as well as, a parent/guardian.

GRADE SCALES

GSI (Grades 1-2)

G+	G	G-	S+	S	S-	I
100	99 - 92	91 - 90	89 - 84	83 - 76	75 - 74	73 or below

Grading Scale (Grades 3 - 8)

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
100	99 - 94	93 - 92	91 - 90	89 - 85	84 - 83	82 - 81	80 - 76	75 - 74	73 - 72	71 - 67	66 - 65	64 or below

HOMEWORK POLICY (Grades 5 - 8)

Homework is important. It is an extension of the learning that takes place at school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Failure to complete or turn in assigned homework may result in the following consequences: verbal warning, detention warning, 30-minute detention. Each classroom teacher will outline specific homework guidelines.

If a student accumulates three (3) detentions within a nine-week period for late or incomplete homework, they may be given an in-school suspension.

Teachers will assign a specific due date and time for homework.

- Students handing in late homework may receive a late homework grade.
- A late homework grade will be determined by the individual teacher.
- Students will be responsible for submitting all late homework.
- Teachers will not track down students for late assignments.

PHYSICAL EDUCATION

Physical education is required of all students in grades K through 8. In addition to PE, Health class is required for junior high students.

RECESS/NOON HOUR STUDY HALL (Grades 5 - 8)

Students will have the option to go to noon hour study hall or recess if they maintain a C- or above in all classes.

Students must go to noon hour study hall if:

- They do not maintain a grade of C- or above in all classes
- They are absent for an academic class, they must go to noon hour study hall for the next available recess to make up missed work
- They are not at their halfway AR goal after the midterm (Students will go to study hall until they meet their goal or through the end of the quarter.)

STUDENT DRESS

The style of clothing and hair (that abides by school dress code) shall be left to the discretion of the parents as long as it does not interfere with the health and welfare of the students, disrupt the classroom atmosphere, impede classroom decorum, and cause distraction to other students so as to interfere with the educational process in the school. However, students generally conduct themselves in a manner similar to the way in which they dress and groom. Any type of dress or grooming which is disruptive will not be permitted.

Hats and headscarves are to be taken off when entering the building and remain off until you leave the building for the day.

Junior High Dress Code

- Pants, shorts, and other items of clothing designed to be worn on the bottom half of the body will be worn at the waistline. No clothing will hang on the hips.
- Short shorts are not allowed. A good rule of thumb: if you can touch skin when your arms are hanging naturally at your sides; your shorts are too short.
- Shirts and other clothing with inappropriate slogans or advertising are not permitted.
- Mesh shirts, midriff, spaghetti straps, or straps less than one inch, racer back tanks, halter tops, strapless, bare feet, etc. are inappropriate for either girls or boys and will not be permitted.

The administration will exercise its discretionary authority to determine if a garment is disruptive in nature.

STUDENT RECOGNITION

Academic Achievement

Any student in grade 5 - 8 whose schoolwork is above average, will be named to the "High Honor Roll" or "Honor Roll". Students are eligible for this recognition on the following basis:

- 1). Grades in Language Arts, Math, Reading, Science, and Social Studies classes must be A's for the "High Honor Roll" and must be at least B's for the "Honor Roll".
- 2). Grades in all other subjects/classes must not be lower than C's.

Attendance

Those students who achieve exemplary attendance may be recognized. In order to be considered for the award, students utilizing excused absences for doctors, dentists, etc. must not be absent for two complete periods. Excessive tardiness will be considered in determining eligibility for this award.

Student Of The Month

Each month, a student is chosen from grades K-4 and 5-8 to be recognized as the Student of the Month. Any staff member who works with students can nominate a student for Student of the Month. Students are nominated based on the PRIDE standards (Positivity, Responsibility, Integrity, Determination, and Empathy). Each staff member selects the student they feel showed the most pride for the month. Teachers write a summary explaining why they nominated that student. After all nominations are received, a winner is chosen. All proposed nominations and winners are celebrated at the monthly PRIDE assemblies.

YEARBOOK

The Flanagan Grade School yearbook includes a picture of each student and staff member as well as pictures of school clubs/organizations, athletic teams, and school activities. Information about ordering a yearbook is shared with students and their families.

SECTION 15: Flanagan-Cornell High School

ADMISSION TO FLANAGAN-CORNELL HIGH SCHOOL

1. Students must be a resident of Flanagan-Cornell High School District.
2. Students must be promoted from the eighth grade or equivalent.
3. Students who transfer in will not be admitted to Flanagan-Cornell High School if the student has failed to complete a term of suspension or expulsion assigned by the previous school.

State law requires all freshmen to submit proof of physical examination by their family doctor and dentist. Proof of Examination, which includes a complete immunization record, must be submitted during online registration or turned into the office. Attendance may be denied if student health records are not current or not on file in the office.

BELL SCHEDULES

3:03 Dismissal

1st	2nd	3rd	4th	5th	Lunch	6th	7th	8th
8:15 - 9:00	9:03 - 9:48	9:51 - 10:36	10:39 - 11:24	11:27 - 12:12	12:12 - 12:39	12:42 - 1:27	1:30 - 2:15	2:18 - 3:03

1:30 Dismissal

1st	2nd	3rd	4th	5th	6th	Lunch	7th	8th
8:15 - 8:50	8:53 - 9:28	9:31 - 10:06	10:09 - 10:44	10:47 - 11:22	11:25 - 12:00	12:00 - 12:30	12:33 - 1:00	1:03 - 1:30

COOPERATIVE EDUCATION PROGRAM (COOP)

Students in the Cooperative Education Program are expected to meet the following requirements:

1. Program is only open to students entering their senior year.
2. The student must be a candidate for graduation with their current class.
3. Students are expected to secure their own place of employment and have it approved by the coordinator of the program before the start of the semester. The work site must be capable of providing the student with an opportunity to develop vocational skills, beneficial for future employment.
4. The completed and signed Training Agreement and Training Plan must be submitted to the coordinator prior to the start of the semester.
5. The student must complete weekly reports which will be submitted no later than each Tuesday following the completed week of work. **Failure to do so will result in a lowered grade and possible dismissal from the program.**
6. Students must maintain regular attendance at school and their work-place or be subject to removal from the program.
7. Students are expected to maintain a "C" average in the Coop Program and work a minimum of 10 hours per week during school time.
8. If the student is unable to work and/or attend school for any reason, the school and work-place must be contacted before 8:00 a.m. that day.
9. If a student is unable to attend school because of an illness, they are not allowed to work that day.
10. Other policies and duties required by the Cooperative Education Program, school administration, and the teacher-coordinator.

Consequences for failing to comply with these requirements:

1. If a student fails to meet the academic requirement for the Co-Op Program, they will be enrolled in courses at FCHS during that time and will not be allowed to leave school early.
2. Students who fail to contact the school by 8:00 a.m. on days they are absent will jeopardize their participation in the program and may be scheduled into regular classes.
3. Students violating the requirements may have their schedule adjusted at any time to reflect a full schedule of regular classes at the discretion of the administration. This would also include the student receiving the grade of "F" in the class.

COURSE ADD/DROP PROCEDURE

A considerable amount of time, thought, and attention is devoted to the selection of courses each year; therefore, it is expected that the students will follow the program which resulted from the registration process. Below are the guidelines for adding/dropping a class:

- A course cannot be dropped after the first three days of each semester.
- Students who want to drop a class should discuss the situation with the Director of Student Services first.
- If special circumstances arise, schedule changes after the first 3 days require administrator and teacher approval.

COURSES OFFERED AT FLANAGAN-CORNELL HIGH SCHOOL

Flanagan-Cornell High School offers a wide variety of courses. For more information, please view the [course guide](#) on the school website.

COURSE REQUIREMENTS

Students must complete the following courses each year to be considered on-track to graduate.

Freshman	Sophomore	Junior	Senior
English Mathematics Science Driver's Ed (Q) Health (S)	English Mathematics Science Social Science (World History) Physical Education	English Mathematics Social Science (American History) Physical Education	English Social Science (Civics) Business (Consumer Education) Physical Education

(S) = Semester-long course

(Q) = Quarter-long course

DUAL CREDIT COURSES

Flanagan-Cornell High School is proud to partner with Heartland Community College to offer dual credit courses. If students are interested in participating in the dual credit courses they need to prepare for this experience almost a year in advance.

Students are required to meet prerequisites which may include placement test scores. Students can obtain appropriate score placement based on standardized test scores (SAT or ACT) or performance on the Heartland Community College placement tests. If students need to take or retake placement tests, this process needs to be completed by deadlines set by FCHS and HCC.

Dual credit is a wonderful opportunity for students. Dual credit students are beginning their official college transcript. Grades earned in dual credit classes will be part of the student's record throughout his/her college career. There may be financial aid and/or academic implications that students need to research before enrolling in dual credit courses. Not all colleges award college credit for all dual credit courses. It is the students'/parents' responsibility to research this information with various colleges through the admissions departments.

GENERAL REQUIREMENTS FOR COLLEGE ENTRANCE

Colleges and universities have different standards, entrance requirements, and course requirements. The Director of Student Services and our ISACorp Representative are great resources.

GRADE LEVEL STATUS

The following guidelines will be used to determine the grade level of a student:

Freshman	Sophomore	Junior	Senior
0 - 5.75 credits	6 - 11.75 credits	12 - 17.75 credits	18 or more credits

GRADING

Grades are given according to the following scale:

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Percent	100 - 93	92 - 90	89 - 87	86 - 83	82 - 80	79 - 77	76 - 73	72 - 70	69 - 67	66 - 63	62 - 60	59 & below
GPA	4.0	3.667	3.333	3.0	2.667	2.333	2.0	1.667	1.333	1.0	0.667	0

*Dual Credit courses use the Heartland Community College Grade Scale or HCC Department Scale.

**Honors, AP, and Dual Credit courses may be weighted 1.25 for GPA.

Semester exams will be given in each class over the course of the final three days of the semester. The semester grade will be calculated with a 90% weight for the cumulative semester grade and a 10% weight for the semester exam.

- All students will be required to take first semester final exams.
- Seniors will not be required to take second semester final exams, but have the option to if they wish.

Classroom teachers are responsible for establishing their own grading policies. Unless otherwise noted in the class syllabus, grades are reduced by 10% for up to 5 days for each day the assignment/test is late.

- Example: If a student is unexcused on Monday and the work assigned is due on Tuesday, in order for them to get 100%, the work must be "turned-in" that day. If it is completed and turned in on Wednesday, the student can earn up to 90% of the total available. On Thursday, it would be up to 80%, and so on. There is some teacher discretion according to the assignment/project. After the fifth day and if the assignment has not been turned in, the result is a grade of zero. If multiple days are missed and are unexcused, the rule above applies upon the day of return.*

Make-up, Missing, or Late Work

Classroom teachers are responsible for establishing their own policy for makeup, missing, or late work.

If a student's absence is excused or if a student is suspended (in-school or out of school) from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

Failure

A student fails a course when he/she does not receive a passing grade (60% or better).

Incompletes

The end of each nine weeks period, semester, and year, every student is given a mark except when a student from an UNAVOIDABLE CAUSE, has been absent (excused) to such an extent that he/she has not completed the minimum amount of work required in any course he/she is taking. In such cases the teacher may, at his/her option, give an "Incomplete". An "Incomplete" will prevent a grade from being assigned to a course, and no credit may be given until the "incomplete" is removed. The student has until the close of a semester grading period to complete the work. Giving credit for a course assumes completion of a minimum set of standards. A grade of "incomplete" indicates those standards have not been met and credit may not be given. For example, if a student has work to be made up or tests to take at the end of a nine weeks or semester and he/she doesn't complete the work in the semester in which the work was assigned then the student shall receive an "incomplete". If it is a required course for graduation, it must be taken over.

Citizenship

The objective measurement of each rating will be based upon the following actions of the students:

1. Is disruptive in class
2. Fails to follow oral and written directives (to include homework and assignments)
3. Fails to show cooperation, courtesy, concern, and respect for the teacher and/or fellow students

Rating	Excellent Score = 1	Above Average Score = 2	Average Score = 3	Below Average Score = 4	Poor Score = 5
Objective	Commits any of the 3 above no more than ONCE per quarter	Commits any of the 3 above no more than TWICE per quarter	Commits any of the 3 above no more than THREE TIMES per quarter	Commits any of the 3 above ONCE a WEEK	Commits any of the 3 above MORE than ONCE a WEEK

Citizenship scores for each course are included on the final report cards for each semester.

GRADUATION COMMENCEMENT

It is the opinion of the Board of Education, the Administration and Teaching Staff, Parents, and these communities that the graduation ceremony remains a formal celebration. Therefore, the following expectations have been implemented. Please let it be known that if these expectations are not met, participation in the graduation exercises may be forfeited. Once again, we hold our character to be at a certain level, maintaining a high level of integrity for what we stand for: we know it as **Falcon Pride!!!**

These criteria must be followed in order to receive a diploma and participate in the graduation ceremony:

- Boys are encouraged to wear long pants, a collared shirt, and dress shoes.
- If girls decide to wear a dress, it should be an appropriate length.
- Gowns stay on *and* zipped throughout the entire ceremony (including recessional).
- Caps should remain on the graduate's head at all times. No decorations including writing on caps.
- Nothing can be thrown, sprayed, or tossed in the air.

Seniors who become discipline problems may have participation in graduation exercises denied.

GRADUATION HONORS

Students that complete the combination of courses listed below and earn a specific GPA, after 8 semesters of coursework, will be recognized with the Cum Laude honor system.

1. Complete 4 unique Math courses
2. Complete 3 unique Social Science courses AND 4 unique Science courses
OR
4 unique Social Science courses AND 3 unique Science courses
3. Earn one of the following GPA ranges:

Summa Cum Laude
3.9 or higher

Magna Cum Laude
3.8-3.89

Cum Laude
3.35-3.79

Marshals: The top 2 students in the junior class as determined by their grade point averages at the end of the 5 semesters will be named the Marshals for the graduation ceremony.

HALL PASSES

Students are not allowed to leave class without a pass. It is the student's sole responsibility to see that the teacher/staff member in charge issues one for his/her use.

Hall passes must be used in the following instances:

- Anytime a student leaves a classroom during class time.
- If any student is kept after class by a teacher/staff member, the student should request a pass to be admitted to the next class period.
- If a student must work somewhere other than their assigned classroom, the student must secure a pass from the teacher/staff member involved. The requesting teacher/staff member is responsible for the proper supervision of the student.

LOITERING

Students not working with a teacher, serving a detention, or participating in a sponsored extra-curricular activity must leave the building and school grounds at dismissal. Students may not enter the building at night or on weekends unless participating in a supervised activity or as a spectator to a scheduled event.

MAKE-UP ON FAILURE OF REQUIRED COURSES

If a student fails a specific semester of a required course, they need only to make up that semester. A student must make up any failures in required courses (see pg. 23-Graduation Requirements). There are three ways a student can make-up for a failed required class.

- Summer school (student expense)
- Correspondence Course (student expense)
- Repeat course at Flanagan-Cornell High School
- Credit Recovery (after repeating the course)

Note: Only 2 credits earned by summer school and /or correspondence courses may be applied toward graduation credit requirements. The grade from these (1 and 2 above) will not apply to a student's cumulative grade point average. Students are NOT allowed to take the correspondence course while taking/repeating the same course at Flanagan-Cornell High School.

NATIONAL HONOR SOCIETY

National Honor Society membership is a valued and precious thing. It is a badge of honor—a testament of fine work and fine personal qualities—not only in the student's own school and community, but across the land. Most honors at the disposal of the school are only partial, in the sense that they recognize some specialized ability, skill, or talent. But the National Honor Society encompasses the person as a whole, not only the quality of his/her school work but also the quality of his/her person. NHS is well recognized in institutions of higher education, and membership may be an important aid in the receiving of scholarships and fellowships, even after years have passed. Whether in the world of education or in the world of work, it is no small thing to be able to show that one was recognized as outstanding in ability and character during the adolescent years.

Active membership in the National Honor Society is open to sophomores, juniors, and seniors in high school. The criteria by which members are chosen for the National Honor Society are Scholarship, Leadership, Service, and Character. The following are the qualifying criteria for NHS membership. A five-member Faculty Council will review each student's portfolio. A student will be selected for membership by a majority vote of the Faculty Council.

- **SCHOLARSHIP:** The minimum scholarship requirement is a grade average of "B" or 3.0 on a 4.0 scale. This is based on a student's cumulative grade average: for a sophomore after 3 semesters, for a junior after 5 semesters, for a senior after 7 semesters.
- **LEADERSHIP:** The student must be in a leadership role in at least one school-related curricular, co-curricular, or extra-curricular organization. This could include organization office holders or team captains. Verification will be in the form of a description from an adult sponsor/advisor of the organization substantiating the leadership exhibited in the organization. In addition, a statement from the sponsor or advisor attesting to the fact that the student, although not an office holder or team captain, is a step-forward and take-charge informal leader will satisfy the requirement for leadership.
- **SERVICE:** The student must provide at least 10 hours of service within the local communities during at least 2 different occurrences. Verification will be required for all service hours by completing a form *prior to the activity* and getting a signature from a non-related adult sponsor, preferably of a specific organization (church youth group, 4-H, scouts, etc), once service is completed. Forms must be submitted within 1 month of the service taking place. Service hours cannot come from the student's place(s) of employment or for family members. Students also cannot count activities that occur during the school day.
- **CHARACTER:** The student earns citizenship marks ranging between 1 and 5, with 1 being "excellent" and 5 being "poor." A rating of 3 is "average" which indicates the student is exhibiting the expected behaviors in the classroom. Nothing more, nothing less. National Honor Society members should exhibit citizenship characteristics well above "average." In order to be considered for membership, the student will have an average of 1.5 or better (1.0 being the best) from his/her

teachers. In addition to the citizenship average, the Faculty Council will seek input from other staff members who have contact, direct or indirect, with the student.

To be selected as a member of the National Honor Society, a student must meet all four criteria. Even if a student meets the minimum requirements for scholarship and character, they still have to prove their qualifications in service and leadership before being accepted into NHS.

Once a student is selected for membership, he/she will be expected to continue to meet the four criteria, in order to remain a member in good standing. In order to maintain their membership, members will have to write a letter to the faculty council substantiating what they are doing to maintain membership in terms of service and leadership.

SCHOOL DANCES

Attendance at School-Sponsored Dances

(IPA November 2016 & FC74 Update)

Attendance at school-sponsored dances is a privilege. Individual attendance at school dances may be revoked at the discretion of the class sponsors and administration for FCHS students or their guests for any reason.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. Students who do not attend FCHS are required to submit a dance form. A guest must be "age appropriate," defined as under the age of twenty-one (21).

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

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

Homecoming & Court

This event is sponsored by the student council. All high school students are potentially eligible to attend Homecoming. The freshmen, sophomores, and juniors will select a girl and a boy from their class to serve as attendants for coronation. Once you have served as an attendant, you are not eligible to serve again until your senior year. The senior class will select four girls and four boys from their class for homecoming court. All classes will vote to select one girl to be crowned queen and one boy to be crowned king from the eight students chosen by the senior class.

Prom

The prom consists of a dinner and a dance held in May. The junior class sponsors this event for the senior class. Only juniors and seniors and their guests may attend Prom. Because prom is a privilege, juniors and seniors must meet all class requirements in order to be eligible to attend. Individual attendance may be revoked at the discretion of the prom sponsor, class sponsors, and administration. All guests must be under the age of twenty-one (21). Students who do not attend FCHS are required to submit a dance form.

Juniors and seniors attending prom select two boys and two girls from the junior class and three girls and three boys from the senior class to serve as royalty. The senior girl with the most votes will be named queen while the senior boy with the most votes will be named king. The two junior couples as well as the two senior couples not named king and queen will serve as attendants. Anyone in the class who is attending prom is eligible to serve as royalty except the Homecoming King and Queen.

SENIOR TRIP

- The activity is limited to a 24-hour period of time.
- Trip itinerary including all stops, total distance, travel time, departure time and expected return time, duration, and date must be approved by the transportation director and school administration.
- Once the trip has been scheduled, every effort should be made to go on that date. Special arrangements are possible with the transportation director and principal's approval.
- Every effort should be made to schedule the trip after the senior's last day of attendance for the school year. If there is school the day after the trip the group must return to Flanagan by 12:00 am. All seniors must attend school that day or face missing graduation exercises.

STUDENT LEADERSHIP

Class Officers

Class officers including president, vice president, secretary, and treasurer are voted on by the class to serve a one year term. Class Sponsors will organize the election of officers. During the school year classes may organize and participate in a number of fundraising activities to support events such as prom and the senior trip. With the help of their sponsors, classes may choose to create a system to track fundraising participation as a way to determine which students are able to participate in the class activities.

Student Council

The student council of Flanagan-Cornell High School exists in order to promote a better understanding between the students and faculty, promote school government based on democratic principle to further school activities, and institute high ideals in our

schools. The student council is responsible for coordinating student, school, and community activities throughout the year. Student council should be considered the voice of the student body and be used as such. Concerns between students, staff and/or administration could be taken under advisement through this body.

Our council consists of elected members from each class. The Student Council Sponsors will establish criteria and use a petition format to determine candidacy. The election of members is held during the spring semester and officers will be elected at the first full meeting following election of the new council members. Term of office is one year.

STUDENT RECOGNITION

Honor Roll

Honor Roll will be recognized at the end of each quarter. All courses will be considered.

- Honor Roll includes all students with As and Bs in all classes.
- High Honor Roll includes all students with As in all classes.

Board Of Education Scholars

Any student who finishes the school year with an accumulative grade point average on or above 3.67 qualifies for the Board of Education Scholastic award. Any student meeting the above criteria will receive a Varsity Letter, same as used for athletics and recognition from the Board of Education, Administration and Faculty. This is a very prestigious award that showcases your academic abilities.

VOCATIONAL CENTER

Juniors and seniors are able to take courses at the Livingston Area Career Center (LACC). To apply, students must be on track to graduate (see [Grade Level Status](#) and [Course Requirements By Year](#)). Once enrollment/acceptance into a program has been determined by LACC, it must be approved by the district. Students interested in enrolling at the Livingston Area Career Center must fill out an application and submit it by the due date given by LACC. Juniors are able to enroll in one course during the first block of LACC. With permission from the principal, seniors may be allowed to enroll in two LACC courses or attend an LACC course held during the 2nd block.

Grades earned at LACC will be posted on FCHS semester report cards. Parents and students can view LACC grades at any time using LACC's Student Information System. If a student earns a failing grade at the end of first semester or has poor attendance, they will be removed from the program for the second semester. Low grades and poor attendance may also affect the ability to enroll in LACC courses the following year.

If a student elects to drop LACC at the semester, they must notify the building principal by the end of the first semester.

Transportation to and from LACC will be provided by FCHS for students attending the first block of classes. First block students must use school provided transportation. Students attending the second block of classes must have their own transportation. Students driving to LACC must return to FCHS and report to class by the designated return times. Failure to adhere to return times may result in disciplinary action, a requirement to use FCHS provided transportation, or removal from the program.