Frankfort Community Unit School District #168

PARENT-STUDENT HANDBOOK

2026 – 2027



Denning Elementary School

Frankfort Intermediate School

Central Junior High School

Frankfort Community High School

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I: WHO WE ARE

General District Information

Frankfort Community Unit School District #168 was organized on January 16, 1959, and began on July 1, 1959, after an election on December 6, 1958, resulted in the consolidation of all of the territories of Frankfort Community High School District #108, West Frankfort City School District #68, Joiner, Orient, and parts of the territories of Freeman Spur, Hill City, Logan, Plumfield, and Thompsonville High School District #112.

Today, Frankfort CUSD #168 covers 56 square miles and serves approximately 1,750 students. It operates four schools and operates as its own special education district. It has an agreement with Southern Illinois University – Carbondale for Pre-Kindergarten services. It is also a member of the Franklin County Regional Delivery (Vocational) System.

This handbook is a **summary** of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.wfschools.org or at the Administrative Service Center, located at 900 N Cherry St, West Frankfort, IL 62896.

The Board of Education governs the school district and is elected by the community. If you have any questions or concerns about school board policy, you should contact the Superintendent, Mr. Matt Donkin, at the Administrative Service Center.

Current Members of the Board of Education are:

President: Mr. Kendall Browning Vice-President: Mr. Joshua Tharp Secretary: Mrs. Schannone Steinberger

Members: Mr. Brian Aaron Mr. Ryan Darnell Mr. Jon Graskewicz Mr. Mike Karoski

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

Superintendent of Schools: Mr. Matt Donkin

Frankfort Community High School (Grades 9-12)
Principal: Mr. Brock Harris
Assistant Principal: Mrs. Megan Deason
601 East Main Street, West Frankfort, IL 62896
Phone Number: (618) 932-3126
Fax Number: (618) 932-6515

Central Junior High School (Grades 7-8)
Principal: Mrs. Tara Sullivan
1600 East 9th Street
West Frankfort, IL 62896
Phone Number: (618) 937-2444
Fax Number: (618) 937-2445

Frankfort Intermediate School (Grades 3-6)
Principal: Mrs. Melissa Montgomery
Assistant Principal: Mr. Lane Murphy
800 North Cherry Street
West Frankfort, IL 62896
Phone Number: (618) 937-1412
Fax: (618) 937-4912

Denning Elementary School (Grades K-2)
Principal: Mrs. Morgan Holevoet
1401 West 6th Street
West Frankfort, IL 62896
Phone Number: (618) 937-2464
Fax Number: (618) 937-2465

Office of Student Services
Director: Mrs. Jodi DeJarnett
Supervisors: Mr. Lane Murphy / Ms. Toni Sinks
508 East Main Street
West Frankfort, IL 62896
Phone: (618) 932-6079
Fax: (618) 932-6836

District Staff

Administrative Service Center
Mr. Keith Jones, Director of Financial Services
Mr. Chad Spence, Director of Maintenance
Mrs. Jan Grant, ASC Secretary / Inventory Control
Mr. Daniel Buckingham, Bookkeeper / Human Resources – Payroll Clerk / Food Service Director

Office of Student Services

Mrs. Kim Barton, Administrative Assistant
Mrs. Desriè Farley, School Psychologist
Ms. Mandee Davis, Social Worker
Mrs. Allyson Adkins, Physical Therapy Assistant
Mrs. Erin Hutchinson, Speech Language Pathologist
Mrs. Sharrie Miller, Speech Language Pathologist
Mrs. Mikala Wilder, Speech Language Pathologist
Mrs. Kathy Stegle, Part-Time Physical Therapist
Mrs. Laura Keller, Part-Time Teacher of Students Who Are Deaf or Hard of Hearing

General Assignments

Mr. Tim Serena, Grounds and Buildings Custodian

2026-2027 School Calendar – (Approved March 30, 2026)

Aug.	5	Teacher Institute Day (No Student Attendance)
	6	First Day of Student Attendance / Half-Day In-Service (Half Day In-Service Dismissal – See Below)
	28	Half Day School Improvement Program (Half Day In-Service Dismissal – See Below) *Last Day of Early Dismissal (2:25) Schedule
Sept.	7	Labor Day (No School)
	11	Mid-Term of the 1st Quarter
	18	Half Day School Improvement Program (Half Day In-Service Dismissal – See Below)
Oct.	9	End of the 1st Quarter (Students on Early Dismissal (2:25) Schedule for Record Keeping)
	12	Columbus Day (No School)
	13-16	Fall Break
	19	Parent – Teacher Conferences (4:00 pm – 6:30 pm)
	26	Parent – Teacher Conferences (4:00 pm – 6:30 pm)
	30	Teacher Institute Day (No Student Attendance – Mt. Vernon Conference)
Nov.	3	Federal Election Day (No School)
	11	Veterans Day (No School)
	20	Mid-Term of the 2nd Quarter (Students on Early Dismissal (2:25) Schedule for Record Keeping)
	24	Students on Early Dismissal (2:25) Schedule for Thanksgiving Break
	25	Thanksgiving Break (No School)
	26	Thanksgiving Day (No School)
	27	Thanksgiving Break (No School)
Dec.	18	End of 2nd Quarter and 1st Semester (Students on Early Dismissal (2:25) Schedule)
Dec.21 – Jan.1		Christmas and New Years' Break (No School)
Jan.	4	Teacher Institute Day (No Student Attendance)
	5	School Resumes with Student Attendance
	18	Martin Luther King Day (No School)
	29	Half Day School Improvement Program (Half Day In-Service Dismissal – See Below) & Mid-Term of the 3rd Quarter
Feb.	8	Parent/Teacher Conferences – 1:00 pm – 6:00 pm (No Student Attendance / Teachers report at 1:00 pm)
	15	Presidents' Day (No School)
	26	Half Day School Improvement Program (Half Day In-Service Dismissal – See Below)
March	5	End of 3rd Quarter (Students on Early Dismissal (2:25) Schedule for Record Keeping)
	12	Half Day School Improvement Program (Students Attend on Schedule Listed Below)
	25	Students on Early Dismissal (2:25) Schedule for Spring Break
March 26–Ap.2		Spring Break (No School)
April	5	School Resumes with Student Attendance
	16	Mid Term of the 4th Quarter (Students on Early Dismissal (2:25) Schedule for Record Keeping)
May	27	Teacher Institute Day (No Student Attendance)
	28	Half Day School Improvement Day / Report Card Day (11:30 Student Dismissal)
	31	Memorial Day (No School)

Half Day In-Service Dismissal Times	**Early Dismissal (2:27) Schedule Times**	**Regular Dismissal Times**
DES: 12:20	DES: 2:05	DES: 2:40
FIS: 12:40	FIS: 2:20	FIS: 2:55
CJHS: 12:41	CJHS: 2:24	CJHS: 2:56
FCHS: 12:40	FCHS: 2:25	FCHS: 3:00

II: GENERAL NOTICES

Equal Educational Opportunities and Sex Equity

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 district complaint managers:

Article 26A Resource Person / Title IX / Nondiscrimination Coordinator:
Mr. Brock Harris, Principal
Frankfort Community High School
601 East Main Street
West Frankfort, IL 62896
(618) 932-3126
bharris@wfschools.org

Complaint Managers:

Mr. Lane Murphy, Coordinator /Assistant Principal
Office of Student Services
508 East Main Street
West Frankfort, IL 62896
(618) 932-6079
lmurphy@wfschools.org

Mrs. Tara Sullivan, Principal
Central Junior High School
1600 East Ninth Street
West Frankfort, IL 62896
(618) 937-2444
tsullivan@wfschools.org

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.

Education of Children with Disabilities

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

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

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the Office of Student Services.

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

1. has a physical or mental impairment that substantially limits one or more major life activities,
2. has a record of a physical or mental impairment, or
3. is regarded as having a physical or mental impairment.

For further information, please contact Mrs. Jodi DeJarnett, Director of Special Education, at (618) 932-6079.

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not

discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

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

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

Making a Report or Complaint; Investigation Process

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

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

Federal and State Agencies

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

Prevention and Response Program

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

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

Enforcement

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

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

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

Retaliation Prohibited

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

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

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the Director of Special Education 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.

PUNS (Prioritization of Urgency of Need for Services) – Database Information for Students and Parents or Guardians

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

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

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

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

You may also contact the following District employee for assistance:

Mrs. Jodi DeJarnett, Director
Frankfort CUSD #168 – Office of Student Services
508 East Main Street
West Frankfort, IL 62896
(618) 932-6079
jodi.dejarnett@wfschools.org

Related Service Logs

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

Employee Conduct Standards

From Board Policy 5:120: Employee Ethics; Conduct; and Conflict of Interest

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 and 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 and 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; and 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; or
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.

Incorporated by reference: 5:120-E (Code of Ethics for Ill. Educators)
LEGAL REF.: U.S. Constitution, First Amendment; 2 C.F.R. §200.318(c)(1); 5 ILCS 420/4A-101, Ill; Governmental Ethics Act; 5 ILCS 430/, State Officials and Employee Ethics Act; 30 ILCS 708/, Grant Accountability and Transparency Act; 50 ILCS 135/, Local Governmental Employees Political Rights Act; 105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5, and 5/22-93; 325 ILCS 5/, Abused and Neglected Child Reporting Act; 720 ILCS 5/11-25, Criminal Code of 2012; 775 ILCS 5/5A-102, Ill. Human Rights Act; 23 Ill.Admin.Code Part 22, Code of Ethics for Ill. Educators; Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968);
Garcetti v. Ceballos, 547 U.S. 410 (2006).

Mandated Reporters

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

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

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

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following:

- *Physical signs:*
  - Sexually transmitted infections (STIs) or other infections.
  - Signs of trauma to private areas, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing.
  - Unusual weight gains 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 (2-2873)

Sexual Abuse Response and Prevention Resource Guide

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

Targeted School Violence Prevention Program

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

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

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

For further information, please contact the Building's Principal.

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

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

Requesting Support Services

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

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

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

Filing a Complaint

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

The Article 26A Resource Person / Title IX / Nondiscrimination Coordinator and the Complaint Managers are listed on page 10.

Retaliation Prohibited

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

Complaints About Curriculum, Instructional Materials, and Programs, Request to Examine Materials, and Statutory Opt-Outs

Complaints About Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum.

A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

Request to Examine Family Life Materials

A sample of the District's instructional materials and course outline for family life instructional materials are available from the classroom teacher for parent/guardian inspection.

You may request to examine the above instructional materials by completing the "Request to Examine Materials and Statutory Opt-Outs" form.

Parent or Guardian Opt-Outs

No student is required to take or participate in the following classes or courses, and no disciplinary or academic penalty exists for refusing to take or participate in such a course or program.

- Family life (emotional, psychological, physiological, hygienic and social responsibilities, including evidence-based and medically accurate information regarding sexual abstinence).
- AIDS, including in grades 6 through 12, its prevention, transmission and spread.
- Comprehensive Personal Health and Safety Standards.
- Donations and transplants of organs/tissue and blood organ/tissue transplantation, in grades 9 and/or 10.
- CPR, including training on how to properly administer CPR in accordance with standards of the American Red Cross, the American Heart Association, or another nationally recognized certifying organization.
- How to use an AED.

If you do not want your child to participate in these classes or courses, please complete the "Request to Examine Materials and Statutory Opt-Outs" form.

Use of Artificial Intelligence

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

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

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

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

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads between people in an efficient and sustained way. 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. 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.
3. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
4. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
5. 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.
6. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
7. 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.
8. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
9. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

III: WHAT WE BELIEVE IN and EXPECT

School – Parent Compact

We value your role in working to help your child achieve high academic standards. The following is an outline of some of the ways you and the school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

School's Responsibility:

- Provide high quality curriculum and learning materials
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress
- Provide opportunities for ongoing communication between you and teachers through at a minimum:
  - > Annual parent-teacher conferences
  - > Frequent reports regarding your child's progress
  - > Opportunities to talk with staff

Parent's Responsibility:

- Encourage your child to attend school regularly
- Encourage your child to show positive school behavior
- Review your child's homework
- Monitor television watching and encourage positive use of your child's extra-curricular time
- Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child

Please review this School-Parent Compact with your child. This School-Parent Compact may be discussed with you during a parent-teacher conference as it relates to your child's school progress.

We thank you for your support and involvement in your child's education.

Wellness

Frankfort CUSD #168 has a district wellness policy, including good nutrition and physical activity. This policy will be promoted in the district's educational programs, school activities, and meal programs. A copy of the policy is available in the office at each school building.

English Language Learners

The school offers opportunities for resident English Learners to develop high levels of academic attainment in English 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 Language Learners program, contact the Director of Special Education and Student Services at (618) 932-6079.

Suicide and Depression Awareness and Prevention

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

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

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

- National Suicide Prevention Lifeline
  - > Call or text 988
- Crisis Text Line
  - > Text HOME to 741741
- Safe2Help Illinois
  - > Call 844-4-SAFEIL (723345)
  - > Text SAFE2 (72332)

Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

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

- Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer.
- Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer.
- Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs.

Violent Offender Community Notification

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

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

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: http://www.isp.state.il.us/cmvo/.

Unsafe School Choice Option

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

IV: BECOMING A STUDENT AND A GRADUATE

Residency

Students are required by law to attend a school in the district of residence. The basic rule is that a student's residency for purposes of public school attendance is the district in which the parents reside. If a student is not living with parents, the inquiry turns to whether the student is living in another district solely for the purpose of going to school in this other district. If the answer to this question is "**yes**," then the district of residence for this student who has moved away from his or her parents' home nevertheless remains that of his or her parents for purposes of entitlement to attend public school tuition free. However, if the reason for the student's living away from the parents is not solely to attend school in another district, then the student is entitled to attend tuition free in that district where he or she actually has a regular nighttime abode.

Grading and Promotion

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

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

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.

School Visitation Rights

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

Finding Your Student's Grades and Attendance - TeacherEase

Frankfort CUSD #168 wants parents to be actively involved in their child's educational process. The district utilizes the student data system called "TeacherEase." This system gives parents access to their child's grades and attendance. Parents that would like to use TeacherEase can access it at the district website (www.wfschools.org) and click on the appropriate link.

Fees, Fines, and Charges / Waiver of Student Fees

The school establishes fees and charges to fund certain school activities, including science labs, book rent, and technology. 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. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the 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 McKinney-Vento Homeless Assistance Act.

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

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

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

Homeless Child's Right to Education

As provided for in the federal McKinney-Vento Homeless Assistance Act, when a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes but is not limited to:

1. Educational organizations and schools;
2. Food bank and meal programs;
3. Local service organizations (Goodwill, Salvation Army, etc.);
4. Family shelters;
5. Medical services; or
6. Other support.

Immunization, Health, Eye, and Dental Examination

Required Health Examinations and Immunizations

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

1. Entering Kindergarten;
2. Entering the Sixth (6^{th}) and Ninth (9^{th}) 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 before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by 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) satisfactory evidence 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) satisfactory evidence 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.

Prevention of Anaphylaxis

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

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take 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" and submitting it to the nurse. No medications may be transported on the bus. Only a parent/guardian may deliver medications to the building nurse.

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

Students 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.

Students with Food Allergies

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

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

- Denning Elementary School: (618) 937-2464
- Frankfort Intermediate School: (618) 937-1412
- Central Junior High School: (618) 937-2444
- Frankfort Community High School: (618) 932-3126

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.

Care of Students with Diabetes

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

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

For further information, please contact the building principal.

Communicable Disease

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

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

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

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

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

Injury and Illness at School

Parents will be notified of illness or injuries that may require medical attention. If your child becomes sick at school or has a fever of 100 degrees or higher, you will be notified to come and get your child.

Students should be fever-free for 24 hours prior to returning to school.

Pesticide Application Notice

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

Asbestos and Lead Notice

Frankfort CUSD #168 has an Asbestos Management Plan and a Lead Management Plan. They are available for public review at the Administrative Service Center at 900 N. Cherry St. Please call to make an appointment between 8 AM and 4 PM Monday through Friday. Any concerns regarding asbestos containing material or lead should be directed to Mr. Chad Spence at the ASC.

V: EVERYDAY INFORMATION

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1) 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.

Truancy officials will be contacted when the student has missed 5% of the last 180 school days.

Student Absences

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

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school to verify the reason for the absence. Failure to do this will result in the absence being unexcused.

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

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

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

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with 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.

Student Participation in Outside Activities that Count Toward Calculation of Class Hours

Pupil attendance in any of the following activities shall be counted toward the calculation of clock hours of school work per day:

1. Instruction in a college course where the student is dually enrolled for both high school and college credit.
2. Participation in a Supervised Career Development Experience in which student participation and learning outcomes are approved by a licensed educator assessment of competencies. Participation may include, but is not limited to, scheduled events of local, State, and national youth organizations, career and technical education organizations, FFA associations, and 4-H programs as part of organized competitions, exhibitions, or conferences.
3. Participation in any work-based learning experience, including supervised agricultural experiences, in which student participation and learning outcomes are approved by an educator who holds an Educator License with Stipulations with a career and technical educator endorsement and a work-based learning designation.
4. Participation in a youth apprenticeship in which student participation and learning outcomes are approved by a licensed educator for assessment of competencies.
5. Participation in a blended learning program approved by the district in which course content, student evaluation, and instructional methods are supervised by a licensed educator.

Students shall not be penalized for work missed for participating in any of the above activities and will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. A student and the student's parent or legal guardian are responsible for obtaining coursework that is missed while the student participates in any of the above activities.

Students who desire to participate in any of the above activities should contact the building principal for approval.

Make-Up Work

If a student is absent, he/she will be permitted to make up any missed work, including homework and tests, for equivalent academic credit. Students who participate in activities outlined in "Student Participation in Outside Activities" above will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The **student** is responsible for obtaining assignments from his/her teachers.

Homework

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

Student Appearance

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

Every Student Succeeds Act – Teacher Qualifications

In accordance with the December 2015 update to the federal Elementary and Secondary Education Act (ESEA) of 1965 known as the "Every Student Succeeds Act" (ESSA), Frankfort CUSD #168 is notifying every parent/guardian of a student in the district that they may request information about the qualifications of their child's teachers and paraprofessionals, including:

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

If you would like to receive any of this information, please contact the District Superintendent, Mr. Matt Donkin, at (618) 937-2421.

Every Student Succeeds Act – Standardized Testing Notification

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including iReady, the IAR, and the ACT, which will measure across several subjects and may be used to measure the progress of the school and the district's students.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students achieve their best performance by doing the following:

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

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

Every Student Succeeds Act – Annual Report Card Notification

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

Video and Audio Monitoring System

A video and/or audio monitoring system may be in use on school busses 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.

Home and Hospital Instruction

A student who is absent from school or whose physician, physician assistant, or 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 as soon as possible 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 (IEP).

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: Mrs. Jodi DeJarnett, Director of Special Education, at (618) 932-6079.

Bus Transportation

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

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. 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. Be aware of moving traffic and pay attention to your surroundings.
2. 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.
3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
4. 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.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. 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.
8. 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.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. 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.
11. 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, even after the driver's signal.
12. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on busses 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 Illinois Central Bus Company at (618) 937-6280.

For additional resources, visit the following:

- National Highway Traffic Safety Administration - **School Bus Safety** https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html;
- U.S. Department of Transportation - **School Bus Safety Campaign Material** www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material;
- National Safety Council - **Tips for a Safe Ride** www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus.

School Lunch Program

Frankfort District 168 is participating in the National School Lunch and School Breakfast Program called the Community Eligibility Provision (CEP). Schools that participate in the CEP are able to provide healthy breakfasts and lunches each day at no charge for ALL students enrolled in that CEP district.

Cafeteria Rules

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons, or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom chaperones and show proper respect towards all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or dispose of trash.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room chaperones.

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

Exemption from Physical Education Requirement [K-8]

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated on page 36.

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.

Exemption from Physical Education Requirement [HS]

Exemptions from the Physical Education Requirement in high school is covered on pages 51-52 and 96.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee,

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

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

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

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

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

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

   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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); 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.

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

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

   Disclosure is also permitted without consent to any person for research, statistical reporting, or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other

persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.**
   The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. **The right to prohibit the release of directory information.**
   Throughout the school year, the District may release directory information regarding students, limited to:
   - 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, institutions of higher learning, and the Illinois Student Assistance Commission not be granted access to your student's information without your prior written consent (High School level).**
   Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, email addresses, and telephone numbers, unless the student's parent/guardian, or a student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. Similarly, State law requires a secondary school to provide to military recruiters, public institutions of higher education, and the Illinois Student Assistance Commission access to the same types of information, in addition to a secondary student's birth date, unless the student's parent/guardian submits a written request before the end of the student's sophomore year (or if the student is a transfer student, by another time set by the District) that such information not be released. If you wish to opt your child out of the release of this information so that it is not released without your prior written consent, notify the building principal where your student is enrolled for further instructions. Students age 18 and older may also opt out by contacting the building principal for further instructions.
8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege, or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**
   The name and address of the Office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington DC 20202-4605

Military Recruiters and Institutions of Higher Learning [HS]

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

Student Privacy Protections

Surveys

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

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

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

Instructional Material

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.

Visitors

All school buildings have a camera equipped buzz-in system for the safety and security of our students and staff. All visitors, including parents and siblings, are required to enter through the main 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. Office staff may ask for photo identification.

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 trespass and/or disruptive behavior.

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner or use vulgar or obscene language;
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law or municipal, local, or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug;
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred;
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies;
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);

12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board;
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive;
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
15. Violate other district policies or regulations, or violate a directive from an authorized security officer or district employee; and/or
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.

School Volunteers

All school volunteers must be approved by the school principal prior to assisting at the school. For 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.

Family Life & Sex Education Classes

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.

Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child, or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom).
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator listed on page 10.

Animals on School Property

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

VI: EMERGENCY PLANS

School Safety and Safety Drills

Our goal is to maintain a safe school environment for all of our students and employees. We work to be prepared for possible though unlikely events including severe weather, fire, earthquakes, intruders, or weapons in or near school. We request that parents discuss the importance of a safe school environment with their children. We expect parents to share information regarding school safety with school officials. We expect students to inform parents and school officials of any discussions or plots that may jeopardize school safety. If lockdown or severe weather procedures have been put in place at the school, the doors will be secured and there may be a delay in answering the phones. Information regarding school safety will be communicated via district platforms.

Parents will be notified prior to a law enforcement drill and will be given the option to opt their child out of the drill. Safety procedures are discussed and practiced periodically at school and written procedures are posted in each classroom and throughout the building. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Though it is unlikely that these disasters will occur, we want to be prepared. Please be aware of the safety procedures listed below.

Emergency School Closings

In cases of bad weather and other local emergencies that may result in the closing of school, the District will attempt to send a telephonic message through an "all-call" program and through Short Message Service (SMS) text messages. School closings will also be posted either on the district website at www.wfschools.org or school social media pages. In addition, please listen to any local radio or television station to be advised of school closings or early dismissals. In the event of a school closing, please do not call the school, radio station or the TV stations for information as we will be trying to send messages out.

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

Student Sign-Out During Emergency Procedures

Procedures are in place during emergency situations for the safety of our students and staff. In order for these procedures to be effective, student sign-out may be restricted while safe practices are being implemented and until a safe sign-out procedure is in effect. Leaving the designated safe area at this time could create a dangerous situation for students and staff. Therefore, parents who wish to sign-out students will be asked to wait in a designated Parent Safe Area until the threat has passed. Once students are released from Safe Areas, parents may then sign-out their children.

Standard Response Protocol Language

When communicating during emergency situations, the district will be using the following language provided by the "I Love U Guys" Foundation.

- **Hold**
  - During a "hold," students will clear hallways and remain in rooms or areas. Doors are closed and locked. Attendance is taken to account for all students and staff. We conduct business as usual.
- **Secure**
  - During a "secure," students and staff return to the inside of the building. All outside doors remain locked. We take attendance to account for all students and staff. We conduct business as usual.
- **Lockdown**
  - During a "lockdown," all students and staff move to a safe space out of sight with all doors locked and lights turned off. Attendance is taken to account for all students and staff. Everyone stays quiet. During a lockdown procedure, no one will be able to enter or leave the building. Students and staff are prepared to evacuate the building if needed.
- **Evacuate**
  - During an "evacuate" action, all students will evacuate the building and be escorted to their designated meeting place outside of the building. Attendance is taken to account for all students and staff.
    - Fire – During a fire, all students will evacuate the building and be escorted to their designated meeting place outside of the building. Student sign-out will not be permitted until attendance is taken to account for all students and staff and a safe sign-out procedure is in effect.
- **Shelter**

> During a "shelter," students and staff use the appropriate safety strategy (Tornado-shelter, Earthquake-cover) for the hazard. Attendance is taken to account for all students and staff.
  - Severe Weather / Tornado / Earthquake – During severe weather, students are escorted to Severe Weather Safe Areas. Student sign-out will not be permitted until all students are accounted for and a safe sign-out procedure is in effect.

AED (Automated External Defibrillator)

An Automated External Defibrillator (AED) is strategically placed in the main office and the gymnasium at FIS and in the front entrance and the gym at DES. The AED is readily accessible to AED trained faculty and staff members.

The AED for Central Junior High is located in the cafeteria just outside the gym doors.

The AEDs at FCHS are located in the main building's first floor hallway and the southeast coach's office area of Max Morris Gym. An AED is located at Johnson Field during scheduled physical fitness events. Portable AEDs will also be utilized for off-campus events.

VII: DISCIPLINE POLICIES

Student Behavior

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes or other types of nicotine delivery systems;
2. Using, possessing, distributing, purchasing, selling, or offering for sale alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession;
3. Using, possessing, distributing, purchasing, selling or offering for sale:
   a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*);
   b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription;
   c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription;
   d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*;
   e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications;
   f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy;

g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances;
h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including, without limitation, pure caffeine in a tablet or powdered form.
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. Further, specific information can be found in each school section in this handbook;
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; and/or

22. Operating an unarmed aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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 motor vehicle; (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. Timeouts or Detentions;
7. Alternative Classroom (ACR) or In-school suspension;
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules;
9. Suspension of bus riding privileges;
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds;
11. 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;
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law; or

13. 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 to 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 a-likes" 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 and 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 to act 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.

Vandalism

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

School Discipline Procedures

Suspension Procedures (Out of School Suspension)

A. Pre-Suspension Conference
   1. The authorized administrator shall confer with any student who is under consideration for suspension prior to taking such disciplinary action.
   2. Prior to or during a pre-suspension conference, the authorized administrator shall ascertain whether the student is a student with disabilities. If so, the authorized administrator must also follow the procedures set forth in the Illinois Administrative Code and the Individuals with Disabilities Education Improvement Act.
   3. The student shall be advised of the reasons for the proposed suspension and shall also be afforded an opportunity to respond.
   4. After following the above pre-suspension procedures, the authorized administrator may then determine whether to suspend the student in accordance with the notification requirements set forth below.
   5. When, in the opinion of the authorized administrator, a student poses an immediate threat to school personnel, other students or school property, or poses an ongoing threat of substantial disruption to the education process, the student may be removed from school without holding a pre-suspension conference as set forth above. In such an event, written notice, sent by certified mail, return receipt requested, shall be given to the parent/guardian.

B. Suspension Notification
   1. If the pre-suspension conference results in a decision to suspend, a written notice shall be sent by certified mail, return receipt requested.
   2. The notice to the parent/guardian shall include the following:
      a. A statement detailing the specific act of gross disobedience or misconduct resulting in the decision to suspend;
      b. A statement of the reasons for the suspension, including any school rule which has been violated;
      c. The dates and duration for the suspension, as well as a rationale as to the specific duration of the suspension;
      d. A statement of the parent's/guardian's right to request a review of the suspension with the Board of Education.
   3. A request to review the suspension may be oral or in writing, directed to the appropriate administrator's office. Oral notification shall be confirmed in writing by a letter to the parent/guardian. If a request for a review of the suspension is made in a timely manner, the parent/guardian of the suspended student shall be given written notification of the time and place for the review of the suspension, except if the student is a special education student. If the student is a special education student, the authorized administrator shall follow the procedures set forth in the Illinois Administrative Code and the Individuals with Disabilities Education Improvement Act.
   4. The Superintendent and the Board of Education shall be notified of student suspension by the authorized administrator who shall forward a copy of the parental notice of suspension to the Superintendent or to the Secretary of the Board.
   5. Students who have been suspended out of school may not attend extra-curricular activities or be on school property until the suspension has been completed.

Disciplinary Procedures for Long-Term Suspensions/Expulsions

A. Prior to any recommendation for a long-term suspension/expulsion, the authorized administrator shall ascertain whether the student is a special education student. If so, then the procedures set forth in the Illinois Administrative Code and the Individuals with Disabilities Education Improvement Act shall be followed. If the expulsion is preceded by a suspension, the suspension procedures set forth in the section above must also be followed and the parents notified that a suspension review hearing will be combined with an expulsion hearing.

B. Long-Term Suspension/Expulsion Notification
   1. The authorized administrator shall send a letter by certified mail, return receipt requested, to the parents of the student, notifying them of the long-term suspension/expulsion hearing.
   2. The long-term suspension/expulsion notice to the parents shall include the following:
      a. A statement of the reason(s) for the proposed long-term suspension/expulsion, including any school rule which has been violated;
      b. The potential maximum duration of the long-term suspension/expulsion;
      c. The time and place of the long-term suspension/expulsion hearing;
      d. A statement of the parent's right to be represented at the long-term suspension/expulsion hearing by an attorney or other representative; and
      e. A copy of the long-term suspension/expulsion hearing procedures.

General Procedures for Suspension Review and Long-Term Suspension/Expulsion Hearings

A. Hearing Structures
   1. A suspension review or long-term suspension/expulsion hearing shall be conducted by a hearing officer or the Board of Education in a Closed Session at a meeting of the Board of Education.
      a. If a hearing officer is appointed by the Board of Education, the hearing officer shall submit a written summary of the evidence heard and accepted at the hearing to the Board.
      b. The Board of Education shall conduct a review of the evidence as contained in the hearing officer's written summary of the suspension or long-term suspension/expulsion hearing within thirty (30) days of such hearing.
   2. The Board may take such action after the hearing as it deems appropriate, including affirming or overruling the suspension or proposed long-term suspension/expulsion, or conditioning reentry of the student to school.
   3. If the Board finds that a suspension or long-term suspension/expulsion is unjustified, the student's records shall be erased of all notations regarding the suspension or long-term suspension/expulsion and any related student absence for disciplinary reasons shall be marked "excused." The student shall be afforded an opportunity to make up all lost educational opportunities including, but not limited to, tests and other class work.
   4. The decision of the Board shall be final.
   5. Written notification of the Board's decision with respect to the suspension review or expulsion hearing shall be mailed to the parents. An expulsion may be effective immediately or as specified by the Board.

B. Hearing Procedures
   1. All student discipline hearings shall be held in closed sessions of meetings of the Board of Education.
   2. The student may attend the hearing with his or her parents and may be represented by an attorney or other representative. If the parents or student do not attend, but the authorized administrator has proof of notice given and received, the Board may choose to proceed with or reschedule the hearing.
   3. The hearing may be recorded stenographically or by tape. If either party causes a record to be made, the other party shall be offered an opportunity to receive a copy of the transcript or the tape. The Board of Education's closed session deliberations may only be disclosed pursuant to the requirements of the Illinois Open Meetings Act.
   4. The Board shall determine and make findings on the following two (2) issues at the hearing:
      a. The validity of the charges of gross disobedience or misconduct; and
      b. The appropriate disciplinary measure, if the charges are to be upheld.

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.

Truancy

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

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

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

- Referral to the Franklin County Truancy Officer and the TAOEP Program,
- 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.

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying; (2) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing. The Article 26A Resource Person / Title IX & Nondiscrimination Coordinator / Complaint Managers are listed on page 10.

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

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing

knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Harassment and Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender 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)

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Teen Dating Violence Prohibited

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

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

Making a Report or Complaint

Students are encouraged to report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Article 26A Resource Person, Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager or any employee with whom the student is comfortable speaking. The Article 26A Resource Person / Title IX & Nondiscrimination Coordinator / Complaint Managers are listed on page 10.

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

Investigation Process

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

Enforcement

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

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

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, 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.

Search and Seizure

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

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

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

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

Students Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Access to Student Social Networking Passwords and Websites

School authorities may not request a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or policy.

Acceptable Use of the District's Electronic Networks

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

Terms and Conditions

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

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

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

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

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the network for private financial or commercial gain;
7. Wastefully using resources, such as file space;

8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Using the electronic networks for commercial or private advertising;
15. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
16. Misrepresenting the user's identity or the identity of others; and
17. Using the electronic networks while access privileges are suspended or revoked.

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

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

No Warranties – The school and district make 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 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. 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 network.

Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of 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 prohibits the republishing of text or graphics found on the Internet or on District websites or file servers / cloud storage without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.

3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
4. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent / guardian and student.

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

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

Internet Safety

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

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

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

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

Annual Notice to Parents and Guardians about the use of Google Workspace for Education

At Frankfort Community Unit School District #168, we use Google Workspace for Education, and we provide and manage a Google Workspace for Education account for your student. Google Workspace for Education is a suite of education productivity tools from Google, including Gmail, Calendar, Docs, Classroom, and more, used by tens of millions of students and teachers worldwide. At all District #168 schools, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, and learn 21st-century digital citizenship skills.

By agreeing to the Frankfort Community Unit School District #168 handbook, you will be giving consent for District #168 to create/maintain a Google Workspace for Education account for your student and for Google to collect, use, and disclose information about your student only for the purposes described from a link at www.wfschools.org. For more information, you can find a link to the Google Workspace information page to learn more about how they utilize the information they collect.

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

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

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

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

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

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

Guidelines for School-Sponsored Publications, Productions and Websites [HS]

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 an 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 Publications

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, 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;
    e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
    f. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

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

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;

3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Encourages or incites students to violate any Board policies.

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

VIII: SERVICES

Guidance and Support Services

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

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

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

For Special Education Services information, please contact Mrs. Jodi DeJarnett, the District Special Education Director.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

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

For further information, please contact the Director of Special Education.

Certificate of High School Completion

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

Exemption from PE Requirement [3-HS]

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.

Discipline of Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) 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 as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

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.

Medicaid Parental Consent Written Notification Letter

Consistent with requirements in 34 CFR 300.503(c) and in the event that your child requires health related services pursuant to an Individualized Education Plan (IEP) we hereby give notice of the following:

1. That a written and signed parental consent has been or will be obtained before accessing a child's or parent's public benefits or insurance acknowledging that the parent or guardian understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services under 34 CFR part 300;
2. That personally identifiable information may be disclosed for the purpose of seeking reimbursement for Medicaid covered health-related services to its billing agent, other healthcare providers, the applicable State Agency or Insurance Program, and/or the Illinois Department of Healthcare and Family Services (HFS) as necessary to process Medicaid claims;
3. That health related services pursuant to an Individualized Education Plan (IEP) will be provided to your child with no out-of-pocket expense to the child's parent or guardian; and
4. That you have a right under 34 CFR part 99 and part 300 to withdraw your consent to disclosure of your child's personally identifiable information and that your withdrawal or refusal of consent does not relieve this public agency of its responsibility to ensure that all required services are provided at no cost to the parent or guardian.

Denning Elementary School



PARENT-STUDENT HANDBOOK

2026 – 2027

1401 West 6TH Street
West Frankfort, IL 62896
DES Office: (618) 937-2464
DES FAX: (618) 937-2465
www.wfschools.org

Welcome to Denning Elementary School

At Denning, we build positive relationships and lifelong habits to empower students to become learning leaders.
LOVE-LEARN-LEAD

Denning Elementary School (Grades K-2)
1401 West 6th Street • West Frankfort, IL 62896
Phone Number: (618) 937-2464
Fax Number: (618) 937-2465

Administration and Office Staff
Mrs. Morgan Holevoet, Principal
Mrs. Jessica O'Daniel, Secretary
Mrs. Mallory Brown, Nurse

Teaching Staff

Mrs. Molly Brown.....Second Grade
Mrs. Lori Carpenter.....Second Grade
Ms. Stephanie Carpenter.....Kindergarten
Mrs. Stephanie Coash.....Kindergarten
Mrs. Krystal Dillon.....First Grade
Mr. Jordan Glodich.....Special Education K-2
Ms. Melanie Hamilton.....Special Education Grade 2
Mr. Josh Hefner.....Special Education Grades K-1
Mrs. Erin Hutchinson.....Speech
Mrs. Shawna Jones.....Second Grade
Mrs. Katie Keown.....First Grade
Ms. Kendra Leonard.....First Grade
Mrs. Jessica Miller.....Special Education K-2
Mrs. Sharrie Miller.....Speech
Mrs. Erika Nicholson.....Second Grade
Mrs. Kacy Nolen.....Reading Interventionist Grades K-2
Mrs. Mallory Rick.....Second Grade
Ms. Susan Roberson.....Kindergarten
Mrs. Jennifer Skelton.....School Counselor
Mrs. Angie Smith.....Kindergarten
Mrs. Michelle Smith.....Early Childhood
Ms. Ashley Summers.....First Grade
Mrs. Jennifer Tyler.....Kindergarten
Mrs. Rachel Woolard.....Early Childhood
Mrs. Taylor Woolard.....First Grade

Instructional Support Staff – Teachers' Aides
Mrs. Pam Braddy, Ms. Brenda Browning, Mrs. Pat Calvert, Mrs. Meridy Cooksey, Mrs. Jaime Pearson, Mrs. Megan Rogers, Mrs. Heather Tasky, and Mrs. Casey Williams.

Custodial Staff
Mr. Brad Jones (AM) and TBD (PM).

Cafeteria Staff
Mrs. Becky Murphy (Head Cook), Mrs. Jessica Joiner, and Mrs. Angie Rich.

Chaperones
Mrs. Taylor Bean, Mrs. Taylor Hall, Mrs. Brenda Joplin, Mrs. Brandi Reese, Mrs. Christy Solomon, and Mrs. Marcheta Taylor.

Communication
We encourage a strong partnership and open, regular communication between parents, families, and school. This partnership enables your child to be more successful at school, home, and within the community.

FCUSD 168 App.
We utilize the FCUSD 168 app. as our primary communication tool. Please download the **FCUSD 168** app on your mobile device. You will receive an invitation or link to connect to your child's teacher. The FCUSD 168 app. is utilized for all district, school-wide, and classroom information including: messaging, events, reminders, pictures, etc. You can stay connected to your child's classroom and directly message your child's teacher, principal, or support staff members using the FCUSD 168 app. Please check this app. regularly for up-to-date school and district information.

TeacherEase
FCUSD 168's utilizes TeacherEase as our student information management system. Please ensure you have a TeacherEase account and/or download the TeacherEase app on your mobile device. Login to TeacherEase to complete online registration, to pay fees, check student grades, attendance, behavior incidents, and school-wide communication and announcements.

School District Website
Visit the FCUSD 168 website located at www.wfschools.org and the Denning Elementary website at frankfortdes.wfschools.org. Please check the website regularly for up-to-date information, district calendar, events, and district and school-based information.

Up to Date Information
Please update the school office with any changes to personal information including changes to phone numbers, addresses, emergency contacts, medications, legal documents, etc. This ensures that DES has the correct information on file in case of an emergency, or if we need to contact you during the school day. Every child should have at least one emergency contact on file. Emergency contacts may assume temporary care of a child if a parent or guardian cannot be reached.

Visitor Protocol
All visitors must check in through the school office and receive a visitor's pass in order to be admitted further into the school building**.**

Morning Arrival
The school does NOT assume responsibility for monitoring non-bus students prior to 7:30 a.m., as this is NOT considered school hours. Students who arrive between 7:30-8:00 will report to the cafeteria for breakfast and/or supervision. Parents will ONLY be allowed to walk their child to the front entrance. Any child that arrives after 8:15 is tardy. Please ring the bell at the front entrance. Parents are required to sign students in after 8:15.

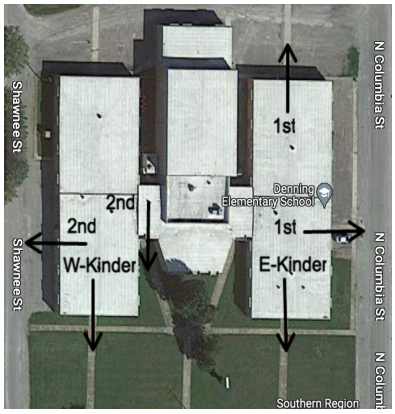
Student Drop-Off and Pick-Up
Drop off: If you are dropping off a child at school, please enter the drop off line at the back of the school at W. 7th St., follow Shawnee St. along the west side of the school. Drop off your child at the front entrance parking lot on W. 6th St. The main front entrance door opens at 7:30 a.m. Parents may park alongside the school building to walk children to the main front entrance door to drop them off.

Pick-up: To pick up your child, please park near your teacher's dismissal door. Your child's teacher must verify the parent, guardian, or emergency contact to pick up a child. Please call the school office to make dismissal changes prior to dismissal time. If you are planning to pick your child up early, please notify the classroom teacher or office in advance, so we can ensure your child is ready and has necessary assignments and materials. No cars should be parked in lanes of traffic, the back of the school, in crosswalks, blocking other vehicles, or on the property of the Axiom nursing home. Due to several violations, local law enforcement has requested the license plate numbers be turned in if traffic or buses are blocked.

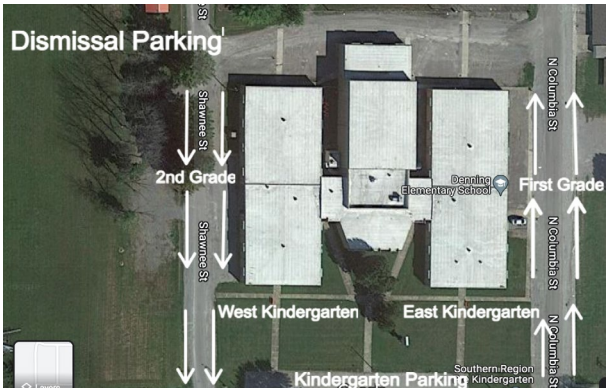
Arrival Map



Dismissal Doors



Dismissal Parking



GRADE LEVEL DISMISSAL DOORS

Grade Level	Teacher	Dismissal Door
East Kindergarten	Susan Roberson / Angie Smith	(Front) Southeast Exit
West Kindergarten	Stephanie Coash / Stephanie Carpenter / Jennifer Tyler	(Front) Southwest Exit
1st Grade	Taylor Woolard / Kendra Leonard	East Exit
1st Grade	Ashley Summers / Krystal Dillon / Katie Keown	(Back) Northeast Exit
2nd Grade	Lori Carpenter / Mallory Rick / Shawna Jones	(Front) West Exit
2nd Grade	Molly Brown / Erika Nicholson	West Exit

Dismissal Times			
	Regular Dismissal	**Early Dismissal**	**Half Day In-Service**
Kindergarten	**2:40 p.m.**	**2:05 p.m.**	**12:20 p.m.**
First Grade			
Second Grade			

Attendance Policy
Research shows that missing 10 percent of the school, or about 18 days, negatively affects a student's academic performance. Daily school attendance is critical to the success of your child's academic success and performance. Students are required to be in attendance every day school is in session. All absences must be reported (called in) to the school office. Parents may call the school office to excuse their child from school up to five (5) days per semester, or up to10 days per school year. After 2 absences, you will receive a call and/or email, after 4 absences you will receive a letter, and after 6 absences you will be referred to the Regional Office of Education. The ultimate goal is to ensure you are aware of the district attendance policy, work together to create a daily attendance plan for your child, and to ensure the academic success of your student.

Tardiness
Students are considered tardy after 8:15 a.m. All tardy students must be signed in by their parent or guardian after 8:15 a.m. in the office. Excessive tardiness results in students missing core instruction.

Leaving During the School Day
A parent or guardian may pick up a child during their designated lunch time. All students must be signed out and back into school at the end of their designated lunch time (K 11:00-11:50, 1st 11:25-12:15, 2nd 11:50-12:40). All changes to your child's dismissal or pickup schedule should be provided to the school in advance. Parents MUST sign their child out during the school day. The office will call for your child when you arrive. Parents will not be allowed to pick children up from classrooms or playgrounds.

Missed Work
If your child is absent for more than one (1) day, please call the school office to have his/her work compiled. If your child will only be absent for a day, we request that that work be made up upon returning to school. **Homework can be picked up after 3:00 p.m. each day, so teachers have time to prepare materials.**

Grading Systems
DES uses letter grades based on the percent correct. A five-point grading system will determine quarterly and yearly averages. Letter grades are assigned as follows:

Grades 1 and 2 Grading System

A	=	90-100%
B	=	80-89%
C	=	70-79%
D	=	60-69%
F	=	59% and Below

Kindergarten Grading System

E	=	Excellent – 100%
S	=	Satisfactory – 88-99%
NI	=	Needs Improvement – 77-87%
U	=	Unsatisfactory – 0-76%

Promotion to Next Grade Level or Retention in Present Grade
Illinois state law, enacted January of 1998, prohibits "social promotion", which is moving a child to the next grade because of age, size, friends, etc. Learning standards are in place for all Illinois schools which are used to determine whether a student has earned promotion or whether, for the good of the student, he/she should repeat a grade to help ensure future successes in school. Several criteria will be reviewed to determine promotion or retention:

- Individual circumstances and what is most beneficial for the student.
- Academic Progress.
- Passing reading and math yearly grades.
- Chronic Absenteeism.
- Behaviors which point to immaturity or which interfere with the learning process.
- Skills required for success at the next grade level are not yet achieved.
- Not completing required work for that grade level.

To determine promotion to the next grade level, each subject and each quarter will be averaged to equal a final letter grade. The school staff will keep parents aware of their child's situation regarding promotion or retention, but the decision to promote or retain a student is solely that of the school personnel involved.

Conferences
Communication with parents concerning a student's academic performance is an essential part of a positive educational experience. The school will keep parents informed if a concern should arise with the student's academic or behavioral progress. We encourage parents to regularly communicate with their child's teacher, as most issues can be resolved at the parent/teacher level. District-wide Parent Teacher Conferences will be held twice a school year in October and February. Please contact your child's teacher if you need to discuss your child's progress and performance beyond regularly scheduled conferences.

Court and Legal Documents
It is the responsibility of the parents/guardians to provide annually, and/or as the situation presents itself, copies of any court documents (protective orders, custody papers, etc.) pertinent to the well-being, safety, or education of their children.

Lunch Schedule

Grade Level	Regular / Early Dismissal Schedule	Half-Day In-Service Schedule
Kindergarten	**11:00 a.m. – 11:50 a.m.**	**10:30 a.m. – 11:20 a.m.**
First Grade	**11:25 a.m. – 12:15 p.m.**	**10:55 a.m. – 11:45 a.m.**
Second Grade	**11:50 a.m. – 12:40 p.m.**	**11:20 a.m. – 12:10 p.m.**

Lunch Menu
The weekly menu can be accessed on the school's web-page on our school website at https://frankfortdes.wfschools.org/o/des which is linked from www.wfschools.org. A menu will be sent home with your child at the beginning of each month as well. Please do not call the school during school hours to get the lunch menu.

Medication
All medications, including any over the counter medications, must be checked in with the school nurse or principal. An Over-The-Counter Medication Form must be completed and signed by a child's physician and parent/guardian in order for any OTC medication (i.e. tums, creams, etc.) to be administered by the school nurse. Medication should not be sent to school with students on the bus. The nurse or principal will administer all medications at the prescribed times. Students are not to have any medications on their person or in their possession. Students possessing medication may be subject to disciplinary measures.

Bus Conduct
Riding the bus is a privilege. Any misconduct on the bus will be treated as if it has happened in a classroom. More information about bus conduct is stated on pages 28-29 of the District Handbook.

SCHOOL SAFETY
Our goal is to maintain a safe school environment for all of our students and employees. We work to be prepared for possible though unlikely events including severe weather, fire, earthquakes, intruders, or weapons in or near school. We request that parents discuss the importance of a safe school environment with their children. We expect parents to share information regarding school safety with school officials. We expect students to inform parents and school officials of any discussions or plots that may jeopardize school safety. If lockdown or severe weather procedures have been put in place at the school, the doors will be secured and there may be a delay in answering the phones. Information regarding school safety will be communicated via district platforms. Parents will be notified prior to a law enforcement drill and will be given the option to opt their child out of the drill. Safety procedures are discussed and practiced periodically at school and written procedures are posted in each classroom and throughout the building. Though it is unlikely that these disasters will occur, we want to be prepared. Please be aware of the safety procedures listed below.

STUDENT SIGN-OUT DURING EMERGENCY PROCEDURES

Procedures are in place during emergency situations for the safety of our students and staff. In order for these procedures to be effective, student sign-out may be restricted while safe practices are being implemented and until a safe sign-out procedure is in effect. Leaving the designated safe area at this time could create a dangerous situation for students and staff. Therefore, parents who wish to sign-out students will be asked to wait in a designated Parent Safe Area until the threat has passed. Once students are released from Safe Areas, parents may then sign-out their children.

STANDARD RESPONSE PROTOCOL

- **Hold**
  - During a "hold," students will clear hallways and remain in rooms or areas. Doors are closed and locked. Attendance is taken to account for all students and staff. We conduct business as usual.
- **Secure**
  - During a "secure," students and staff return to the inside of the building. All outside doors remain locked. We take attendance to account for all students and staff. We conduct business as usual.
- **Lockdown**
  - During a "lockdown," all students and staff move to a safe space out of sight with all doors locked and lights turned off. Attendance is taken to account for all students and staff. Everyone stays quiet. During a lockdown procedure, no one will be able to enter or leave the building. Students and staff are prepared to evacuate the building if needed.
- **Evacuate**
  - During an "evacuate" action, all students will evacuate the building and be escorted to their designated meeting place outside of the building. Attendance is taken to account for all students and staff.
    - Fire – During a fire, all students will evacuate the building and be escorted to their designated meeting place outside of the building. Student sign-out will not be permitted until attendance is taken to account for all students and staff and a safe sign-out procedure is in effect.
- **Shelter**
  - During a "shelter," students and staff use the appropriate safety strategy (Tornado-shelter, Earthquake-cover) for the hazard. Attendance is taken to account for all students and staff.
    - Severe Weather / Tornado / Earthquake – During severe weather, students are escorted to Severe Weather Safe Areas. Student sign-out will not be permitted until all students are accounted for and a safe sign-out procedure is in effect.

*** * * A NOTE FOR PARENTS AND VISITORS * * ***

Our number one priority is maintaining a safe school environment for all students. When visiting our school campus, please do not engage with students, take pictures, or videos on our playground during school hours. While we understand that some parents or family members may want a picture of their child playing, we cannot verify or ensure that all individuals have permission to do so.

Student Dress Code

To ensure the orderly process of the school's function, health, and safety, the following personal habits will be expected. Students should come to school in appropriate attire. Students should be covered from the shoulder to mid-thigh. Students should **NOT** wear clothing that is strapless, backless, has a low neckline, has spaghetti straps, is a form of sleepwear (i.e., pajamas), and/or exposes undergarments or the midriff. Skirts and shorts must be mid-thigh length or longer. Any leggings or shorts worn under skirts should also be mid-thigh length or longer. Students should be neat and clean. Clothing and accessories should NOT be hazardous to the health and safety of the students or disruptive to the educational learning environment. Clothing and accessories displaying a reference to sex, tobacco, gang affiliation, alcohol, drugs, violence, or anything else deemed inappropriate by the administration, are not permitted. Students who wear clothing with inappropriate references or suggestive statements will be asked to change or wear alternative clothing over it for the remainder of the school day.

Make sure that your child dresses in accordance with the weather. Coats, hats and gloves are needed during the winter/cold months, as the students go outside for recess as much as possible. Appropriate shoes need to be worn. For student safety, close-toed shoes are highly recommended for physical activity and on the playground.

Lost and Found
Lost and Found items are located in the cafeteria. Students are reminded regularly to check for and claim missing items and to be responsible for their personal belongings. The school will collect any unclaimed items to donate to others in need. Please write your child's name in coats and personal belongings to ensure items are properly returned to your child.

School and Student Property
We are extremely proud of our school. We want everyone to treat it with respect so that all may receive maximum benefits from it. The playground equipment, classroom equipment, school building, and textbooks should be treated with care. Parents will be charged replacement costs for books and equipment damage due to carelessness or destruction. Some classrooms have lockers that are assigned to students by the teacher at the beginning of the school year. Students may share lockers. Students should not get into lockers that have not been assigned to them.

Our school has playground equipment facilities for the enjoyment of our students during their recess and free time. Each piece of equipment is to be used only in the intended manner for which it is manufactured. Parents are urged to talk with their children about correct use of this equipment. With the help of parents and the cooperation of the students, injuries and unsafe behavior as a result of misuse of playground equipment can be avoided. No skateboarding is allowed on school property.

Students should leave toys and other personal belongings at home. Such personal items that are brought to school may be removed from the student's possession, and the parent may be contacted to come to the school to claim the property.

Although lockers, cubbies, etc. are provided for students, occasionally personal belongings are lost or damaged by other students. The faculty and staff will make every effort to assist students in protecting their belongings; however, the school will assume no responsibility for lost or damaged items.

Cell Phones and Electronic Equipment
Phones at school are to be off and stored in backpacks. Students who are caught with cell phones on their person or in their desk may be subject to the following disciplinary measures. Measures may include issuing the student a verbal warning, confiscation of the cell phone to be picked up by a parent or guardian, a behavior referral given for possession of a cell phone, and loss of privilege to bring and have a phone at school.

Bicycles and Skateboards
Bicycles are to be parked in the bike racks near the east entrance immediately upon arrival to school. A lock/chain device is recommended. In case of inclement weather, the school may NOT allow a student to ride a bike home and would then notify a parent to pick up the child. Students that are allowed to ride their bike must remember that safety comes first. If a student can't properly ride to and from school, then the privilege may be taken away. Skateboards are not permitted on school property.

Leader in Me (Student Leadership)
The Leader in Me framework is an evidence-based, comprehensive educational leadership and school improvement model that empowers students with life-ready leadership skills both at school and home. Through this framework we teach and model strong social-emotional competencies that equip students with life-skills they need to independently, responsibly, and positively navigate the world around them. Learn more about Leader in Me on our school website at https://frankfortdes.wfschools.org/o/des which is linked from www.wfschools.org.

Positive Behavior Interventions and Supports (PBIS)
PBIS stands for Positive Behavior Interventions and Supports. It is a district-wide program we utilize to focus on and recognize positive school behaviors. When children have difficulties in math or reading, we give them extra help. When children have difficulties with behavior, we need to give them extra help too. PBIS is a nationally recognized, research-based, school-wide approach meant to improve the school's positive culture and climate. Students will be taught universal school-wide and classroom behavior expectations. Students and staff are acknowledged in various ways for meeting school-wide expectations

throughout the year. Please review our PBIS Handbook located on the Denning School website at https://frankfortdes.wfschools.org/o/des which is linked from www.wfschools.org.

Behavioral Consequences
Denning Elementary School is committed to creating a positive school and classroom climate through rewarding good behavior and correcting disruptive or inappropriate behavior. A positive school climate is the key to helping students succeed academically and socially. To achieve this, school staff will promote positive behaviors and correct negative behaviors. This ensures a safe and positive learning environment and experience for all students.

Any disruptive or inappropriate behavior may first be handled in the classroom depending on severity. Classroom interventions can range from a verbal warning/parent contact, to a behavior referral to the office. A student may be issued a behavior referral by any staff member for specific behaviors.

Office managed actions may include the following:

- Parent Contact.
- Time in Office.
- Lunch detention(s).
- Loss of classroom or school-wide privilege.
- Alternative recess.
- No Fun Friday activity.
- No W.I.N. Time-The student will stay in their classroom instead of attending W.I.N. time (*What I Need*), which is in addition to core instruction.
- SEL Break.
- Conference with the student, student and teacher, and/or student and parent.
- Out of School Suspension (OSS) – Out of School Suspension is reserved for behaviors that substantially disrupt the learning environment of the school or present a threat to the safety and security of students and staff.

Field Trips
During the school year, students may have several opportunities to attend field trips. Behavior, attendance, and completed work will be considered for participation for specific field trips. If a student is not permitted to go on the field trip, the child is expected to be at school for a regular school day. If a student has been suspended off of the school bus, he/she will not be allowed to attend the field trip. Field trip permission must be on file with the school for your child to attend any school sanctioned field trip. Additional information regarding grade-level field trips will be provided by classroom teachers.

Response to Intervention (RtI)
RtI (Response to Intervention) is a process designed to help schools focus on high quality academic and/or behavioral interventions that are matched to student needs and monitored on a frequent basis. RTI is not Special Education. The information gained from our RTI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

The RTI approach eliminates a "wait to fail" situation because students get help promptly within the general education setting. As soon as assessment data and/or classroom performance indicate a problem area for a student (academic or behavioral), interventions are put into place to address these concerns. Progress monitoring provides information that allows teachers to better evaluate student needs and match instruction, resources, and interventions appropriately.

Parents play a crucial part in the RTI process. Frequent communication with your child's teacher is key. Discuss any concerns you and/or the teacher have regarding academics or behavior. Monitoring and assisting your child with homework assignments will allow you to implement or reinforce any strategies that are being used at school. Remember to praise your child for any progress or improvement in the area of concern.

Notes:

Frankfort Intermediate School



PARENT-STUDENT HANDBOOK

2026 – 2027

800 North Cherry Street
West Frankfort, IL 62896
FIS Office: (618) 937-1412
FIS FAX: (618) 937-4912
www.wfschools.org

Welcome to Frankfort Intermediate School

Frankfort Intermediate School (Grades 3-6)
800 North Cherry Street • West Frankfort, IL 62896
Phone Number: (618) 937-1412
Fax: (618) 937-4912

Administration and Office Staff
Mrs. Missy Montgomery, Principal
Mr. Lane Murphy, Assistant Principal
Mrs. Lisa Pasquino, Secretary

Mrs. Emma Bate ..... Sixth Grade
Mrs. Ashley Casteel ..... Special Education
Mr. David Chick ..... Special Education
Mrs. Jodi Croslin ..... Fourth Grade
Mrs. Rachel Cunningham ..... Fifth Grade
Mr. Jeremy Followell ..... Music
Ms. Jessica Grimes ..... Fourth Grade
Mrs. Jenna Harris ..... Fourth Grade
Ms. Lisa Hilliard ..... Third Grade
Mrs. Jessica Ielase ..... Special Education
Mrs. Jessica Jung ..... Special Education
Mrs. Kari Karnes ..... Title Program
Mrs. Georgina Krajeski ..... Sixth Grade
Mrs. Holly Lewis ..... Sixth Grade
Mr. Joe Marks ..... Title Program
Mrs. Ashley Melvin ..... Special Education
Mr. John Nolen ..... Behavior Interventionist
Mrs. Tessa Pietrantoni ..... Third Grade
Mrs. Rachele Minton ..... Special Education
Mrs. Shelbi Russell ..... Third Grade
Mrs. Jennifer Skelton ..... Counselor
Ms. Renee Snell ..... Special Education
Mrs. Jen Tanner ..... Third & Fifth Grade ELA / Math
Mrs. Julie Trogolo ..... Fifth Grade
Mrs. Galia Volanski ..... Sixth Grade
Mrs. Crissy Wall ..... Special Education
Mrs. Megan Ward ..... Fourth Grade
Mr. Michael Warren ..... Third Grade
Mrs. Holly Wilburn ..... Fifth Grade
Mr. Nathan Wilburn ..... Fifth Grade
Mrs. Mikala Wilder ..... Speech Language Therapist
Mrs. Jena Yadro ..... Fourth Grade

Instructional Support Staff – Teachers' Aides
Mrs. Diana Avripas, Mrs. Angie Beery, Mrs. Kacey Smith, Mrs. Molly McGinty, Mrs. Aunye Rich, Mrs. Tina Smothers, Mrs. Lindsey Tabor, Mrs. LaShanda Utley, Mrs. Stephanie Williams, Mrs. Lori Wilson, and Ms. Whitney York.

Nursing Staff
Ms. Sarah Wall.

Library Monitor
Mrs. Melissa Nicklin.

Custodial Staff
Mr. Chad Drennon (AM) and Mr. Kevin Shelby (PM).

Cafeteria Staff
Mrs. Jennifer York, Head Cook.

Mrs. Treasa Fichtel, and Mrs. Jessica Moschino.

Chaperones
Mrs. Linda Cunningham, Mrs. Brittney Mitchell,
Mrs. Debbie Nanni, Ms. Kaitlyn Swann, and Mrs. Megan Todd.

The teachers and staff of Frankfort Intermediate School welcome you to a new school year. Our staff is a very professional and caring group of people. We will provide our students the best education possible. The needs of the students will be our top priority. The physical, intellectual and emotional well-being of the students will always be our greatest concern.

If a problem should arise with your child, we would urge you to contact the teacher and discuss this issue with them in order to ensure that all parties are fully aware of any potential problems. The principal will be happy to discuss any problems with you and the teacher in order to resolve the issue. We think it is very important to keep an open line of communication with your child's teacher to help eliminate potential problems. Remember, the faculty at FIS wants to ensure that your child has a productive and successful school year! Parents working together with the teachers will only encourage students to do their very best each and every day!

We are extremely proud of our school. Of course, to continue to be the best, all of us must give our best effort every day.

Website
In order to keep parents and the community informed of school activities and news, Frankfort Community Unit School District #168 has designed a website in which you can get the monthly calendar, pictures of activities, news, upcoming events and more. Visit the FCUSD 168 website located at www.wfschools.org and the Frankfort Intermediate School website at https://frankfortfis.wfschools.org/o/fis.

Accurate Information
Parents need to ensure that the office has accurate addresses, phone numbers, and emergency contacts on file. It is very important for parents/guardians to notify the office when a student has moved or a phone number has been changed. We may need to get in contact with a parent or guardian if an emergency arises.

School Day
The time before 7:30 a.m. is not considered school time, and the school does not assume responsibility for monitoring non-bus students prior to this time. Students should **NOT** arrive at the school **prior to 7:30 a.m. When arriving before 8:00 a.m., students must report to the gym to be monitored by chaperones on duty and wait for the 8:00 a.m. bell. If students would like to eat breakfast prior to the 8:00 a.m. bell they are to report to the cafeteria**. Parents and students are **NOT** to wait in the hallways or classrooms prior to 8:00 a.m. Parents are not to walk their children to class. This creates a great deal of traffic in the hallways and we need to ensure that the hallways stay safe for our children. If your child arrives at school **after 8:15 a.m.**, they are considered tardy and the parent or child will be buzzed into the front entrance and **must report to the office to sign in**. They are NOT to go directly to class.

BUS INFORMATION
The bus garage is located at 1111 E. 9th Street and the phone number is 618-937-6280. Please register your student at the bus garage to arrange bus transportation. Any changes to a students' current bus arrangement for a given school day needs to be in the form of writing or a parent phone call to the school office. Students will need to come to the office to receive a bus card stating a change for that day.
STUDENT DROP-OFF AND PICK-UP
1. Students eating breakfast will need to be dropped off at the front entrance and report to the cafeteria.
2. Students **NOT** eating breakfast will need to be dropped off at the gym door and report to the gym.
3. The cafeteria is open for breakfast between 7:30a.m. and 8:00 a.m. If students plan on eating breakfast, they should report to the school cafeteria prior to 8:00 a.m.

4. Students dismiss and leave the building out of their respective wing doors.
5. Older siblings will travel to their younger sibling and exit the younger sibling's door.
6. Please note the one-way "entrance" only road. This road will allow the line of traffic to continuously flow. Drivers need to pull through, pick up their children, and exit on 9th Street.
7. Parents must stop and yield to buses before proceeding to 9th Street.
8. **DO NOT** use the bus lane for drop off or pick up of your child.
9. Except for emergency situations, the school cannot honor telephone calls to change a student's after school transportation plan. Please send a note to your child's teacher on days where a transportation change is needed.
10. Students will only be allowed to leave the school with an authorized person from information the parent has provided the school during registration. If changes are needed, you will need to contact the school office.

IMPORTANT MESSAGE: Operating a cell phone while driving a vehicle is illegal. DO NOT operate or talk on a cell phone while driving on a school campus.

It is extremely important that you are aware of your surroundings when driving through the school campus. Be aware of students that are crossing and entering vehicles in the drop off and pick up lanes. Remember to drive slowly and be ready to stop suddenly.

ATTENDANCE

1. **5-DAY POLICY: Students are required to be in attendance every day school is in session. Parents may call to excuse their child from school up to five (5) days per semester. After five (5) days, an absence from school will require a doctor's note to be excused. Absences documented by physician's note and funerals within family do not count towards the 5-day limit. Students violating the policy will be referred to the FCUSD 168 Attendance and Homeless Student Liaison.**
2. **TARDINESS: Being on time to school is very important. Students that arrive late to school may miss instruction or cause disruption to the school. Students may be assigned a timeout when they are tardy. Tardiness during the day will be handled by the teachers involved.**

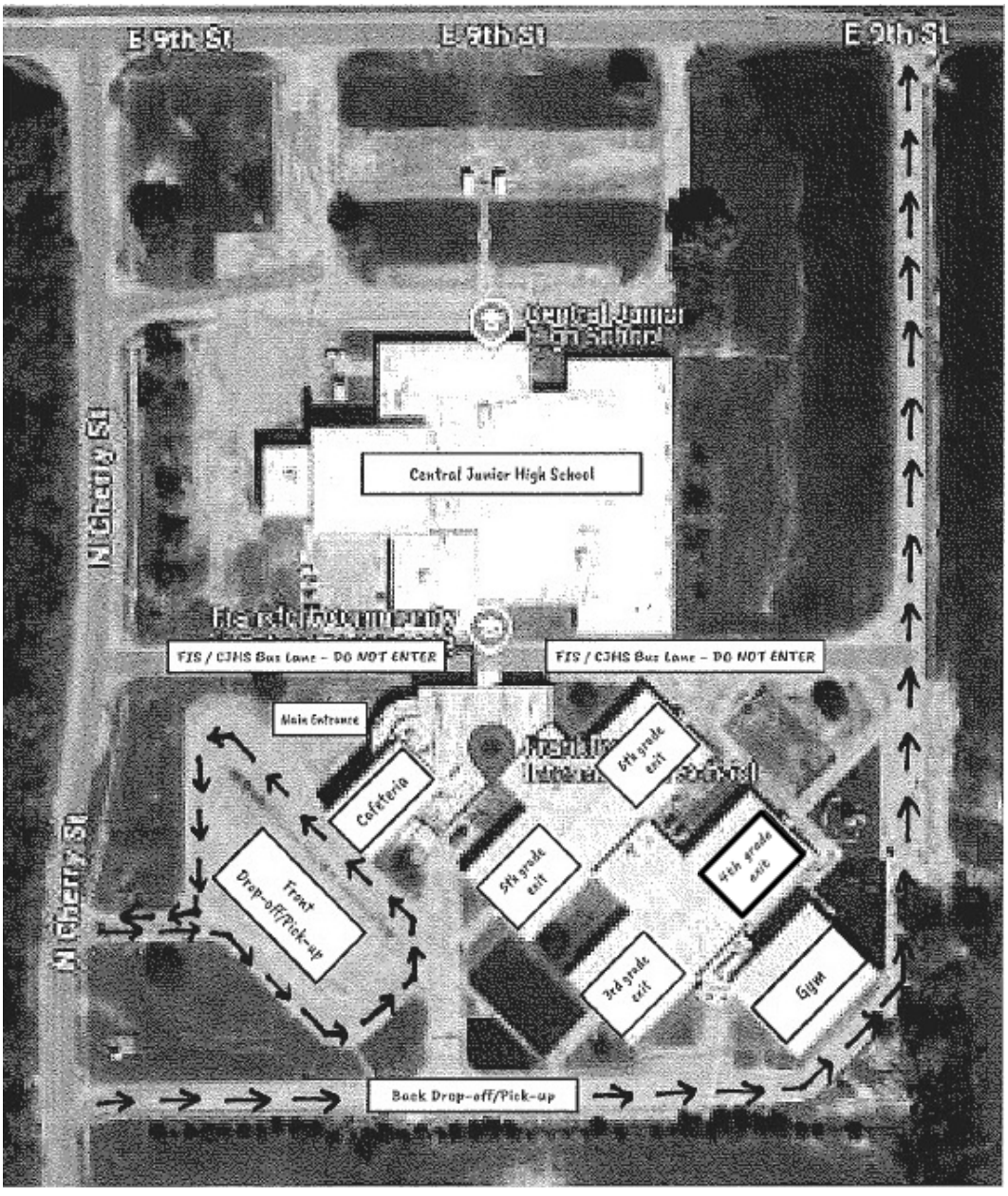
GRADE LEVEL EXITS FOR DISMISSAL

To further assist in the dismissal task by spreading out the areas of parked traffic, we will dismiss non-bus students through different exits, according to classrooms as follows:

- Grades 3-6: All car-riding students will dismiss out of their respective building wing doors.
- Grades 3-6: All walking students will dismiss out of the main entrance doors.

Frankfort Intermediate School

Drop-off / Pick-up Routes



MISSED WORK
If your child is absent and would like homework for the day(s) missed, please let the office know by 10:00 a.m. so that we can ensure that the teacher receives the message in a timely manner. Please request homework only if your child is absent two or more days. Work for a one-day absence can easily be made up when the child returns. Homework can be picked up after 3:00 p.m. in the school office. If requesting homework for a multiple day vacation, assignments are expected to be reasonably complete upon returning to school. If requested assignments are repeatedly not picked up in the office and/or not completed outside of school, future requests may be restricted which would result in missing work being completed in school only, upon the student's return.

GRADING SYSTEM
FIS use letter grades based on the percent correct. A five-point grading system will determine quarterly and yearly averages. Letter grades are assigned as follows:

A = 100-90%
B = 80-89%
C = 70-79%
D = 60-69%
F = 59-0%
Inc. = All required work has not been completed.

Honor roll students will be those who have an average of 4.00 or above

RESPONSE TO INTERVENTION (RtI)
RtI (Response to Intervention) is a process designed to help schools focus on high quality academic and/or behavioral interventions that are matched to student needs and monitored on a frequent basis. The information gained from our RtI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

The greatest benefit of an RtI approach is that it eliminates a "wait to fail" situation because students get help promptly within the general education setting. As soon as assessment data and/or classroom performance indicate a problem area for a student, interventions are put into place to address these concerns. Progress monitoring provides information that allows teachers to better evaluate student needs and match instruction, resources, and interventions appropriately.

Parents play a crucial part in the RtI process. Frequent communication with your child's teacher is key. Discuss any concerns you and/or the teacher have regarding academics or behavior. Monitoring and assisting your child with homework assignments will allow you to implement or reinforce any strategies that are being used at school. Remember to praise your child for any progress or improvement in the area of concern.

PROMOTION TO NEXT GRADE OR RETENTION IN PRESENT GRADE
Illinois state law, enacted January of 1998, prohibits "social promotion," which is moving a child to the next grade because of age, size, friends, etc. Learning standards are in place for all Illinois schools which are used to determine whether a student has earned promotion or whether, for the good of the student, he/she should repeat a grade to help ensure future successes in school. Several criteria will be reviewed to determine promotion or retention including:

- Individual circumstances and what is most beneficial for the student;
- Academic Progress;
- Passing reading and math yearly grades;
- Chronic Absenteeism;
- Behaviors which point to immaturity or which interfere with the learning process;
- Skills required for success at the next grade level are not yet achieved; and/or
- Not completing required work for that grade level.

To determine promotion to the next grade level, each subject will be averaged across all four quarters to equal a final letter grade for the subject.

The school staff will do their part in making sure families are informed of their child's situation regarding promotion or retention. Parents/guardians should make every effort to stay up-to-date on their student's academic performance by checking grades online and communicating with school staff members. The decision to promote or retain a student is solely that of the school personnel involved.

CONFERENCES
If parents have questions or concerns about their child's educational program or progress, they are most welcome to contact the teacher for a conference. A phone call to reserve a time is necessary to avoid schedule conflicts.

Communication with parents concerning a student's academic performance is an essential part of any student's assessment program. The school will keep parents informed if a problem should arise with the student's academic or behavioral progress. We encourage parents to talk with their child's teacher if concerns arise. In almost all situations, problems can be resolved at the parent/teacher level.

PERTINENT COURT DOCUMENTS
It is the responsibility of the parents/guardians to provide annually, and/or as the situation presents itself, copies of any court documents (protective orders, custody papers, etc.) pertinent to the well-being or education of their children.

LEAVING DURING THE SCHOOL DAY
Students can NOT leave the school at any time during the school day including lunch period unless they are picked up and signed out in the office by a parent/guardian or designee. Additionally, if a child is to be picked up for any purpose, the parent should send a note to the child's teacher giving the approximate time the parent/guardian or designee will be at the school to sign the child out for the day. Parents are to come into the office and sign out their child and **NOT** to go directly to the classroom. The office will call for your child when you arrive.

LUNCH SCHEDULES

Class	Regular / Early Dismissal Schedule	Half-Day In-Service Schedule
GRADE 3	**10:50 a.m. – 11:40 a.m.**	**10:20 a.m. – 11:10 a.m.**
GRADE 4	**11:15 a.m. – 12:05 p.m.**	**10:45 a.m. – 11:35 a.m.**
GRADE 5	**11:40 a.m. – 12:30 p.m.**	**11:10 a.m. – 12:00 p.m.**
GRADE 6	**12:05 p.m. – 12:55 p.m.**	**11:35 a.m. – 12:25 p.m.**

LUNCH MENU
The weekly menu can be accessed on the school's web-page at on our school website at https://frankfortfis.wfschools.org/o/fis which is linked from www.wfschools.org. Please do not call the school during school hours to get the lunch menu.

ENERGY DRINKS
Due to the adverse health effects of caffeine intoxication, energy drinks, shots, or supplements may not be consumed by students at school. Energy drinks are defined as any product advertised or promoted to boost a person's energy or enhance their neurological functioning.

BUS CONDUCT / EXPECTATIONS / CONSEQUENCES
Bus riding is a privilege. Any misconduct on the bus will be treated as if it has happened in a classroom. More information about bus conduct is stated on pages 28-29.

MEDICATION
All medications, including any over the counter medications, need to be checked into the nurse. The nurse will administer all medications at the prescribed times. Students are not to have any medications on their person or in their possession. Students possessing medication may be subject to disciplinary measures.

SCHOOL SAFETY
Our goal is to maintain a safe school environment for all of our students and employees. We work to be prepared for possible though unlikely events including severe weather, fire, earthquakes, intruders, or weapons in or near school. We request that parents discuss the importance of a safe school environment with their children. We expect parents to share information regarding school safety with school officials. We expect students to inform parents and school officials of any discussions or plots that may jeopardize school safety. If lockdown or severe weather procedures have been put in place at the school, the doors will be secured and there may be a delay in answering the phones. Information regarding school safety will be communicated via district platforms. Parents will be notified prior to a law enforcement drill and will be given the option to opt their child out of the drill. Safety procedures are discussed and practiced periodically at school and written procedures are posted in each classroom and throughout the building. Though it is unlikely that these disasters will occur, we want to be prepared. Please be aware of the safety procedures listed below.

STUDENT SIGN-OUT DURING EMERGENCY PROCEDURES
Procedures are in place during emergency situations for the safety of our students and staff. In order for these procedures to be effective, student sign-out may be restricted while safe practices are being implemented and until a safe sign-out procedure is in effect. Leaving the designated safe area at this time could create a dangerous situation for students and staff. Therefore, parents who wish to sign-out students will be asked to wait in a designated Parent Safe Area until the threat has passed. Once students are released from Safe Areas, parents may then sign-out their children.

STANDARD RESPONSE PROTOCOL
- **Hold**
  - During a “hold,” students will clear hallways and remain in rooms or areas. Doors are closed and locked. Attendance is taken to account for all students and staff. We conduct business as usual.
- **Secure**
  - During a “secure,” students and staff return to the inside of the building. All outside doors remain locked. We take attendance to account for all students and staff. We conduct business as usual.
- **Lockdown**
  - During a “lockdown,” all students and staff move to a safe space out of sight with all doors locked and lights turned off. Attendance is taken to account for all students and staff. Everyone stays quiet. During a lockdown procedure, no one will be able to enter or leave the building. Students and staff are prepared to evacuate the building if needed.
- **Evacuate**
  - During an “evacuate” action, all students will evacuate the building and be escorted to their designated meeting place outside of the building. Attendance is taken to account for all students and staff.
    - Fire – During a fire, all students will evacuate the building and be escorted to their designated meeting place outside of the building. Student sign-out will not be permitted until attendance is taken to account for all students and staff and a safe sign-out procedure is in effect.
- **Shelter**
  - During a “shelter,” students and staff use the appropriate safety strategy (Tornado-shelter, Earthquake-cover) for the hazard. Attendance is taken to account for all students and staff.
    - Severe Weather / Tornado / Earthquake – During severe weather, students are escorted to Severe Weather Safe Areas. Student sign-out will not be permitted until all students are accounted for and a safe sign-out procedure is in effect.

STUDENT DRESS CODE

To insure the orderly process of the school's function, health, and safety, the following personal habits will be expected. Students should come to school in appropriate attire. Students should be covered from the shoulder to mid-thigh. Students should **NOT** wear clothing that is strapless, backless, has a low neckline, has spaghetti straps, is a form of sleepwear (i.e., onesies and pajama pants), and/or exposes undergarments or the midriff. Skirts and shorts must be mid-thigh length or longer. Any leggings or shorts worn under skirts should also be mid-thigh length or longer. Students are not allowed to wear any head coverings inside the building. Students should be neat and clean. Clothing and accessories should NOT be hazardous to the health and safety of the students or disruptive to the educational learning environment. Clothing and accessories displaying a reference to sex, tobacco, gang affiliation, alcohol, drugs, violence, weapons or anything else deemed inappropriate by the administration, are not permitted. Students who wear clothing with inappropriate references or suggestive statements will be asked to change or wear a plain T-shirt over it for the remainder of the school day.

Make sure that your child dresses in accordance with the weather. Coats, hats, and gloves are needed during the winter/cold months, as the students go outside for recess as much as possible. Appropriate shoes need to be worn. High heels or hard to walk in shoes are not appropriate for young children to wear outside to play on the playground. We appreciate the support of the parents/guardians in ensuring the students are clothed appropriately upon arriving to school each day.

LOST AND FOUND

Lost and found is located by the front entrance to the school. Students are reminded regularly to check for missing items. The school will collect any unclaimed items quarterly to donate to others in need.

SCHOOL AND STUDENT PROPERTY

We are extremely proud of our school. We want everyone to treat it with respect so that all may receive maximum benefits from it. The playground equipment, classroom equipment, school building, and textbooks should be treated with care. Parents will be charged replacement costs for books and equipment damage due to carelessness or destruction. This includes fees for the repair or replacement of student-assigned Chromebooks.

Classroom lockers are assigned to students by the teacher at the beginning of the school year. Students will share lockers. The locker should be kept clean inside and out. Students are not to put stickers, decals or items of personal nature on the lockers. Students should not get into lockers that have not been assigned to them.

Our school has playground equipment facilities for the enjoyment of our students during their recess and free time. Each piece of equipment is to be used only in the intended manner for which it is manufactured. That is, slide ladders are for safe climbing to the top of the slide, sliding boards are for sliding down in a sitting position one person at a time, swings are for safe swinging to a safe height in a sitting position, etc. Parents are urged to talk with their children about correct use of this equipment. With the help of parents and the cooperation of the student's, injuries as a result of misuse of playground equipment can be avoided. No skateboarding is allowed on school property.

Each piece of student property should be properly marked for identification. Labeling your child's belongings will help us return lost items to the owner.

Students should leave toys, trading cards, fidget spinners, and other personal belongings at home. Such personal items that are brought to school will be removed from the student's possession, and the parent will be contacted to come to the school to claim the property. Although lockers, cubbies, etc. are provided for students, occasionally personal belongings are stolen or damaged by another student. The faculty and staff will make every effort to assist students in protecting their belongings; however, the school will assume no responsibility for lost or damaged items. Skateboards are not allowed on school property at any time.

TOBACCO AND ELECTRONIC CIGARETTE PRODUCTS
All tobacco, vapor devices, or electronic cigarettes are prohibited from school grounds. Students possessing such items will be subject to disciplinary measures.

CELL PHONES AND ELECTRONIC EQUIPMENT
Phones at school are to be off and stored in backpacks. Backpacks are to be stored in lockers. Students who are caught with cell phones on their person or in their desk may be subject to the following disciplinary measures:

Measures may include:

- Student issued a verbal warning;
- Cell phone confiscated to be picked up by parent;
- Time-out given for cell phone possession; or
- Student loses privilege to bring and have a phone at school.

It is the discretion of each teacher to allow students to bring electronic devices such as iPads, Kindles, Nooks or laptops to school for educational purposes. **The district is not responsible for any damage to these personal items including personal cell phones.**

BICYCLES/SCOOTERS
Some students are allowed by their parents to ride their bicycles/scooters to school. Bicycles/scooters are to be parked in the bike racks immediately upon arrival to school. A lock/chain security device is required. Students are not to go near the bike racks until the end of the school day. Electric scooters should be fully charged before coming to school. In case of inclement weather, the school may not allow a student to ride a bike/scooter home and would then notify a parent to pick up the child. Riding a bike/scooter to school is a privilege. Students that are allowed to ride their bike/scooter must remember that safety comes first. If a student can't properly ride to and from school, then the privilege may be taken away.

BEHAVIORAL CONSEQUENCES
Students will lose privileges or receive a disciplinary referral for breaking the school rules. Notice of all office disciplinary referrals will be sent home electronically through email. Please read and refer to the district's discipline policy.

POSITIVE BEHAVIOR ACKNOWLEDGEMENTS
Frankfort Intermediate School is a recognized Positive Behavioral Interventions and Support (PBIS) school. We will teach, model and acknowledge students that display positive behaviors throughout the school year. Each month, a fun activity or celebration will be planned. Eligibility for the PBIS celebrations will include criteria for both attendance and discipline. Students will not be eligible for the celebration if any of the following situations apply during the ***month***:

- Your child receives two or more lunch detentions during the month;
- Your child receives an ACR during the month;
- Your child receives an out-of-school suspension during the month;
- Your child has two or more absences during the month (absences excused by a doctor will not count)

The celebrations in the months of December and May will be designated as semester celebrations. Students will not be eligible for the celebration if any of the following situations apply during the ***semester***:

- Your child receives three or more lunch detentions during the semester;
- Your child receives an ACR during the semester;
- Your child receives an out-of-school suspension during the semester;
- Your child has five or more absences during the semester (absences excused by a doctor will not count)

In addition, the PBIS team will also host dances/activities after school hours throughout the school year. Eligibility for dances/activities will be determined by quarter and will include criteria for attendance, discipline and academics. Students will not be eligible to attend a school dance/activity if any of the following situations apply during the ***quarter***:

- Your child receives three or more lunch detentions during the quarter;
- Your child receives an ACR during the quarter;
- Your child receives an out-of-school suspension during the quarter;
- Your child has five or more absences during the quarter (absences excused by a doctor will not count);
- Your child has a failing average in any class at the time of the dance

DISCIPLINE

Frankfort Intermediate School is committed to creating a positive school and classroom climate through rewarding good behavior and correcting disruptive or inappropriate behavior. A positive school climate is the key to helping students succeed academically and socially. To achieve this, school staff will promote positive behaviors and correct negative behaviors.

Any disruptive or inappropriate behavior may first be handled in the classroom depending on severity. Classroom interventions can range from a verbal warning/parent contact, to a referral to the office.
A student may be issued an office referral by a staff member for certain behaviors. The referral is entered into TeacherEase and an email notification is sent home to the parent/guardian. Office managed interventions may include the following:

- Conference with the student;
- Conference with the student and teacher;
- Conference with the student and parent;
- Lunch detention(s);
- Removal from the classroom setting for part or the remainder of the day;
- Removal from extra-curricular activities;
- Alternative Classroom (ACR) – Student will be supervised and allowed to complete work in an alternate setting; and/or
- Out of school suspension – Reserved for behaviors that substantially disrupt the learning environment of the school or present a threat to the safety and security of students and staff.

FIELD TRIPS

During the school year, students have several opportunities to attend field trips. Please remember that all field trips are a privilege and students must have good behavior, good attendance and completed classroom work to participate in a field trip. If a student is not permitted to go on the field trip, the child is expected to be at school for a regular school day. If a student has been suspended off of the school bus, he/she will not be allowed to attend the field trip. Phones must be turned off and remain off while on field trip transportation.

YEARBOOK AND OTHER NOTIFICATIONS

Your monthly calendar letter or the school website will provide you with information and a reminder regarding school picture days. Yearbooks will be available to the students later in the school year.

FIS EXTRACURRICULAR

Athletic Events:

Good sportsmanship shall be demonstrated at all school athletic events. Booing, whistling, throwing objects and stomping the bleachers are considered unacceptable behavior. Parents should make prior arrangements with their child concerning transportation home. Students attending CJHS or FCHS sporting events are held to FIS school standards for conduct.

Athletic Participation:

FIS students who participate in school-sponsored athletics have certain requirements to fulfill in order to be eligible to play. Coaches will provide students who are sport participants with a copy of eligibility requirements and the athletic policy at the beginning of the season. Failure to uphold those requirements

will result in the student being suspended from play until the student meets those requirements. Once the regularly scheduled games have started, teachers will complete an eligibility sheet. Parents are responsible for providing transportation to and from their child's ballgames. Students must be picked up at the end of the ballgame. Any student that is not picked up by the end of the game(s), more than three times, will be dismissed from the team. **Students must maintain a "C" average and not more than one F in all classes in regards to athletic eligibility.**

STUDENT ATHLETE ATTENDANCE

Student athletes must be in attendance at school or at a school function on the day of the event to be eligible to compete. They must be in attendance for one half a day of an illness. Any suspended student may not be present on school grounds or athletic events for the duration of the suspension.

Central Junior High School



PARENT-STUDENT HANDBOOK

2026 – 2027

1600 East 9th Street
West Frankfort, IL 62896
CJHS Office: (618) 937-2444
CJHS FAX: (618) 937-2445
www.wfschools.org

2026-2027 Directory of Faculty and Staff

Administration and Office Staff
Mrs. Tara Sullivan, Principal
Mrs. Karley Sullivan, Secretary
Mrs. Dayna Williams, McKinney-Vento District Liaison

Teaching Staff

Mr. Nathan Dial ..... Math
Mr. Jeremy Followell ..... Music
Mrs. Libby Garza ..... Art
Ms. Christie Goodman ..... Science
Ms. Morgan Griffith ..... English Language Arts
Mrs. Shae Gugle ..... English Language Arts
Mrs. Melanie Gwaltney ..... English Language Arts
Mr. Dustin Hopkins ..... Social Studies
Mrs. Amanda Jacobs ..... Math
Mrs. DeAnn Knox ..... Special Education
Ms. Carmen McPhail ..... Special Education
Mr. John Nolen ..... Behavior Interventionist
Mr. Phil Overturf ..... Physical Education / Health
Mrs. Lucia Sanders ..... School Social Worker
Mr. Josh Sertich ..... English Language Arts
Mr. Robert Weaver ..... Social Studies
Mr. Josh Webb ..... Science
Mr. John Wright ..... Special Education

Instructional Support Staff – Teachers' Aides
Mr. Rick Arrington, Mrs. Tanyah Eubanks, Ms. Erika Gutierrez,
Mrs. Jeanna Gutierrez, and Mrs. Courtney Wininger.

Nursing Staff
Ms. Sarah Wall.

Custodial Staff
Mr. Dale Edgell (AM) and Chad Drennon (PM).

Cafeteria Staff
Ms. Chelsea Jackanicz, Head Cook.
Ms. Melissa Johnson and Ms. Kelly Kirk.

Chaperones
Mrs. Jackie O'Connor (Locker Room Monitor),
Mrs. Sheila Miller, Ms. Deana Neibel, and Mrs. Ruth Teel.

2026-2027 CJHS Bell Schedule

Regular 2:56 Schedule Dismissal

Class Period	Start	End	Time
Advisory	8:10	8:25	15
1st	8:28	9:07	39
2nd	9:10	9:49	39
3rd	9:52	10:31	39
4th	10:34	11:13	39
Lunch	11:23	12:13	50
5th	12:20	12:59	39
6th	1:02	1:41	39
7th	1:44	2:23	39
8th	2:26	2:56	30

2:24 Early Dismissal Schedule

Class Period	Start	End	Time
Advisory	8:10	8:25	15
1st	8:28	9:03	35
2nd	9:06	9:41	35
3rd	9:44	10:19	35
4th	10:22	10:57	35
5th	11:00	11:35	35
Lunch	11:45	12:35	50
6th	12:40	1:15	35
7th	1:18	1:53	35
8th	1:56	2:24	28

Half-Day In-Service 12:41 Dismissal Schedule

Class Period	Start	End	Time
1st	8:10	8:34	24
2nd	8:37	9:01	24
3rd	9:04	9:28	24
4th	9:31	9:55	24
5th	9:58	10:22	24
6th	10:25	10:49	24
7th	10:52	11:16	24
Lunch	11:25	12:15	50
8th	12:21	12:41	20

2026-2027 CJHS MASTER SCHEDULE

Teacher	Advisory	1	2	3	4	Lunch	5	6	7	RtI/Enhance
Dial	X	STEM	7th Math	Adv. Math	7 Math	Lunch	7th Math	7th Math	Prep.	Geometry
Followell	Co	Choir	Band	Band Lessons	FCHS Music Department					
Garza	FCHS Art									Art
Goodman	X	Forensics	Prep.	8th Science	8th Science	Lunch	8th Science	8th Science	8th Science	Science RtI
Griffith	X	Journalism	Prep.	7th English	7th English	Lunch	7th English	7th English	7th English	Writing RtI
Gugle	X	Character & Service	8th Lit.	8th Lit.	8th Adv. Lit.	Lunch	8th Lit.	Prep.	8th Lit.	Reading RtI
Gwaltney	X	DUSO	7th Lit.	7th Lit.	7th Adv. Lit.	Lunch	7th Lit.	Prep.	7th Lit.	Reading RtI
Hopkins	X	Cur. Evnts / Geog.	8th Soc. Studies	Prep.	8th Soc. Studies	Lunch	8th Soc. Studies	8th Soc. Studies	8th Soc. Studies	Enrichment
Jacobs	X	Art of Math / RtI	8th Math	8th Math	Prep.	Lunch	8th Math	8th Math	8th Adv. Math	Math RtI
Knox	X	Study Skills	Math	Math	Literature	Lunch	Prep.	English	Literature / Soci. St.	Study Skills
McPhail	X	Study Skills	Math	Math	English	Lunch	Literature	Science	Prep.	Study Skills
Nolen	A.C.R. / Behavior Interventionist					Lunch	Prep.	A.C.R. / Behavior Interventionist		
Overturf	CO	Accel. P.E.	7th P.E. / Health	Accel. P.E.	8th P.E.	Lunch	7th P.E. / Health	8th P.E.	7th P.E. / Health	Prep.
Sertich	X	Prep.(1/4)/ Creative. Writing	8th English	8th English	8th English	Lunch	8th English	8th English	8th English	Prep.(2/3)/ Writing RtI
Weaver	X	Local History	7th Soc. Studies	7th Soc. Studies	7th Soc. Studies	Lunch	7th Soc. Studies	7th Soc. Studies	Prep.	Enrichment
Webb	X	Sci. of Glf/ Prep.(2/3)	7th Science	7th Science	7th Science	Lunch	7th Science	7th Science	7th Science	Prep.(1/4)/ Sci. RtI
Wright	X	DUSO	Reading	Social Studies	Prep. / P.E.	Lunch	Math	Science	Life Skills	Study Skills

ATTENDANCE POLICY AND SYSTEMS OF SUPPORT

Regular attendance is one of the biggest predictors of academic success; therefore, one of the goals at Central Junior High School is for students to miss no more than 5 days during the school year.

Parents may call to excuse their child from school up to five (5) days per period per semester. After five (5) days, an absence from school **will require** a doctor's note to be excused. Absences documented by physician's note and **funerals within family** do not count towards the 5-day limit. Notes from physicians will require medical documentation of physical or emotional conditions causing such an absence.

Any absence from class as a result of a school-sanctioned activity is not recorded as an absence.

Excused absences are defined as:

1. Illness;
2. Death in Family;
3. Religious Observances; or
4. Family Emergency - explanation required to the administration.

At **five** absences, a student will be referred for support and their attendance will be monitored. This may come in the form of a problem solving meeting or referral to the school social worker depending on the situation. Parents will be encouraged to take part in this process. Students violating the policy will be referred to our FCUSD 168 Attendance and Homeless Student Liaison.

At **six** absences, students will be referred to the Regional Office of Education for truancy services. CJHS will continue monitoring and working with parents.

Students will have as many days as they are absent to make up missing work. For example, if a student misses 3 days, he or she shall have 3 days to complete the missing assignments.

Perfect Attendance for the purposes of awards is defined as a student not being absent from ANY class on days of attendance and not having been tardy to any class more than once in the school year. Two instances of tardiness shall be counted as one period of absenteeism.

Attendance will be used as a factor for PBIS rewards

Office Procedures

Students must be called in as absent as soon as possible. If you would like to have homework collected, please ask when you call in. It will take some time to collect it. Parents can pick up homework between 3 – 4 p.m. Doctor's notes must be provided. Doctor's notes are required if a student is to be excluded from PE and when they are released to return to PE.

Tardiness: Being on time to class is very important. Students that arrive late to class may miss instruction or cause disruption to the class. Tardiness during the day will be handled by the teachers involved and will require a tardy pass to be excused. Each quarter a detention will be given when a student receives your 3rd unexcused tardy and for each one thereafter, up to 7, then further discipline will be assigned.

Absence to Attend a School Sponsored Activity: When students are going to be absent from any class or classes to take part in a school related activity, it is the students' responsibility to make sure that they have contacted the teacher of any class that will be missed, prior to leaving for the activity. Furthermore, it is the student's responsibility to complete all assignments requested by the teacher and to make arrangements for any make-up work, before leaving for the activity.

Absences and Attendance at Extracurricular Activities: Participants in extra-curricular activities must be present at school the day of the event to be able to participate. This includes athletics, as well as other student activities, including, but not limited to: athletic events, field trips, dances, performances, and club or class activities. Students who are serving ACR or Out of School Suspension may not participate in extracurricular activities on that day(s). If the assignment to ACR or OSS extends over a weekend or break, a student may not participate in extra-curricular activities until the completion of their discipline.

LUNCH HOUR

CJHS is a closed campus. Students must eat lunch at school unless their parent or guardian secures permission from the office in advance to take them off campus to lunch. Students are allowed to leave campus for lunch with their parent, grandparent, or guardian only. *Students are not permitted to go to lunch with anyone other than parent, grandparent, or guardian.*

Arrangements for food to be brought in for table parties during the lunch period:

1. Permission for table parties will only be granted on a child's birthday and must be secured from the office at least a day before the planned activity by the parent or guardian.
2. Cafeteria supervisor must be notified.
3. The building principal shall have total discretion in determining the granting of permission to conduct the activity.

Energy Drinks

Due to the adverse health effects of caffeine intoxication, energy drinks, shots, or supplements may not be consumed by students at school. Energy drinks are defined as any product advertised or promoted to boost a person's energy or enhance their neurological functioning.

Students may purchase water and other "Smart Snacks" at the school concession stand during lunch hour. No food or drinks may be taken into the gym or onto the grounds. Littering may result in disciplinary action.

Students who throw any food or intentionally make a mess with their food and/or drinks at lunch will be subject to disciplinary action.

Lunch Hour Pass: You must have a pass to be out of the Redbird Cafe or the gym during the lunch hour to go to your locker or to a classroom.

TEXTBOOKS

Once books are assigned, care of textbooks will belong to the student. It will be the student's responsibility to ensure that the assigned textbooks are not written in, damaged, or lost. Teachers will check textbooks for damage prior to assigning a student a textbook, at semester break, and prior to the end of the school year. The cost of repairing or replacing damaged or lost textbooks will be the responsibility of the student and parents. Fees for other textbooks will be determined based on a depreciating scale.

ANNOUNCEMENTS

Announcements are made daily in during first hour. Only announcements, which have the written approval of a faculty member, will be read. Announcements need to be in the office by 7:55 a.m.

Announcements received during the day to update extracurricular activities will be announced during class time so that students can make arrangements to notify their parents for transportation home. Class disruptions will be kept to a minimal for such announcements.

CONFERENCES

If parents have questions or concerns about their child's educational program or progress, they are most welcome to contact the school for a conference with the teacher. A phone call to reserve a time is necessary to avoid schedule conflicts.

Communication with parents concerning a student's academic performance is an essential part of any student's assessment program. The school will keep parents informed if a problem should arise with the student's academic or behavioral progress. We encourage parents to talk with their child's teacher if concerns arise. In almost all situations, problems can be resolved at the parent/teacher level.

LOST AND FOUND

Students who have lost or found items shall use the following locations:

A. Textbooks. . .The northeast corner of the café, the library or classrooms
B. Clothing. . . . The northeast corner of the café.
C. Jewelry or other personal items. . . . the office

FEES

All pupils must pay a fee of $40.00 yearly to cover book rental, technology expenses, and assembly program expenses. In addition, some additional fees such as a lab fee will be charged in individual classes for consumable items. Book rental does not cover the book damage or lost books. All damaged or lost books will be reported to the main office. All students are responsible for their textbooks. Please do not share or loan books to friends or other students.

Parents and students can contact the office at any time to request a balance.

USE OF TELEPHONE

The use of the counter phone in the office is a privilege. It should be used only when absolutely necessary and students should have a hall pass that has been issued by a classroom teacher for the telephone use time frame. The phone is not for routine calls caused by a lack of planning or irresponsibility on the part of the student. Books, homework assignments, gym clothing, lunch money, etc. should be placed in a designated place in the home in preparation for each day.

MAKE-UP WORK POLICY

Failure to complete assignments will have an impact on a class grade. Disciplinary referrals will be made for non-completion of homework or classwork. Time spent in detention or ACR for such offenses will be used to complete make up assignments. Teachers may deduct points for late assignment completion.

Student make up work from excused absences will be completed in the number of days the student was marked absent. For example, after being absent for 3 days, the student will have 3 days to complete missing work.

PHYSICAL EDUCATION

All students shall take physical education unless there is a religious or medical excuse (written excuse signed by a physician or pastor). DOCTOR'S NOTES MUST INCLUDE DURATION OF EXEMPTION AS WELL AS THE REASON FOR THE EXEMPTION. STUDENTS MAY BE REQUIRED TO GET ANOTHER SLIP IF THE DURATION IS NOT INCLUDED. It is the responsibility of the student to be dressed properly for gym. Seventh and eighth grade physical education will be co-educational and will meet DAILY.

The only course that can serve as an exemption to Physical Education is Marching Band.

ADVANCED COURSEWORK

Students must be selected for the advanced courses during their 6th grade year.

Students will be selected during their 6th grade year based upon the following criteria:

1. Performance in the classroom
2. Teacher recommendation - Teacher recommendation will be based on attitude (work ethic), attendance (at least 90%), and action (do they complete assignments)
3. Performance on the placement test - A placement test will be given after Spring Break of a student's 6th grade year. Those who score highest will be given greater consideration.

Students must take, and successfully complete, the advanced math courses in both 7th and 8th grade before they will be enrolled in advanced math courses at FCHS.

Students may move or be moved out of the advanced track at any time by parent request or by teacher recommendation.

GRADING SYSTEM

CJHS uses a five-point grading system TO DETERMINE SEMESTER AND YEARLY AVERAGES:

A - 5 points = Excellent
B - 4 points = Good
C - 3 points = Average
D - 2 points = Below Average
F - 1 point = Failing
0 - 0 points = No Work
Incomplete = All required work has not been completed
Honor Roll: 4.0 – 4.74
High Honors: 4.75 – 4.99
Principal's Award: 5.0

CJHS CLASSROOM GRADING SCALE IS AS FOLLOWS:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 and below	F

ATHLETICS AND ACTIVITIES ELIGIBILITY

Students must be passing five (5) classes at each weekly grade check in order to participate in team contests.

PROMOTION/RETENTION

Promotion to the next grade level is based on credits. Each semester class is worth ½ of a credit. Students must earn 6 credits in a full year to be promoted. This is in addition to the following requirements:

Student must pass a full year of:

- Math
- Literature
- English

and

- Pass the US and Illinois Constitution Exams during their junior high career

ACADEMIC INTEGRITY

Cheating and Plagiarism Policy

It is expected that all students enrolled at CJHS will practice integrity and honesty in all aspects of their lives. The field of academics is one of the primary areas in which integrity of performance is vital. Honesty in the classroom is an integral part of character development and involves students taking full responsibility for their own work based on teacher expectations. Violations of academic honesty or cheating include, but are not limited to:

1. Copying from another student's written work, homework assignments, papers, projects, lab reports, quizzes, tests, etc.
2. Allowing your own work to be copied.
3. Giving, receiving, or asking another student for answers for tests/exams, etc.
4. Using or consulting unauthorized equipment, devices, or programs such as cell phone text messaging.
5. An attempt to help another student commit an act of academic dishonesty.

Other examples of academic dishonesty which are not allowed and which carry serious consequences include, but are not limited to:

> Using programmable calculators.
> Using "crib sheets," sometimes hidden ingeniously.
> Writing answers on articles of clothing, shoes, skin, or possession.
> Looking at someone else's paper.
> Paying others to write papers.
> Submitting the same paper for credit to more than one class.
> Openly talking during tests.
> Leaving answers on computers.

> Theft of examinations.
> Use of Artificial Intelligence in the completion of assignments.

Plagiarism

Plagiarism is defined as the representation of another's work as one's own. It is one of the most serious forms of academic dishonesty. It is stealing the words or ideas of another and passing them off as one's own. Examples include copying material from the internet such as an essay, report, or paper, and presenting it as your own work. Whenever a student submits a piece of writing claiming original authorship, it is understood that the student is claiming that all the ideas, opinions, facts, figures, conclusions, revisions, and words are the student's original work, **unless the student explicitly indicated otherwise via footnotes, attribution in the text, and/or appropriate quotation marks**. Failure to acknowledge the contribution of the original author is an act of dishonest deception for which a student can be disciplined under the academic dishonesty policy of the school. Upon ascertaining that academic dishonesty has taken place, the faculty member should inform the student that such academic dishonesty has been detected.

STUDENTS INVOLVED IN CHEATING OR PLAGIARISM WILL RECEIVE DISCIPLINARY CONSEQUENCES RANGING FROM:

1. Zero credit for the test or assignment.
2. Written notification sent to the parents/guardians by the classroom teacher.
3. Days of assignment by the administration to ACR.

If the offense is committed in an Advanced class, the student will be removed from the class and placed in an alternate setting at the semester.

CELL PHONE / DEVICE POLICY

Students are prohibited from using cell phones and other electronic devices upon entering the school building and on the school campus during the school day. This includes before school while in the building, during the lunch period, and after school dismissal while still in the school building. During the school day, electronic devices and phones may not be taken into the classroom. They must be powered-off and in their locker. All other personal electronic devices are prohibited from school property.

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

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

1. 1st Offense: Device is confiscated, student is assigned detention, and device is returned to the student at the end of the day.
2. 2nd Offense: Device is confiscated, ACR is assigned, and a parent/guardian must pick up the phone at the end of the day.
3. 3rd Offense: Device is confiscated, 2 days of ACR assigned, and student is no longer allowed to bring the device on school property.
4. Any further violation of this policy will lead to further disciplinary action up to and including Out of School Suspension.

SOCIAL MEDIA

The use of social media sites such as Facebook, Twitter, Snap Chat, etc. is prohibited during school hours. The use of social media outside of school hours that results in disruption of the school day is still punishable at the school level.

EMERGENCY PROTOCOLS

In the event of a major incident that requires the activation of our emergency/crisis plan, parents should be informed that the school safety team has carefully designed safe areas for students to ensure their well-being. In many instances, it is not safe to come into the building or be near it when an incident is occurring. Please do not attempt to pick up your child from school during these times. This ensures the student's and the parent's safety.

Special Note: Parents may not be able to pick up their students during a tornado watch or warning dependent upon the conditions. Students will be in their designated safe areas. An automated phone call or text message will go out to parents when students are allowed to return to class.

PLEDGE OF ALLEGIANCE

School law requires the Pledge of Allegiance to be recited each school day by pupils in educational institutions supported or maintained in whole or in part by public funds. The Pledge of Allegiance will be recited at the start of each day.

TELEPHONE NOTIFICATION SYSTEM

District 168 has an instant telephone and text notification system. The system will be used by school administration in the event of an emergency, to announce changes in the regular school day, and for general announcements. Parents must have an active phone number on file with the school office to receive messages.

It is critical that a current number is on file for every student. In the event of a major incident, students may be relocated for safety purposes so being able to contact parents/guardians is very important.

PERSONAL ITEMS

Central Junior High School is not responsible for personal item brought to school by students. This would include any item that is not academically necessary to the school's program. Additionally, students must adhere to the following:

- It is unnecessary to bring a hat to school. If you must, it must stay in the student's locker. Wearing of hats during the school day violates the dress code and is punishable.
- Sugary drinks and open containers of drinks may not be stored in a locker unless it is part of a lunch. It must remain sealed until it is consumed at lunch. Special note: water bottles are acceptable to have in your locker and may be taken into the classroom at the teacher's discretion.
- Water bottles are acceptable to have in your locker and may be taken into the classroom at the teacher's discretion. Only clear water bottles that have a sealed spout are allowed. Only clear water is allowed to be taken into classrooms.
- Body sprays and spray deodorant may only be used in the locker room. They may not be applied in the hallway.
- ***Backpacks must remain in lockers during the school day and may not be taken into classrooms with students unless special circumstances require it.***

DISCIPLINE POLICY

Central Junior High School is committed to creating a positive school and classroom climate through rewarding good behavior and correcting disruptive or inappropriate behavior. A positive school climate is the key to helping student succeed academically and socially. To achieve this, school staff will promote positive behaviors and correct negative behaviors.

Students are expected to follow classroom and school policies when it comes to behavior. These behavior expectations will be taught throughout the school day and over the course of the year. When students follow them they will be rewarded in a variety of ways. These might include but are not limited to:

- Homework passes.
- Special field trips / assemblies.
- Student of the Month Recognition.
- Special prizes or drawings.

When students fall outside expected school appropriate behavior, systems of support will take place. For any given behavior referral, students will be assessed consequences based on the nature of the offense. Depending on the nature and severity of the behavior, we will follow the following general practice for correcting negative behaviors.

Teacher correction should be the first intervention on classroom behaviors. This may be a verbal warning or a formal referral that will lead to office managed interventions.
Office managed interventions may include the following:

- Conference between the student, teacher, and principal.
- Conference with the student, parents and principal.
- Removal from the classroom environment for the remainder of the class period.
- Lunch detention may be issued depending on the offense. Lunch detention is served on the day notice is given and will last the entire lunch period. More than one detention may be assigned for a single behavior referral. Failure to serve lunch detention will result in In-School Suspension.

- Alternative Classroom (ACR) may be issued depending on the offense. This consequence is reserved for behaviors that may cause larger disruptions to the school environment or where student safety is concerned. Students are removed from the regular classroom setting and will complete their assignments with an assigned supervisor.
- Out of school suspension may be appropriate when the student's presence at school will cause a substantial disruption to the safe operation of the school or disrupts the instructional environment on a school-wide level. Suspension will not exceed ten (10) days in duration and all assignments may be completed for full credit. A more complete policy on out of school suspensions can be found on page 37-39 of this handbook.

Students' disciplinary referrals can all be viewed on the TeacherEase program; however, the office mails home printed copies of referrals for all offenses.

Positive Behavior Intervention Supports(PBIS)

Central Junior High School utilizes PBIS to promote good behavior among our students and rewards positive actions with trips, prizes, games and other incentives. At every midterm and term students will be rewarded with an activity or treat if they have met the following criteria:

- No more than 2 days of absence per recognition period, not totaling over 5 for the year. (Days excused by a physician will not be counted in the total.)
- No more than 2 detentions
- No In-School or Out of School Suspension
- No failing grades

Social Suspension

Participation in school-sponsored functions and extracurricular activities is considered a privilege. In order to participate in these activities, students must meet the requirements listed below. This includes but is not limited to dances, field trips, and sporting events. Eligibility will be checked weekly and students will be notified of their ineligibility. Students will be socially ineligible until the next weekly grade check.

- A student must be passing a minimum of 5 classes to be considered socially eligible.
- Students who have disciplinary needs beyond standard corrective actions may also be assigned to the social eligibility list for the week.
- Students who have excessive absences may also be assigned to the social eligibility list.
- Athletic Eligibility – Students must be passing 5 courses to remain eligible to participate in athletic events.

BULLYING BEHAVIOR

Disciplinary action may be taken against any student who uses any form of aggressive or bullying behavior that does physical or psychological harm to another. The school recognized definition of bullying includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Types of Bullying

1. Verbal bullying including derogatory comments and bad names.
2. Bullying through social exclusion or isolation.
3. Physical bullying such as hitting, kicking, shoving, and spitting.
4. Bullying through lies and false rumors.
5. Having money or other things taken or damaged by students who bully.
6. Being threatened or being forced to do things by students who bully.
7. Racial bullying.
8. Sexual bullying.
9. Cyber bullying (via cell phone or Internet)

Bullying is Not Teasing

It might be hard to tell the difference between playful teasing and bullying. Teasing usually involves two or more friends who act together in a way that seems fun to all the people involved. Often they tease each other equally, but it never involves physical or emotional abuse.

If a student feels they have been bullied or has witnessed bullying, they can report it anonymously to the principal using the U Matter box outside the cafeteria.

ACCEPTABLE CLOTHING COVERAGE

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with chains, spikes, or sharp metal objects are prohibited.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing "private" areas and/or undergarments may not be worn at school.
- The length of shorts or skirts must be at the length of knuckles when hands are held with closed fists at the sides.
- No midriffs may be showing. If the stomach is showing with hands over the head – the shirt is too short.
- Appropriate footwear must be worn at all times.
- No pajamas, house slippers, or any other form of sleepwear can be worn during the school day.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers

Students that are not wearing acceptable clothing will be addressed in a variety of ways. They may simply be asked to change into a PE shirt, or turn their shirt inside out. A call home for appropriate attire may be necessary or disciplinary consequence can be imposed for repeated violations.

Clubs/Activity Membership and Expectations

Builders Club

Builders Club is a student led community service organization that operates under school regulations and draws its members from the student body. Members learn to work together and develop servant-leader skills as they work to benefit their school and community. Students must meet academic and behavioral standards as determined by the club leadership.

DUSO Club

Students must be in 8th grade and have taken DUSO as a 7th grader or will be taking it the first quarter of their 8th grade year. Student's behavior and character will be reflected on in determining the final club list.

Student Council

Student Council is a school leadership organization in which students provide feedback for school improvement and plan and organize activities which promote a positive school culture. Students must have a petition signed by 50 of their classmates to be eligible to be on the ballot for Student Council. Student Council elections will determine final membership. Students must also maintain a 3.7 GPA with no failing grades, have a 90% attendance rate, have no more than 3 referrals, and be assigned no ACR or Out of School Suspensions.

Frankfort Community High School



PARENT-STUDENT HANDBOOK

2026 – 2027

601 East Main Street
West Frankfort, IL 62896
FCHS Office: (618) 932-3126
FCHS FAX: (618) 932-6515
www.wfschools.org

FRANKFORT COMMUNITY HIGH SCHOOL

601 East Main Street
West Frankfort, IL 62896

Phone: (618) 932-3126
Fax: (618) 932-6515
Homepage: www.wfschools.org

Welcome to Frankfort Community High School! We are excited for the 2026-2027 school year and we are especially excited to have you attend FCHS. Please refer to this handbook for questions regarding day to day operations of the school, curriculum and graduation requirements, extracurricular activities, and other important information regarding FCHS. Our goal is to provide you with the highest possible education as we guide you through your high school experience. Please do not hesitate to reach out to any member of our dedicated faculty, with questions or concerns you may have. We are all here to support you and help you in any way possible.

We are proud to offer a diverse curriculum that will prepare you to enter the workforce, a certificated program or a four-year university. Along with a diverse curriculum, we offer multiple programs designed to enhance your educational experience at FCHS. You will have the opportunity to participate in a wide variety of athletics, clubs, and organizations that will greatly improve your time at FCHS. We highly encourage you to dive in, get involved, and make the most of these unique opportunities throughout your time at FCHS.

Once again, welcome to FCHS! We are proud to have you in our community and look forward to achieving great things together this year. We look forward to seeing you each and every day!

Sincerely,
FCHS Administration

EDUCATION AT FCHS = GROWTH + CHALLENGE + RESPONSIBILITY

Respect Yourself and Others, Respect Learning, Respect the Environment

I: WHO WE ARE

2026 – 2027 FCHS Faculty and Staff

Administration

Mr. Brock Harris, Principal
Mrs. Megan Deason, Assistant Principal

Teaching Staff

Mr. Tim Aldridge ..... Special Education / A.C.R / Credit Recovery
Mrs. Amy Bates ..... Counselor
Mr. Brandon Berry ..... Physical Education
Mr. Brian Beery ..... Special Education
Mr. Josh Billingsley ..... Agriculture / Welding / Construction
Mr. David Butler ..... Health / Drivers' Education
Mrs. Jordan Culpepper ..... Nursing
Ms. Donellyn Dean-Baldi ..... Math
Mr. Nathan Dodd ..... Social Studies
Mr. Jeremy Followell ..... Band/Choral Music
Mrs. Libby Garza ..... Art
Mrs. Renee Goodson ..... Science
Mr. Matt Hampleman ..... Drivers' Education
Mrs. Kendra Henson ..... Special Education
Mr. Justin Jones ..... Social Studies
Mrs. Sarah Jones ..... Science
Mr. Mitchell Kerley ..... Math
Mr. Josh Maddox ..... Social Studies
Mrs. Amanda Neibch ..... English
Mrs. Amanda Newlin ..... Business & Consumer Education / Family & Consumer Science
Mr. Travis Noto ..... Math
Mrs. Allison Presley ..... English
Mrs. Elizabeth Robinson ..... French
Mrs. Lucia Sanders ..... Social Worker, Spanish Lab
Ms. Jana Schaede ..... English
Mrs. Jeri Shaw ..... English
Mrs. Diana Teal ..... Special Education
Mrs. Kelly Webb ..... Math
Mr. Jay Welch ..... Business & Consumer Education
Mr. Danny Wilson ..... Special Education
Ms. Sharon Winkler ..... Science
Mr. Cole Wright ..... Special Education
Mr. Richard York ..... Auto Mechanics
Mrs. Amanda Youngblood ..... Math

Office Secretarial Staff

Mrs. Jayma Buckingham, Activities/Attendance Secretary • Mrs. Kristy McClendon, Principals' Secretary • Mrs. Michelle Thompson, Records Secretary

Instructional Support Staff – Teachers' Aides

Mrs. Mandy Chance, Mrs. Monica Forgatch, Mr. Matt Huff, Mrs. Jessica Hughes, Ms. Dena Kulis, Mrs. Christina Orcutt, Mrs. Joni Smith, and Mrs. Nikki Tanner.

Nursing Staff

Mrs. Sydney Jackanicz.

District Library Supervisor / On-Line Learning Coordinator
Mrs. Keri Tanner

Custodial Staff
Mr. Erik Kirk, Mr. Ritch Morthland, Mr. Shannon Schloss, and Mr. David Summers.

Cafeteria Staff
Mrs. Laura Bryant, Head Cook, Mrs. Monaka Griggs,
Mrs. Angie Rich (Float Position), and Mrs. Terri Lampley (Float Position).

Monitors and Chaperones
Mrs. Donna Riddle, Mr. Bob Whittington, and Mrs. Amy Williams.

Mrs. Michelle Loeh, Ticket Manager

Frankfort Community High School
Alma Mater

Hail to thee, Dear Alma Mater!
Hail to thee, F.C.H.S.
We shall always love you, dear old school
For we know you're the best.

Hail the team that bring us glory!
Hail the power friendships tie!
We shall always strive to honor you . . .
All Hail . . . to Frankfort High!

FCHS BELL SYSTEM

Before 8:00 All Students to Cafeteria or the Auditorium
8:00 Bell for Entry to 2nd and 3rd Floors

Regular Schedule			
Period	**Start**	**End**	**Length**
EB	7:20	8:05	45 min.
1st	8:10	8:58	48 min.
2nd	9:02	9:50	48 min.
3rd	9:54	10:42	48 min.
4th	10:46	11:34	48 min.
5th (Lunch)	11:34	12:24	50 min.
6th	12:28	1:16	48 min.
7th	1:20	2:08	48 min.
8th	2:12	3:00	48 min.

Tuesday-only Schedule (9/1/26 – 3/16/27)			
Period	**Start**	**End**	**Length**
EB	7:20	8:05	45 min.
1st	8:10	8:53	43 min.
2nd	8:57	9:40	43 min.
Test Prep	9:44	10:14	30 min.
3rd	10:18	11:01	43 min.
4th	11:05	11:48	43 min.
5th (Lunch)	11:48	12:38	50 min.
6th	12:42	1:25	43 min.
7th	1:29	2:12	43 min.
8th	2:16	2:59	43 min.

Early Dismissal Schedule			
Period	Start	End	Length
EB	7:20	8:05	45 min.
1st	8:10	8:53	43 min.
2nd	8:57	9:40	43 min.
3rd	9:44	10:27	43 min.
4th	10:31	11:14	43 min.
5th (Lunch)	11:14	12:04	50 min.
6th	12:08	12:51	43 min.
7th	12:55	1:38	43 min.
8th	1:42	2:25	43 min.

Half Day In-Service – 12:40 Schedule			
Period	**Start**	**End**	**Length**
EB	7:20	8:00	40 min.
1st	8:10	8:38	28 min.
2nd	8:42	9:10	28 min.
3rd	9:14	9:42	28 min.
4th	9:46	10:14	28 min.
6th	10:18	10:46	28 min.
5th (Lunch)	10:46	11:36	50 min.
7th	11:40	12:08	28 min.
8th	12:12	12:40	28 min.

ASSEMBLIES: Due to the varying lengths of assemblies, schedules for those days will be made on an individual basis.

2026-2027 FCHS Master Schedule

Teacher	Room	EB	1	2	3	4	5 (L)	6	7	8
Aldridge	316		Cred. Rcvr.	Plan	Cred. Rcvr.	Lunch	Detention	Cred. Rcvr.	Cred. Rcvr.	Cred. Rcvr.
			Cred. Rcvr.	Plan	Cred. Rcvr.	Lunch	Detention	Cred. Rcvr.	Cred. Rcvr.	Cred. Rcvr.
Brandon Beery	Gym/ Wgt Rm		PE	PE	*PE*	PE	Lunch	PE	PE	PE
			PE	PE	*PE*	PE	Lunch	PE	PE	PE
Brian Beery	315		Math 6/5B	Math 8/7A/B	Math 7/6A	Café/Cons. Ed	Lunch	Math 7/6B	Alg 1A & 1B	Plan
			Math 6/5B	Math 8/7A/B	Math 7/6B	Café/Cons. Ed	Lunch	Bio/Phy Sci	Alg 1A	Plan
Billingsley	VB		Ag Weld/Metal	Ag Weld/Metal	AgMch/Const	AgMch/Const	Lunch	Wildlife Mg	Ag Leader	Intro to Ag
			Ag Weld/Metal	Ag Weld/Metal	AgMech/Const	AgMech/Const	Lunch	Wildlife Mg	Ag Leader	Intro to Ag
D. Butler	215		Dr Ed C/W	Dr Ed C/W	Plan	Dr Ed C/W	Lunch	Health	Health	Dr Ed C/W
			Dr Ed C/W	Health	Plan	Dr Ed C/W	Lunch	Health	Health	Dr Ed W/W
Culpepper	210 - 212		C N A	C N A	Health Occ.	Dist Nurse Services	Lunch	Dist Nursing Services		
			C N A	C N A	Med Terms	Dist Nurse Services	Lunch	Dist Nursing Services		
Dean-Baldi	205		Alg.2/Geom	Math 2-High	Accl Geom	Hon M 2/3	Lunch	Plan	Alg.2/Geom	Alg.2/Geom
			Alg.2/Geom	Math 2-High	Accl Geom	Hon M 2/3	Lunch	Plan	Alg.2/Geom	Alg.2/Geom
Dodd	310		Am Hist-A	Am Hist-A	Am Hist-A	Am Hist-A	Lunch	*Sprts Mrkt*	ELL	AD
			Am Hist-B	Am Hist-B	Am Hist-B	Am Hist-B	Lunch	*Sprts Mrkt*	ELL	AD
Followell	116		CJHS				Lunch	Band	Chorus	Guitar
			CJHS				Lunch	Band	Chorus	Guitar
Garza	200		Art 2/3/4	Art I	Art 2/3/4	Graphic Dsgn	Lunch	Plan	Art I	CJHS
			Art 2/3/4	Art I	Art 2/3/4	Graphic Dsgn	Lunch	Plan	Art I	CJHS
Goodson	313		Intgrted Sci	Wgt Bio A	Biology	Intgrted Sci	Lunch	Plan	Intgrted Sci	Wtg Bio A
			Intgrted Sci	Wgt Bio A	Biology	Intgrted Sci	Lunch	Plan	Intgrted Sci	Wgt Bio A
Hampleman	311		Dr Ed W/W	Dr Ed W/W	Dr Ed W/W	Dr Ed W/W				
			Dr Ed W/W	Dr Ed W/W	Dr Ed W/W	Dr Ed W/W				
Henson	110		SCC	SCC	SCC	SCC	Lunch	Plan	SCC	SCC
			SCC	SCC	SCC	SCC	Lunch	Plan	SCC	SCC
J. Jones	314		Wld H-A	Wld H-A	Wld H-A	AP Am Hist	Lunch	Wld Survey	Wld H-A	Plan
			Wld H-B	Wld H-B	Wld H-B	AP Am Hist	Lunch	St&Local Hist	Wld H-B	Plan
S. Jones	301		Chemistry 1	Phy Sci	Biology 2	Plan	Lunch	Chemistry 1	Phy Sci	Phy Sci
			Chemistry 1	Phy Sci	Biology 2	Plan	Lunch	Chemistry 1	Phy Sci	Phy Sci
Kerley	211		ACT Prep	Algebra 1B	Algebra 2A	Algebra 2A	Lunch	Calculus	Algebra 2A	Plan
			ACT Prep	Algebra 1B	Algebra 2A	Algebra 2A	Lunch	Calculus	Algebra 2A	Plan
Maddox	309		Civics	Sociology	Civics	Civics	Lunch	Am Govt	Plan	Am Govt
			Am Govt	Soc. Psych.	Am Govt	Am Govt	Lunch	Civics	Plan	Civics
Neibch	220		Intro to Ed	English 4	English 4	Eng 4 JALC	Lunch	English 4	Plan	RBA
			HumGrth Dev	English 4	English 4	Eng 4 JALC	Lunch	English 4	Plan	RBA
Newlin	308 / 319		Learning for Ind	Adv. Business	Accounting	Plan	Lunch	Foods A	Foods A	Learning for Ind
			Learning for Ind	Adv. Business	Accounting	Plan	Lunch	Foods B	Foods B	Learning for Ind
Noto	207		Plan	Physics 2	Alg.3/Trig.	Alg.3/Trig.	Lunch	Pre-Calc	Alg.3/Trig.	Physics 1
			Plan	Chem 2	Alg.3/Trig.	Math 3	Lunch	Pre-Calc	Alg.3/Trig.	Physics 1
Presley	214		Plan	English 1	English 1	Adv. Eng 1	Lunch	Creative Writing	RBN	English 1
			Plan	English 1	English 1	Adv. Eng 1	Lunch	RAKtivist	RBN	English 3
Robinson	312		French 2	Plan	French 1	French 2	Lunch	French 1	French 3	AP French 4
			French 2	Plan	French 1	French 2	Lunch	French 1	French 3	AP French 4
Sanders	313		Spanish	Spanish	Spanish	SSW	Lunch	SSW		
			Spanish	Spanish	Spanish	SSW	Lunch	SSW		
Schaede	208		English 2	Adv. Eng 2	Plan	English 2	Lunch	English 2	English 2	English 3
			English 2	Adv. Eng 2	Plan	English 2	Lunch	English 2	English 2	English 3
Shaw	218		English 3	*English 3*	Adv. Eng. 3	English 3	Lunch	Movies	Work-Based Lrn	Work-Based Lrn
			English 3	*English 3*	Adv. Eng. 3	English 3	Lunch	Movies	Work-Based Lrn	Work-Based Lrn
Teal	319		English 3	English 4	Wld Hist-Gov	Plan	Lunch	Am. Hist. A	English1&2	Am. Govt
			English 3	English 4	Wld Hist-Push	Plan	Lunch	Am. Hist. B	English 1&2	Civics
Webb	213		Algebra 1	Algebra 1	Plan	Algebra 1	Lunch	Algebra 1	Philosophy	Alg 4 Stats
			Algebra 1	Algebra 1	Plan	Algebra 1	Lunch	Algebra 1	Philosophy	Alg 4 Stats
Welch	315		Comp. Lit	Plan	Bus.Or/Cons. Ed	Comp. Lit	Lunch	Comp. Lit	Bus.Or/Cons Ed	Comp. Lit
			Bus.Or/Cons. Ed	Plan	Comp. Lit	Bus.Or/Cons. Ed	Lunch	Bus Or/Cons Ed	Comp. Lit	Bus Or/Cons Ed
Wilson	106		SCC	SCC	SCC	SCC	Lunch	Plan	SCC	SCC
			SCC	SCC	SCC	SCC	Lunch	Plan	SCC	SCC
Winkler	304		Plan	Earth Sci	Earth Sci	Biology	Lunch	Biology	Earth Sci	Biology
			Plan	Earth Sci	Earth Sci	Biology	Lunch	Biology	Earth Sci	Biology
Wright	109		SCC	SCC	SCC	SCC	Lunch	Plan	SCC	SCC
			SCC	SCC	SCC	SCC	Lunch	Plan	SCC	SCC
York	VB		Auto 2-A	Auto 2-A	Auto 2-A	Plan	Lunch	Trans 1/2	Trans 1/2	RV/Small
			RV/Small	IL Voc Plan	Auto 2-B	Plan	Lunch	Trans 1/2	Trans 1/2	Auto 2-B
Youngblood	209		Quantative Stats	Algebra 1A	RtI Math	Algebra 1B	Lunch	Algebra 1A	Plan	Voc Math
			Quantative Stats	Algebra 1A	RtI Math	Algebra 1B	Lunch	Algebra 1A	Plan	Voc Math

I: WHO WE ARE

HISTORY OF FRANKFORT COMMUNITY HIGH SCHOOL

In 1919, West Frankfort High School and Frankfort Heights High School were consolidated to form the Frankfort Community High School. The West Frankfort High School had been located in the Central Building. The Assembly Room there also served as a classroom, study hall, and library. The curriculum was limited in that no commercial subjects, manual training, or domestic arts could be offered. The first graduating class in 1913 had only one member. The Class of 1914 had four students and produced the first yearbook.

The school was placed on the accredited list with the University of Illinois. At that time, the Frankfort Heights High School offered three years of work in the Logan Building, and seniors had to transfer to the "West Town" School.

The first year, the new high school remained in the Central Building. Fourteen students were graduated in the class of 1920. The faculty consisted of nine teachers and 147 students. At the beginning of that term, no football team could be organized because of a lack of material.

In September, 1920, the high school was moved from the Central School to the annex of the First Baptist Church for one year, while the present building was being constructed. The student body had grown to 236, of whom 16 were seniors, and football was organized for the first time.

On August 19, 1920, the cornerstone was laid for a new Community High School building. It was designed by the nationally-known school architect, Mr. William B. Ittner of St. Louis, Missouri. In the fall of 1921, 300 students moved into the current Frankfort Community High School.

In 1920, a transaction between a coal company and the school resulted in acquiring and athletic field several blocks north of the new school building. In 1939, the football stadium was constructed by the WPA at Johnson Field. It had an initial seating capacity of 1,200.

With a student body growing to more than 1,000 students, a 3-floor addition was added to the original high school in 1938 as part of a WPA project. It consisted of classrooms, shop rooms, a cafeteria, a study hall/library, and a music room.

Early in 1949, the construction of a modern gymnasium with a seating capacity of 4,000 was begun. It was dedicated on February 21, 1950. The new gymnasium enabled FCHS to offer its students an expanded program in physical education. It was named Max Morris Gymnasium in 1985.

In 1981, a new Vocational Building was constructed on the corner of North Lincoln and East St. Louis Streets. This facility has enabled FCHS to offer an expanded vocational curriculum.

The Verna Lee Burton Library was dedicated in the fall of 1994. With funds donated by FCHS graduate Robert Burton, FCHS was able to transform the former study hall area into an attractive, up-to-date library facility. The new library provided almost twice as much space as the former library. Technology improvements and updates were also part of the project

The main building was air-conditioned and rewired during a 1999-2000 renovation project. In 2004-2005, Max Morris Gymnasium was renovated with a new heat system, plumbing, and wiring. Window replacements happened for most of the building in 2014. Further roof work and tuck pointing was completed in 2024 and 2025.

With these changes, it is hoped these facilities will provide continued service to the West Frankfort area.

STANDING OF FCHS

The Frankfort Community High School is approved by the Illinois State Board of Education (ISBE) and is recognized by all major universities as an accredited school.

II: BECOMING A STUDENT AND A GRADUATE

REQUIREMENTS FOR ADMISSION

Admission to this high school may be gained in one of four ways: by diploma, by certificate from the Regional Superintendent of Schools, by examination, or by transfer of credits from another accredited high school. Custodial parents of transferring students are requested to be present during first-time enrollment.

RESIDENCY

Students are required by law to attend a school in the district of residence. The basic rule is that a student's residency for purposes of public school attendance is the district in which the parents reside. If a student is not living with parents, the inquiry turns to whether the student is living in another district solely for the purpose of going to school in this other district. If the answer to this question is "**yes**," then the district of residence for this student who has moved away from his or her parents' home nevertheless remains that of his or her parents for purposes of entitlement to attend public school tuition free. However, if the reason for the student's living away from the parents is not solely to attend school in another district, then the student is entitled to attend tuition free in that district where he or she actually has a regular nighttime abode.

GUIDANCE AND SUPPORT SERVICES

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

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

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

For Special Education Services information, please contact Mrs. Jodi DeJarnett, the District Special Education Director.

TRANSFER OF STUDENTS FROM NON-ACCREDITED SCHOOLS

The following policy applies to all students who meet the residency requirements, wish to enroll in Frankfort Community High School, and are transferring from a school that is not accredited by the Illinois State Board of Education or the accrediting agency of another state:

A. The building principal or his designee has the right to place the student into the appropriate grade or class based on transcript review, standardized tests, proficiency examinations, and/or other diagnostic tools deemed appropriate.
B. The building principal shall determine whether a transcript of grades earned from a non-accredited school will be accepted as grades for credit toward graduation or if the student shall be asked to demonstrate his/her abilities in each class by the use of final examinations provided by members of the FCHS faculty.
C. Grades transferred to FCHS by a non-accredited school shall not be weighted.

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

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 required 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.

For each student who exceeds State standards in English Language Arts, Mathematics, or Science on a State assessment, the District is required by State law to automatically enroll the student in the following school year in the next, most rigorous level of advanced coursework offered by the high school as follows:

1. A student who exceeds State standards in English Language Arts shall be automatically enrolled into the next, most rigorous level of advanced coursework in English, Social Studies, Humanities, or related subject.
2. A student who exceeds State standards in Mathematics shall be automatically enrolled in the next, most rigorous level of advanced coursework in Mathematics.
3. A student who exceeds State standards in Science shall be automatically enrolled into the next, most rigorous level of advanced coursework in Science.

Proficiency Credit

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

DUAL CREDIT OPPORTUNITIES

FCHS offers dual credit opportunities for classes through John A. Logan College. For more information on these offerings, contact the Guidance Counselor's Office. If a student is removed from a John A. Logan dual credit class for any reason, the student will not be allowed to re-enroll in any John A. Logan dual credit course until the next academic school year.

CREDIT RECOVERY / APEX-EDMENTUM COURSE REQUIREMENTS

The following requirements detail when a student may be placed in Credit Recovery and APEX-EDMENTUM (A-E) classes at FCHS as well as the requirements for earning credit once they are enrolled in a class.

1. The student being placed in Credit Recovery must have failed the same class twice with a classroom teacher at FCHS. The only exceptions to this are Seniors who need a credit the second semester of their senior year for graduation and #8 below.
2. Students will have earned enough credits to be considered a junior or senior unless the student failed a semester class twice with a classroom teacher at FCHS.
3. Students will not be placed in Credit Recovery for more than two periods a day during their Junior and/or Senior year.
4. Completion of written work is required for students to earn credit in Credit Recovery and A-E courses. Students must also successfully complete the TST (Teacher Scored Tests) after each unit.
5. Students taking Credit Recovery and A-E courses will be placed in the credit recovery classroom unless there are not enough seats to accommodate all students.
6. Students must be enrolled in, and successfully complete, any Credit Recovery/A-E course during the regular school year. Students will not be allowed to take Credit Recovery/A-E courses at any time outside the regular school year and regular school day. All Credit Recovery/A-E courses must be taken and completed within the Credit Recovery classroom at FCHS. Students placed on homebound instruction will be allowed to complete their course(s) once they return to school from homebound instruction.
7. Electives must be taken with a classroom teacher at FCHS unless the following criteria are met:
    a. Students are pursuing a field of study that is not offered at FCHS. Students must have identified their intent to pursue a specific field of study before requesting to take an A-E elective.
    b. Elective credit(s) are needed for graduation during a student's senior year.

8. Students who fail a semester, or year, of English may be placed in Credit Recovery prior to them taking the class twice with a teacher at FCHS. This requirement may be waived due to four years of English being required for graduation.
9. Any deviation from these requirements must be approved by the Principal

ADVANCED MATH PLACEMENT REQUIREMENTS

Students must be selected for the advanced math track during their 6th grade year or after completing additional course work outside of the regular school day after their 9th grade year.

Students will be selected during their 6th grade year based upon the following criteria:

1. Performance in the classroom;
2. Teacher recommendation - Teacher recommendation will be based on attitude (work ethic), attendance (at least 90%), and action (do they complete assignments);
3. Performance on the placement test - A placement test will be given after Spring Break of a student's 6th grade year. Those who score highest will be given greater consideration.

Students must take, and successfully complete, the advanced math courses in both 7th and 8th grades before they will be enrolled in advanced math courses at FCHS.

A student may also take an extra class outside of the regular school day during their high school career. For example, a student may take an additional class through JALC between their sophomore and junior year in order to move to the advanced section their junior year. Taking an additional class to cover the gap in material in order to move up to the advanced track of classes is not a guarantee that the student will be moved to the advanced track of classes. A student's performance in that class and teacher recommendation will be taken into consideration.

Students may move out of the advanced track at the end of a semester.

All High Track Math / Advanced Math courses are weighted classes.

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT [HS]

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.

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 academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
3. 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 on page 36.

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.

GRADUATION CREDITS

Students should accumulate a minimum of 6 credit hours per year, for a total of 24 credits after four years of attendance.

Students are classified by the above for the purpose of testing and homeroom assignments. If any student, upon the completion of extra work or failure in work, should meet the above requirements, he or she may be moved from one group to another at the end of a semester; otherwise, changes will be made only at the end of the year.

GRADUATION REQUIREMENTS

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.

A minimum of twenty-four (24) credits are required for all students to graduate. The following subjects are required for graduation as part of the 24 credits.

English Language Arts (C & L)	4 credits
Math	3 credits*
Science	2 credits
Social Studies	3 credits**
PE	1 credit per year***
Health	1/2 credit****
Drivers Education	1/2 credit****
Computer Literacy	1/2 credit
Music/Art/Foreign Language/CTE	1 credit
Business Orientation/Consumer Ed	1/2 credit
Intensive Computer Literacy Instruction	1 credit*****

(2 credits earned must be in writing intensive courses – generally English classes)

* Algebra I must be 1 credit of the total, 1 credit must include geometry content, and one of which may be an Advanced Placement computer science course.

** 2 Social Studies credits required from World History (1/2), American History (1/2), Civics (1/2), & American Government (1/2)

*** PE will be waived as a requirement if the student needs to take a class for graduation or college admission. If for physical or religious reasons, a student cannot participate in physical education and/or Drivers Education, these graduation requirements will be waived with no credit being issued. However, proper documentation by a physician or licensed minister, rabbi, or priest must be produced in writing and placed in the student's permanent record folder. Such documentation must be received by the principal of the high school at the beginning of each school year or at the time it is applicable. Documentation must be updated yearly.

**** Assignment to Health and Drivers Education is predicated upon age as well as grade level. They may substitute for PE during the semesters they are taken.

***** For students first entering high school in the **2022-23 school year and after**, 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 is required.

In individual cases, a student may be able to take a correspondence course to fulfill graduation requirements. All correspondence courses must be pre-approved by the administration. The credit earned in these courses will not count when totaling quality points. Please see the Guidance Office for more information.

GRADUATION REQUIREMENT – Free Application for Federal Student Aid (FAFSA)

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: (1) the student has met all other graduation requirements, and (2) 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.

GRADUATION REQUIREMENTS - Students with Individual Education Plans (IEPs)

The previously mentioned 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.

According to State Law, students with a current Individual Education Plan (IEP) that have completed four full years (8 semesters) of high school (grades 9-12) will be eligible to participate in graduation ceremonies with their graduating class, regardless of the number of credits earned or whether the student has completed the diploma requirements of his/her IEP.

Disabled students failing to meet requirements for their high school diploma but who do meet the four-year attendance standard will be issued a "Certificate of Completion" in lieu of a high school diploma. Students receiving a Certificate of Completion will be encouraged to return to school and complete credits required for their high school diploma.

Parents and guardians of students with disabilities will be notified in writing and in a timely manner of the district's policies and procedures associated with this issue.

FCHS CURRICULUM GUIDE

Required Subjects

Freshman Year	Sophomore Year
P.E. *	P.E. *
English I Composition and Literature (1 semester of each)	English II Composition and Literature (1 semester of each)
Math	Math
Science	Drivers Education
World History (1 semester)	Health Education (if not already taken)
Health Education	Social Studies elective (1 semester required)
Computer Literacy	
Junior Year	**Senior Year**
P.E. *	P.E.*
English III Composition and Literature (1 semester of each)	American Government (1 semester)
American History A or B plus 1 semester of Social Studies**	Civics (1 Semester)
Science (2 semesters)	English IV
Math	Business Orientation / Consumer Education

Note: One credit must be earned in a Music, Art, Foreign Language, CTE class. 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, is required.

* PE will be waived as a requirement if the student needs to take a class for graduation or college admission.

** One (1) year of American History strongly recommended for college bound students.

COLLEGE ADMISSIONS REQUIREMENTS

Students are responsible for meeting the entrance requirements of colleges and universities that they wish to attend. The Guidance Department can link student to many resources with up-to-date information available to parents and students. Since admissions standards vary widely from school to school, it is imperative that students and parents become informed about each school's standards relating to test scores, class rank, grades, and high school course selection when choosing a school. Sometimes different admissions standards exist within one university or college, depending on the curriculum the student wants to study. **Careful planning for college includes early contact with all potential colleges regarding specific admission standards.**

4-YEAR COLLEGE PREPARATION: A college preparation program can be recommended which should satisfy basic admission requirements at most colleges and universities. Below is the required course pattern for admission to most Illinois public universities:

4 credits of English
3 credits of Mathematics (beginning with Algebra I)
3 credits of Science
3 credits of Social Studies
2 credits of electives (Music, Art, Vocational Education, or Foreign Language)

GRADUATION CEREMONY PARTICIPATION

The purpose of education is to prepare students to become productive citizens in the world beyond FCHS. After a student has finished his/her four years of hard work, the community recognizes these new citizens and his/her efforts with a proper graduation ceremony.

To participate in the graduation ceremony, all students must have fulfilled all FCHS requirements for graduation and must be in good standing with all other rules and regulations of FCHS. Students who leave FCHS to enroll in an alternative school setting for the express purpose of finishing graduation requirements at FCHS may not participate in the high school's graduation ceremony.

We expect all students to achieve to the best of their ability, consider school as their first priority, attend every meeting of every class, complete all homework and class assignments, be fully prepared for each day, and conform to the Discipline Code. Furthermore, the State of Illinois compels 90% attendance and we believe that students will benefit from the increased education opportunities and morale of all graduates will be improved.

NCAA ELIGIBILITY REQUIREMENTS FOR ATHLETICS

Students, who plan to participate in athletics at Division I and II institutions, must meet the NCAA requirements, which include, among other requirements, successful completion of **16 core** courses with at least a 2.0 GPA in those courses and a specific ACT score. These requirements change from time to time. Students should register with the NCAA Eligibility Center (Clearing House) their **Junior** year. See the Guidance Office early and often for the current requirements.

PARENT CONFERENCES / WHO TO CALL IF THERE IS A PROBLEM

All parents are requested to visit the school and consult with the applicable staff person or teacher when student educational or behavior problems become difficult. In many cases, such issues are more easily solved when parents, their students, and school authorities meet at an early date and cooperate in finding ways to reduce the seriousness of the problem. Please call the school and a time for a meeting will be set up at the earliest convenient time for the parent and the staff member.

If there is a student problem, please contact the teacher or staff member first. If the issue cannot be resolved, please contact the principal or assistant principal. If the issue is still not resolvable, please contact the superintendent.

COLLEGE VISITS

Seniors are allowed two college visits. Juniors are allowed one college visit. The visit must be pre-approved by the guidance counselor, who will provide a form that must be signed by the parent/guardian. Students must provide documentation from the college/university/tech school they visit and give it to the guidance office WHEN they return to school. Each approved visit will be considered a school activity day for attendance. Any additional request must be approved by the high school principal.

SCHEDULE CHANGES

Since considerable time is devoted to the selection of courses offered each year, changes in course requests will not be granted for any of the following reasons: 1. to change teachers; 2. to be with friends. Occasionally, scheduling problems develop, such as conflicts between classes or actual scheduling errors. These types of schedule changes, being administrative in nature, will be made. **Any first semester schedule changes from the planned course requests must be made in writing before the first day of attendance. To drop or add a class, you must complete and return to the Guidance Counseling Office, a Schedule Change Request form. Second semester changes must be made before the first day of the second semester. There will be No Schedule Changes after the semester begins, other than those that are administrative in nature or as requested by a teacher.**

FRANKFORT COMMUNITY HIGH SCHOOL GRADE SCALE

Grade Weighting and Quality Points

Definition:

A system to recognize and to report differences in achievement and effort and to encourage students to take courses that challenge them to their highest potential.

The percentage system is not used at this school. Instead a weighted point system is used. Values are as follows:

Letter Grade	Minimum Grade Percent	GPA Grade Points	*Weighted Class Grade Points
A	90	5	6
B	80	4	5
C	70	3	4
D	60	2	2
F	0	1	1

The weighted courses are noted in the course descriptions located in the Guidance Office. To remain in a weighted class, a student should maintain a "C" average during the first midterm grade report of each semester.

Students can only receive a maximum of eight weighted credits (16 semester hours) toward his/her GPA.

The Quality Point System applies to all classes. Class rank, college applications, resumes, and academic awards for each of these classes will be based on cumulative quality points. This same cumulative quality point system will be used for selecting valedictorian, salutatorian, and the top ten students of each class.

Grade point averages will only be used for determining the semester honor roll.

GRADE REPORTS

The teacher's grading policy; overall class participation; and work done in recitation, laboratory, tests, preparation of notebooks, written or oral reports, etc. will all be taken into consideration when determining grades.

An examination is given in each subject at the end of the semester. In general, this examination counts 20 percent in determining the final semester grade. Report cards will be mailed or given to students during a homeroom session on the Wednesday following the end of the grading period. The final report cards will be distributed to students by their homeroom teachers at 8 a.m. on the last day of school.

At the end of each quarter and semester, every student is given a grade, except when the student has been absent for an unavoidable cause that resulted in his or her failure to complete the minimum amount of work required for successful course completion. The teacher may give, at his or her option, an incomplete (I), with the provision that the "I" shall become an "F" unless the work is made up before the end of the <u>following quarter</u>, or before such as the teacher concerned may require.

HONOR ROLL AND SUPERIOR HONOR ROLL

Honor rolls are recognitions given to students for superior scholarship. FCHS will honor students for their academic standing on a quarterly basis. Pupils who have a GPA of at least 4.75 with no grades of "D" or below are placed on the Superior Honor Roll, while those having a GPA of 4.0-4.74 with no grades of "D" or below, are placed on the Honor Roll. All grades will be counted in figuring the honor rolls.

SELECTION PROCESS FOR VALEDICTORIAN AND SALUTATORIAN

High school students will have a weighted and unweighted GPA while attending FCHS. The selection process is determined by a graduate's overall **weighted GPA.** This determines the class rank for each graduating class. Students are allowed to take weighted courses beginning their sophomore year in order to reach 16 (.5) credits. It is possible to complete more than 16, however, the students are capped at the first 16 weighted credits taken when ranks are calculated. The unweighted GPA is not used to determine Valedictorian and Salutatorian.

Valedictorian Criteria:

- Any student who has taken 16 weighted credits and has earned a 5.0 or above GPA. One or more students may hold the title of Valedictorian for their graduating class.

Salutatorian Criteria:

- The student ranked number two or immediately following the last valedictorian, will be selected as Salutatorian. One or more students may hold the title of Salutatorian for their graduating class.

STUDENT PARTICIPATION IN OUTSIDE ACTIVITIES THAT COUNT TOWARD CALCULATION OF CLASS HOURS

Pupil attendance in any of the following activities shall be counted toward the calculation of clock hours of school work per day:

1. Instruction in a college course where the student is dually enrolled for both high school and college credit.
2. Participation in a Supervised Career Development Experience in which student participation and learning outcomes are approved by a licensed educator assessment of competencies. Participation may include, but is not limited to, scheduled events of local, State, and national youth organizations, career and technical education organizations, FFA associations, and 4-H programs as part of organized competitions, exhibitions, or conferences.
3. Participation in any work-based learning experience, including supervised agricultural experiences, in which student participation and learning outcomes are approved by an educator who holds an Educator License with Stipulations with a career and technical educator endorsement and a work-based learning designation.
4. Participation in a youth apprenticeship in which student participation and learning outcomes are approved by a licensed educator for assessment of competencies.
5. Participation in a blended learning program approved by the district in which course content, student evaluation, and instructional methods are supervised by a licensed educator.

Students shall not be penalized for work missed for participating in any of the above activities and will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. A student and the student's parent or legal guardian are responsible for obtaining coursework that is missed while the student participates in any of the above activities.

Students who desire to participate in any of the above activities should contact the building principal for approval.

SEMESTER EXAMINATION SUMMARY

1. Every course (unless granted special exemption by the department chairperson and principal) shall conclude with a final exam at the end of each semester. Other formal methods of evaluation may be used in addition to the written examination if approved by the department chairperson and the principal. When other forms of evaluation are approved, their percentage of the total exam grade is also to be approved. Other forms of evaluation may include, but are not limited to, the following:
   A. Take-home examination, which gives appropriate evidence of course mastery.
   B. Creative product (written, constructed, or performed) that gives appropriate evidence of course mastery.
   C. Oral examination that gives appropriate evidence of course mastery.
2. Certain courses may be exempt from the final examination requirements through justification and with special approval by the appropriate department chairperson and principal.
3. Final examinations will count one-fifth of the semester grade.
4. Although all students are encouraged to take semester examinations to attempt to improve their final semester grades, any student who meets **ALL** of the conditions listed below **may**, at the discretion of the teacher, be exempt from 1ST and 2nd semester examinations with parental approval
   a. Meet one of the following criteria:
      1) Students with an ‘A’ average, missing no more than five (5) days in the semester,
      2) Students with a ‘B’ average, missing no more than three (3) days in the semester,
      3) Students with a ‘C’ average, missing no (0) days in the semester.
   b. Record no more than three (3) tardies total in that period for the semester.
   c. Be assigned no more than one (1) lunch detentions per semester.
   d. Be assigned zero (0) times to ACR per semester.
   e. Be assigned zero (0) Out of School Suspensions per semester.
   f. Students must complete the exam during assigned time. Students should not be interrupting other exams to complete theirs earlier than scheduled. Prior arrangements can be made to take exams with approval from administration and all teachers involved.

* Finals required by a college or for dual credit do not apply.

PHYSICAL EDUCATION CLASS EXPECTATIONS

All students enrolled in Physical Education are expected to dress appropriately and participate daily. Required attire includes a t-shirt, shorts or leggings, and athletic shoes (sneakers).

Students who are ill or injured must present a doctor's notice that must include duration of exemption as well as the reason for the exemption. Students may be required to get another slip if the duration is not included. Written work may be assigned if duration is for an extended period of time.

DRIVERS' EDUCATION

Assignment to Driver's Education courses is determined by grade level and student age. Per School Board Policy 6:60: Curriculum Content, students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or a designee may waive this requirement if he or she believes a waiver to be in the student's best interest.

Driver Education Attendance Policy

To receive credit for Driver Education, students must attend the Driver Education classroom or behind-the-wheel period assigned to them. Attendance is a critical component of the Driver Education program as consistent participation is required to meet state-mandated instructional standards.

- **Minimum Attendance Requirement:** Students must attend a minimum of 150 minutes of classroom instruction per day to receive attendance credit for the Driver Education period.
- **Absence Limit:** Students who miss more than three (3) Driver Education classroom sessions or behind-the-wheel lab periods may be removed from the Driver Education program for that quarter.
- **Partial Attendance:** Students who do not attend the full class period will not receive full instructional credit for that day. Accumulated partial absences that result in fewer than 150 minutes of instruction will be considered a violation of the attendance requirement.

Failure to meet these attendance expectations may result in removal from either the Driver Education classroom or the behind-the-wheel, depending on which portion the student is enrolled in at the time

ARTIFICIAL INTELLIGENCE (AI) POLICY

As technology evolves, so does the educational landscape. In line with our commitment to innovation and student success, we introduce this policy to govern the ethical and responsible use of Artificial Intelligence (AI) in classrooms by both teachers and students.

"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.

This AI policy serves as a framework for promoting responsible and ethical use of AI in classrooms, fostering a culture of innovation and continuous improvement in education. By adhering to these guidelines, we ensure that AI technology enhances, rather than detracts from, the educational experience of our students.

III: EVERYDAY INFORMATION

METAL DETECTOR SEARCHES

Notice is given that all individuals must be required to submit to a screening for metal as a condition for entry to School District property. The screening will be conducted by School District staff, who may be assisted by law enforcement personnel.

STUDENT DRESS

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing "private" areas and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment. Shorts, skirts, and dresses must be mid-thigh.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- 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 discipline.
- No pajama pants, slippers, or anything that would be considered sleepwear.

PERSONAL TRANSPORTATION TO AND FROM SCHOOL

Cars and Parking

Student parking on the FCHS campus is a privilege for students. Failure to adhere to the parking regulations, unsafe driving, or improper use of the vehicle will result in penalties, restrictions, calling law enforcement, and/or removal of the parking privilege and reserved space. Revocation of parking privileges is non-refundable in every case. With the purchase of a student parking permit and the signing of the parking agreement, the student gives to proper school officials the consent to search the student's vehicle or the vehicle under the student's control while the vehicle is parked with or without cause on behalf of the school officials. Parking regulations are for the protection of all students. Pupils should realize that their parents or guardians are responsible for damages that may result from their carelessness.

1. Parking permits will be sold at senior and junior registration. Student parking spaces will not be held for incomplete fees or inconclusive vehicle information. **Sophomore students** will only be allowed to obtain a permit **under the following criteria**:
   a. Availability of student parking space
   b. Class attendance
   c. Proper and responsible student behavior
   d. Academic progress
2. A $20 non-refundable fee will be charged to purchase a student parking permit. This permit will be good for one complete school year provided the student has not violated the parking rules and regulations. If a permit is lost, a replacement may be purchased for $10.
3. The speed limit on all FCHS property is five (5) miles per hour. Any student that is observed speeding on campus will have their parking privilege suspended for a period of time to be determined.
4. Once a vehicle is properly parked, all persons in the vehicle **must vacate it immediately and clear the parking lot**. Students are not to be in the parking lots until lunch or until the end of the school day without an authorized pass from the office. **Students are not to loiter in the parking lot**.
5. **Parking tags are non-transferable**. They are to be used only by the person to whom they are issued and only on **family-owned vehicles that are properly registered**.
6. **If a student allows another student to park using a registered tag, it will be revoked for the remainder of the school year.** The student that is using another student's **tag** will not be allowed to park on school property until the second semester of the following year.
7. **If a tag is found on a non-registered vehicle, the tag will be suspended for nine (9) weeks.** If you will be driving a different vehicle to school, you must obtain an **ADD-ON** form from the office as soon as you get to school.
8. Parking tags **must be on the inside of the driver's side windshield** with the I.D. number facing towards the

front of the vehicle. If not, you will be subject to a **minimum of one-month** revocation of parking privileges.

9. Students must park only in their assigned lot. **No other students may park in any vacant spot between 7 a.m. and 3:30 p.m. on any school day. Faculty, staff, administrative, visitor, and handicapped parking spaces** behind the school and gymnasium **are reserved** for their specific school purposes**. These spaces are not to be used by anyone else between 7 a.m. and 3:30 p.m.** If a vehicle is in an assigned parking area, report the description of the vehicle to the office personnel **immediately**. Please, do not park in someone else's space and add to the problem.
10. Once a vehicle is properly parked, the vehicle may only be moved to leave during the lunch period or if signing out. Students are prohibited from driving between school buildings during the school day.
11. Parking privileges begin the first day of school and terminate on the last day of school. Reserved parking is not in effect during any extra-curricular activities, weekends, or holidays.
12. **PARKING PRIVILEGES COULD BE REVOKED FOR THE FOLLOWING REASONS:**
    a. Unusual number of tardies;
    b. ACR assignment;
    c. Out-of-School Suspension;
    d. Careless or reckless driving;
    e. Any use, possession, or distribution of alcohol, tobacco, or drugs on any FCHS property;
    f. Loitering in the parking lot;
    g. Using the vehicle to leave campus without permission;
    h. Littering on school property (You are responsible for keeping your space clean);
    i. Unauthorized transfer of parking tag and/or privilege;
    j. Vandalism of any sort to any property or vehicle; and/or
    k. Lack of academic progress.

Towing Policy

If a vehicle is found parked in a lot or area and does not have a valid parking permit for that area, the vehicle will be towed immediately.

If students are parked without a permit they may face a range of consequences from being asked to move the vehicle to having the vehicle towed.

In addition, student drivers should remember the following:

1. Leave ample room from all intersections and driveways.
2. Observe the traffic law and ordinances of the state and city, such as not carrying passengers on the exterior of cars, not overcrowding cars, not indulging in speeding or reckless driving, etc.
3. **McClelland Street** (between the gym and the school): Students **SHOULD NOT** be driving through that area during the hours of 8:00 a.m. to 3:30 p.m. when school is in session.

BICYCLES AND SKATEBOARDS

If a student rides a bicycle to school, it should be parked in the bike rack that is behind the northeast corner of the main building. Students riding skateboards to school should check them into the office. Students **should not** be riding bicycles or skateboards during the lunch period **unless** they are going to or from their lunch destination.

CHROMEBOOKS

All FCHS students will have access, and will use, a Chromebook during daily classroom. Students must follow the "Acceptable Use of the District's Electronic Networks" located on page 40-42 in the District Handbook. Failure to follow this policy may lead to disciplinary action. The possession or use of Non-School Issued Chromebooks, computers, laptops and other electronic devices are prohibited at school.

CONTACTING YOUR STUDENT DURING THE SCHOOL DAY

Students cannot be called from class to take phone calls except for emergencies. Incoming calls should be made to the school at **932-3126**. The messages will be taken and information relative to the phone call will be relayed to the student. Students are only allowed to use the phone in the office to contact their parent/guardian during the school day. Students are prohibited from making/answering phone calls and texts to/from their parent/guardian on their cell phones during the school day. Unless possession of a pass from a teacher, administrator, or other school officials, students should not be out of class making phone calls during time when class is in session.

CELL PHONES / ELECTRONIC DEVICES

Students are prohibited from using cell phones and other electronic devices (see list below) upon entering the school building and on the school campus during the school day. This includes before school while in the building, during the lunch period, and after school dismissal while in the school building. During the school day, students must keep cell phones powered-off and in their locker. All other personal electronic devices are prohibited from school property.

An electronic device includes, but is not limited to, the following: cell phone, smart phone, smart watch, fit bit, audio or video recording device, personal digital assistant (PDA), earbuds, headphones, personal laptop computer, personal tablet computers, or other similar electronic devices. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

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

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

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

1. First offense – The device will be confiscated by school personnel. A lunch detention 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 by school personnel. One day of ACR 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 by school personnel. The student will be assigned 2 Days of ACR 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.
4. Any further violation of this policy will lead to further disciplinary action up to and including Out of School Suspension.

SOCIAL MEDIA

The use of social media sites such as Facebook, Twitter, Snap Chat, etc. is prohibited during all school hours. 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.

CHECK OUT PROCEDURES

If a student needs to leave campus 1st – 4th periods or 6th – 8th periods, they are to sign-out in the office. They are to follow one of the following procedures:

A. Procedure #1
    1. The parent calls the school phone or stops by the school office and requests for the student to leave (i.e. for a dr. appt.).
    2. Office staff will notify the student's teacher for them to come down to the office.
    3. Student will sign out.
B. Procedure #2
    1. The student may ask the teacher if they can go down to the office so they may call a parent/guardian for permission to leave.
    2. School office personnel will talk to the parent granting permission.
    3. Student will sign out.

Students leaving for regularly scheduled off-campus class or practice do not need to sign out in the office.

ROOM NUMBERS

All of the rooms on the first floor are numbered from one hundred; those on the second floor from two hundred; and those on the third floor from three hundred. Even-numbered rooms are on the east side of the building, and odd-numbered rooms are on the west side. Girls' restrooms are on the east side of the building and boys' restrooms are on the west side of the building.

THE SCHOOL ELEVATOR

The school elevator was installed to assist those people who have difficulty ascending/descending the stairway.

1. To obtain a pass to operate the elevator, a written request from the family physician must be presented in the main office. The request should explain the need for the elevator and stipulate the number of days the elevator will be required.
2. Careful attention should be given to the operating procedures and precautionary rules concerning the use of the elevator.

It is intended to carry **one handicapped person and one attendant** at a time. Unauthorized persons should not use the elevator.

LOCKER INSPECTIONS

It should be clearly understood by all students that when lockers are assigned, they remain the property and responsibility of the school district. The Board of Education reserves the right to inspect, through their agents (administrators), any or all lockers. This will be done whenever necessary, to insure the safety, cleanliness, and well-being of the student body.

BACKPACKS

Students are allowed to bring backpacks to FCHS and store them in their lockers during the school day. Students will not be allowed to take their backpacks to class. Students are allowed to carry a pencil bag and/or small purse/handbag to class. Measurements should be no larger than 6 inches by 10 inches. Large purses/handbags will not be permitted on the FCHS campus. The determination of whether or not a small purse/handbag is appropriate to take to class will be determined by the FCHS administration.

Athletic bags must be stored in the Main Office in the designated space during the school day. Stuffed animals, fidgets, and other toys are not permitted in class.

Individuals may be required to submit their backpacks to a screening for metal as a condition for entry to School District property that will be conducted by School District staff, who may be assisted by law enforcement personnel.

TEXTBOOKS

Textbooks are rented. If, at the end of the year, the books show more than normal "wear and tear," students will be asked to pay an additional amount to cover the expected life of the book. Students are responsible for textbooks left unattended or stolen from them. Textbooks are returned to the teacher of the course in which the textbook is used. If a textbook is missing, the student must present to the teacher a receipt for payment before the student's final examination can be graded. Willful and wanton destruction of school property will not be tolerated. If restitution is not made, the States' Attorney will be contacted.

LOST AND FOUND - STUDENT RESPONSIBILITY

Although the school will make an effort to recover lost property, it assumes no responsibility. All students are furnished lockers with good locks and must assume full responsibility for their property. To protect their interests, students should keep secret their lock combinations, keep their lockers locked at all times, and, immediately upon finding locks or lockers defective, should report it to the main office or to the custodian, so that repairs can be made.

Any student who finds a lost article should take it to the office where the owner may claim it upon proper identification.

ASSEMBLIES

Assemblies will be called to celebrate special occasions, to hold pep sessions, to see skits or class plays, to see lyceum programs, and view other activities of interest to the entire student body.

The Student Body President (SBP) presides at all assemblies. The SBP announces the opening of an assembly, leads the student body in the Pledge of Allegiance, and explains whether there is to be a speaker or an entertainer. At the close of the assembly, the SBP tells the pupils when to leave the auditorium and to which class they are to go. The pupils should not leave their seats until after the SBP's announcements.

Pupils must sit in regularly assigned assembly sections unless otherwise instructed. Absence from any assembly without permission is truancy.

Each teacher is expected to check their students' attendance and is responsible for the behavior of his or her homeroom pupils. During pep sessions, all teachers who have an assigned homeroom seating area in the auditorium will monitor any students sitting in that area.

CAFETERIA

This school is proud of its Cafeteria. For student convenience it is operated during lunch period and during breakfast (7:30 a.m. – 8:05 a.m.). Food is prepared by skilled cooks with student help in the serving of meals.

State and County health regulations prohibit all personnel except cooks, cafeteria workers, and supervisory personnel from being in the kitchen area.

LUNCH HOUR

All freshman students and those who have freshman credits will be required to stay on campus for lunch each day during the First Quarter. Off campus lunch is a privilege and that may be lost due to being Socially Ineligible, excessive absences, or disciplinary issues. Students are not allowed to loiter on private property while going to or from school, during their lunch hour, or between classes. Students may be in the cafeteria or in the auditorium on the first floor of the main building. Students should not sit on the stairs and should not block hallway traffic.

LIBRARY

The Verna Lee Burton Library is a modern, multi-purpose, learning facility for FCHS students. The "new library" was created in l994 when funding from alumnus Robert G. Burton made it possible to renovate the old study hall. The new facility was named in honor of Verna Lee Burton, Robert Burton's mother.

The library houses a collection of over 6,000 books, as well as magazines, audiovisual materials, and digital resources. This collection is designed to support the curriculum and to promote information literacy and recreational reading among students. The library's online catalog is accessible through computers in the library, classrooms, and computer labs. Through our membership in the Shawnee Library System and ILLINET, students can also obtain materials from other Illinois libraries, free of charge.

Students may check out books and other materials for schoolwork or recreational reading. Most books may be checked out for four weeks, with one renewal period. Books that have not been returned two weeks after the due date are considered lost. The patron will be billed for the replacement costs.

The library is open from 8:00 a.m. to 3:30 p.m. Hours can be extended when needed by arrangement with the librarian.

STUDENT ABSENCES

All student absences must be verified by a parent/guardian calling school to state the reason for the absence. Parents/guardians should contact the school by calling 932-3126 and choose the "attendance" option. Absences not verified by phone within 24 hours will be recorded as unexcused. Non-verified absences are subject to disciplinary action.

Parent/guardians calling to verify an absence should state his or her name, the student's name, reason for absence, and a phone number where parent can be reached for further verification if required.

All students returning to school after an absence must first report to the main office.

5-DAY POLICY

Students are required to be in attendance every day school is in session. Parents may call to excuse their child from school up to five (5) days per period per semester. After five (5) days, an absence from school **will require** a doctor's note to be excused. Absences documented by physician's note and **funerals within family** do not count towards the 5-day limit. Notes from physicians will require medical documentation of physical or emotional conditions causing such an absence. Students violating the policy will be referred to our FCUSD 168 Attendance and Homeless Student Liaison**.**

Any absence from class as a result of a school-sanctioned activity is not recorded as an absence.

Excused absences are defined as:

1. Illness;
2. Death in Family;
3. Religious Observances; or
4. Family Emergency - explanation required to the administration.

ATTENDANCE AND EXTRA-CURRICULAR ACTIVITIES

Participants in extra-curricular activities must be present at school the day of the event to be able to participate. This includes Athletics, as well as all other student activities, including, but not limited to: athletic events, field trips, performances, and club or class activities. They must be in attendance for one half a day of an illness. Students who are serving ACR or Out of School Suspension may not participate in extracurricular activities during that day(s). If an assignment to ACR or Out of School Suspension extends over a weekend or break, a student may not participate in extracurricular activities until the completion of their discipline.

TARDIES

A Tardy is defined as not being in your assigned classroom when the tardy bell rings. The first two tardies to a class will result in a verbal warning from the teacher. On the third tardy, students will receive a written referral and be given a lunch detention. On the fourth tardy, students will serve two lunch detentions. Students will be assigned three lunch detentions on the fifth tardy. Students will be assigned ACR on the sixth tardy. Additional days of ACR will be assigned for each additional tardy after six. Students who continue to accumulate tardies may face increased disciplinary consequences up to and including out-of-school suspension.

PERFECT ATTENDANCE

A student is said to have perfect attendance if he or she is not absent from any class on days of attendance and has not been counted tardy to any class more than once during the school year. Two instances of tardiness shall be counted as one period of absenteeism.

ACADEMIC INTEGRITY

Cheating and Plagiarism Policy

It is expected that all students enrolled at FCHS will practice integrity and honesty in all aspects of their lives. The field of academics is one of the primary areas in which integrity of performance is vital. Honesty in the classroom is an integral part of character development and involves students taking full responsibility for their own work based on teacher expectations. Violations of academic honesty or cheating include, but are not limited to:

1. Copying from another student's written work, homework assignments, papers, projects, lab reports, quizzes, tests, etc.
2. Allowing your own work to be copied.
3. Giving, receiving, or asking another student for answers for tests/exams, etc.
4. Using or consulting unauthorized equipment, devices, or programs such as cell phone text messaging.
5. An attempt to help another student commit an act of academic dishonesty.

Other examples of academic dishonesty which are not allowed and which carry serious consequences include, but are not limited to:

- Using programmable calculators
- Using "crib sheets," sometimes hidden ingeniously
- Writing answers on articles of clothing, shoes, skin, or possession
- Looking at someone else's paper
- Paying others to write papers
- Submitting the same paper for credit to more than one class
- Openly talking during tests
- Leaving answers on computers
- Theft of examinations

Plagiarism

Plagiarism is defined as the representation of another's work as one's own. It is one of the most serious forms of academic dishonesty. It is stealing the words or ideas of another and passing them off as one's own. Examples include copying material from the internet such as an essay, report, or paper, and presenting it as your own work. Whenever a student submits a piece of writing claiming original authorship, it is understood that the student is claiming that all the ideas, opinions, facts, figures, conclusions, revisions, and words are the student's original work, **unless the student explicitly indicated otherwise via footnotes, attribution in the text, and/or appropriate quotation marks**. Failure to acknowledge the contribution of the original author is an act of dishonest deception for which a student can be disciplined under the academic dishonesty policy of the school. Upon ascertaining that academic dishonesty has taken place, the faculty member should inform the student that such academic dishonesty has been detected.

STUDENTS INVOLVED IN CHEATING OR PLAGIARSIM WILL RECEIVE DISPLINARY CONSEQUENCES RANGING FROM:

1. Zero credit for the test or assignment.
2. Written notification sent to the parents/guardians by the classroom teacher.
3. Days of assignment by the administration to ACR.

If the offense is committed in an Advanced class, the student will be removed from the class and placed in an alternate setting at the semester.

STUDENT GOVERNMENT

Elections for certain student government offices normally take place late in the spring semester. Any student wishing to carry a nominating petition for Student Body President or Class Officer, must first secure and complete a permit slip. In addition, he or she must meet the following criteria:

a. have credit completion which meets or exceeds the appropriate grade level for each position,
b. have a 3.75 grade point average or better,
c. have 90% attendance or higher,
d. have 0 days of in-school suspension,
e. have 0 days of out of school suspension
f. have no arrest record,
g. be actively involved in the school community, as determined by the Student Council sponsor,
h. have demonstrated ability in leadership, and
i. must be a good citizen, as determined by the administration.

Except for the Freshman class, Student Council and other class officer elections will be held late in the Spring Semester. Freshman class officer and student council member elections will be conducted at the beginning of the Fall Semester.

STUDENT BODY PRESIDENT

If a student is approved, then a petition blank will be granted. Any nominee receiving a semester grade of D or F in any class during the fall semester of his or her junior year is not eligible to run for this office.

After petitions are filed in the office, the names of the candidates will be placed on the ballot alphabetically for the student body to elect their student body president. There will be no write-in votes counted. An appropriate forum will be held to introduce nominees to the student body and each nominee alone will be required to make an approved speech. Seniors will be exempt from voting for Student Body President.

Once elected, the Student Body President is expected to meet the standards required to run for the office.

SOCIAL ELIGIBILITY

Participation in school-sponsored functions and extracurricular activities is a privilege. To be eligible for these events—including dances, sporting events, leaving campus at lunch, and club-related field trips—students must meet the following requirements:

- **Academic Standing:** A student must be passing at least five classes to be considered socially eligible.
- **Attendance:** A student must be present on the day of the event. Absences on event days will result in ineligibility. After five (5) unexcused absences, a student will automatically be placed on the social ineligibility list. After any tenth (10^{th}) absence (excused or unexcused) in the semester, a student will be placed on the social ineligibility list.
- **Behavioral Standards:** Students serving in-school or out-of-school suspension on the day of the event will not be permitted to attend.

Eligibility will be reviewed weekly, and students who do not meet the criteria will be notified until they regain good standing through the weekly grade check. Unexcused absences and suspensions may result in the denial of access to dances and other school events. An unexcused absence would be defined as a no-call/no contact from a parent or guardian. After 5 unexcused absences, students will automatically be placed on the social ineligibility list. After any 10th absence (excused or unexcused) in the semester, students will be placed on the social ineligibility list. Administration can review individual cases based upon illness or personal situations.

**As a reminder, all students must be verified by a parent/guardian calling school to state the reason for the absence. Parents/guardians should contact the school by calling 618-932-3126 and choose the "attendance" option. Absences

not verified by phone within 24 hours will be recorded as unexcused. Non-verified absences are subject to disciplinary action.

F.C.H.S. DANCE RULES

1. Dances will be held from 8 – 11 p.m. (except Homecoming and Prom)
2. No tickets will be sold at the door.
3. Out-of-school dates must be listed when you buy a ticket and will be subject to the approval of the assistant principal/principal.
4. Students who have dropped from school will not be allowed to attend dances.
5. Deadline for signing up out-of-school dates will be noon Thursday of the week of the dance.
6. Guests will not be allowed if they have reached the age of 21 or older.
7. Students may arrive no later than 30 minutes after the scheduled start of the Dance unless prior arrangements have been made with the sponsor, assistant principal, or principal.
8. Once a student leaves the dance (building) they will not be allowed to return and must leave the school grounds.
9. No use of alcohol or drugs will be permitted and no one under the influence of alcohol or drugs will be admitted to the dance.
10. No use of tobacco products will be permitted on school grounds, which includes the parking lot.
11. Some dances may be dress-up or semi-formal. For these dances:
    A. No jeans will be allowed.
    B. Hats will not be permitted.
    C. Other guidelines as stipulated prior to the dance.
12. Some dances may allow special attire. Guidelines for this will be provided prior to the dance.
13. Junior High students will not be allowed to attend high school dances.
14. All students will be expected to abide by general standards of appropriate conduct.
15. Students not abiding by the dance rules may be subject to losing the privilege of attending future dances and may face disciplinary actions.

* Student discipline may be used as a determining factor for whether or not a student may attend a dance.

ACTIVITIES AND CLUBS

BETA CLUB

The purpose of the National Beta Club is to promote the ideals of character, service and leadership among students, to reward meritorious achievement and to encourage and assist students in continuing their education after high school.

The National Beta Club is a student-centered organization, which continually develops and nurtures individuals by providing opportunities and experiences that will enable them to demonstrate the ideals of character, achievement, service and leadership in a global community.

EDUCATORS RISING

Educators Rising is a career and technical student organization designed for students who are interested in pursuing a career in education. Members gain valuable hands on experience by working in classroom settings, observing experienced teachers, and interacting with students of various ages. Participants also develop essential teaching skills by creating lesson plans, exploring instructional strategies, and learning effective classroom management techniques. Through leadership opportunities, competitions, service projects, and professional development, Educators Rising prepares future educators to make a positive impact in their schools and communities while building a strong foundation for careers in teaching.

FFA

The FFA is a nationally renowned organization for all students currently enrolled in an agricultural education class. Its primary purpose is the development of agricultural leadership, cooperation, and citizenship. Community projects, judging contests, public speaking, parliamentary procedure contests, ag. sales contests, FFA degrees, and many awards are ways students can get involved and achieve success through FFA. Annual trips will be taken to the state and national conventions of the FFA. College-bound seniors in FFA are eligible for a number of scholarships available through the FFA Foundation. Members are expected to attend monthly meetings and an annual banquet, as well as maintain an SAE program.

FRENCH CLUB

The French Club is available for students who are currently taking French or have taken at least one year of French. The club will meet monthly to participate in various activities relating to French culture and the Francophone

world, including celebrations of Mardi Gras and Le Reveillon. Excursions will also be planned throughout the year. Members may attend GlobalFest and SIU Foreign Language Day, as well as competing in French Scholar Bowl. A few times each year, French and Spanish clubs will combine for larger group activities.

GAMING / E SPORTS

Students who meet the academic eligibility requirements of the IHSA may join this club. Students will compete in E-Gaming competitions against other FCHS students and students from other schools. All competitions will take place online with no travel to other schools. The only games that will be used for practice and competition are those approved by the IHSA for their E-Gaming competitions.

HIKING CLUB

The FCHS Hiking Club is open to any student who loves being outside, exploring nature, and challenging themselves on the trail. Students spend time discovering some of Southern Illinois' most beautiful landscapes, from the waterfalls of Ferne Clyffe to the sweeping bluff views along the Rimrock Trail. Past adventures have taken the club through the sandstone passages of Giant City, the rugged beauty of Panther's Den, the dramatic cliffs of Little Grand Canyon, and the crystal-clear pools of Bell Smith Springs. Whether members join for fitness, friendship, photography, or simply the joy of being outdoors, the club offers a welcoming space for anyone eager to explore the region's trails and build lasting memories. The club generally takes trips on Saturdays in the fall and spring semesters. We also typically take a senior field trip during the fall semester.

HISTORY CLUB

History Club is open to all students who are interested in or have a curiosity about the past. We discuss all history with a special focus on local topics. History Club meets about once a month and also takes field trips throughout the year.

NATIONAL HONOR SOCIETY

The highest honor that can be attained by a student of Frankfort Community High School is election to membership in the National Honor Society. Juniors and Seniors who possess at least a 4.25 cumulative grade point average are invited to apply for membership. Scholarship, leadership, character, and service shall be the criteria for selection by a committee of FCHS faculty. All National Honor Society members must maintain a minimum of 4.25 grade point average, earn at least 7 activity points per school year, and adhere to school rules/civic laws in order to remain in good membership standing. A transfer student shall be considered for membership after he/she has completed a minimum of one semester at FCHS. However, if a transfer student has proof of an existing membership in the National Honor Society, he/she will immediately be inducted into the FCHS chapter. Please refer to FCHS Honor Society Handbook for a complete description of chapter rules and regulations.

SCHOLAR BOWL

The Scholar Bowl team is open to any student interested in competing in scholastic competition. Members must maintain a 3.5 GPA with no F's or D's during competition.

SCIENCE CLUB

Any student at Frankfort Community High School is eligible for membership in the Science Club. The club exists to promote science and to enjoy science-related leisure activities. Each year the club plans, funds, and presents a science fair for the entire district. It also goes on at least two trips per year. The winter trip is to a ski facility and the spring trip is usually to Six Flags and another area in St. Louis such as the zoo or Science Center. The club also presents a gift which furthers the study or interest of science.

SPANISH CLUB

The Spanish Club is open to all students at FCHS. The club will meet approximately once a month to engage in Spanish-language and cultural activities celebrating the Spanish-speaking world.

STUDENT COUNCIL

This organization serves as a liaison between students and administration. Members are elected from the four classes and are generally responsible for monitoring all elections, selecting assembly programs, and planning Homecoming activities.

SUB-DEBS

Sub Debs is a service organization, affiliated with the Junior Women's Club of West Frankfort. Sub-Debs is open to any student who has maintained a 4.0 (or above) overall grade point average. Scholarship, leadership, and self-integrity are desirable characteristics for membership. Activities in which the club participates during the school year include various projects in the areas of self-improvement, school spirit, and community involvement.

THESPIANS

Thespians is a club for those who are interested in the theatre. The members are involved in at least two productions each year, either on stage or backstage. Members learn the workings of sets, lighting, sound, and acting.

YMCA YOUTH AND GOVERNMENT

YMCA Youth and Government is an organization which provides students with practical experience in the operations of state government. Students have the opportunity to work as student legislators, lobbyists, attorneys, pages, and members of the press in a variety of activities culminating with the three-day Model Legislature held in Springfield each Spring. The Illinois YMCA Youth and Government program has participants representing schools from across the state. It is open to freshmen, sophomores, juniors, and seniors in good academic standing.

ATHLETICS & ACTIVITIES AWARDS

FRESHMAN, SOPHOMORE, JUNIOR VARSITY AWARDS: Students who participate in FCHS athletics will receive a certificate.

VARSITY AWARDS: Students will receive one 7-inch, three dimensional chenille letter "F" per sport or activity that awards letters per high school career. Each year after, Varsity athletes will receive a pin representing the sport.

VARSITY LETTER CLUB

Established in 2003

Any student who earns **nine** FCHS Varsity athletic letters during his or her high school career and is a graduate of FCHS will be a member of the "Varsity Letter Club." Only letters earned for participation will count; letters earned for managers, statisticians, etc. will not count. Additionally, only letters earned in sports with conference champions recognized by the Southern Illinois River to River Conference will count toward this club. A picture will be placed in Max Morris Gymnasium near the concessions area.

FRANKFORT COMMUNITY HIGH SCHOOL

2026– 2027

THIRD FLOOR						
Teal Rm 319	**Lab/Testing Room 321**					**Library Aldridge/Tanner Rm 316**
Brian Beery Rm 315	**Conference Rm 317**					
Sanders Rm 313						**J. Jones Rm 314**
Hampleman Rm 311						**Robinson Rm 312**
Maddox Rm 309						**Dodd Rm 310**
Conference Rm 307						
Goodson Rm 305	**Science Lab Rm 303**	**S. Jones Rm 301**	**E-Sports Room Rm 302**	**Winkler Rm 304**	**Newlin Rm 306**	**Kitchen Rm 308**

SECOND FLOOR						
Welch Rm 217	**TBD Computers 219**				**Neibch Rm 220**	**Shaw Rm 218**
D. Butler Rm 215						**Wilson Rm 216**
Webb Rm 213						**Presley Rm 214**
Kerley Rm 211			**Auditorium**			**Culpepper Rm 212**
Youngblood Rm 209			**Freshman**			**Nursing Lab Rm 210**
Noto Rm 207	**Dean-Baldi Rm 205**	**Tech Room Rm 203**	**Garza Rm 200**	**Copy Room Rm 202**	**Lounge Rm 204**	**Schaede Rm 208**

FIRST FLOOR						
Wrestling Room Rm 113			**Auditorium**		**Canteen Rm 114**	**Music Followell Rm 116**
Science Lab Rm 111		**Sophomores**	**Seniors**	**Juniors**		**Kitchen Rm 112**
C. Wright Rm 109			**Jackanicz Rm 102- Nurse**	**Conference Rm 104**	**D. Wilson Rm 106**	**Henson Rm 110**

FRANKFORT COMMUNITY UNIT SCHOOL DISTRICT #168

ATHLETIC AND EXTRA-CURRICULAR ACTIVITIES CODE

INTRODUCTION:

Student participation in the Frankfort Community Unit School District #168 Athletic and Extra-Curricular Activities Program is **a privilege, not a right**. This Athletic and Extra-Curricular Activities Code applies, where applicable, to all school sponsored Athletic and Extra-Curricular activities that are not part of an academic class nor otherwise carry credit for a grade. The Board of Education will follow the rules and regulations of the Illinois High School Association (IHSA), Southern Illinois Junior High School Athletic Association (SIJHSAA) (if applicable), the conference, and the policies of the Board. In the case of a conflict between the IHSA and this code, the most stringent rule will be enforced.

RISK STATEMENT:

Parents and guardians of children who wish to participate in the Frankfort Community Unit School District #168 Athletic and Extra-Curricular Activities Program must recognize and acknowledge that such participation involves certain risks of physical injury to their children. These risks of injury include the possibility of death, neck, and spinal injuries which could result in partial or total paralysis, brain damage, eye, dental, hearing, and other head injuries, and injuries to the body's nerves, blood vessels, muscles, bones, and any other organs or tissues of the body, including internal and external organs.

REQUIREMENTS TO PARTICIPATE 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. Proof the student is covered by medical insurance.
3. A signed acknowledgment by the student and the student's parents/guardian authorizing compliance with the District's Extra-Curricular and Activities Code.
4. Signed documentation agreeing to comply with the School District's policies and procedures on concussions and head injuries.

EXPECTATIONS:

A. Attendance at school, practice, and contests.
   - Students must be in attendance for at least one-half of the school day or at a school function on the day of an event to be eligible to compete unless permission has been given in advance by an administrator.

B. Compliance with the Illinois High School Association (IHSA) requires that:
   - Students must pass twenty-five (25) credit hours of high school per week.
   - Students must have passed twenty-five (25) credit hours of high school work the previous semester to be eligible for the ensuing semester.

C. Compliance with the Southern Illinois Junior High School Athletic Association (SIJHSAA) requires that:
   - Students must adhere to all rules of the SIJHSSA.
   - Students must have a 2.0 grade point average at the end of the quarter grading period to be eligible for the ensuing quarter.

D. On weekly grade checks any student with 2 or more F's is automatically ineligible.
   - Students that are academically ineligible 3 times during the one season will be removed from the team. They will not receive an athletic award for that season. The student will also have to attend athletic tutoring. The student may try out for sports the next season in which they wish to participate.

E. Adherence to all rules set forth in the student handbook.

F. Conduct becoming of being a District #168 representative, including respect of self and other persons and properties at all times.

G. Refrain from the use or possession of tobacco products, alcohol, vape products, and other drugs, as outlined in Code of Conduct section below.

H. If an infraction of this code occurs during the summer vacation period, the student will be subject to the penalties imposed by this code.

CODE OF CONDUCT:

This Code of Conduct applies to all athletic and extra-curricular 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 athletic and extra-curricular activities while the school is investigating the student's conduct.

The student shall not:

1. Violate 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 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. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed and/or possessed by minors.
6. Act in an unsportsmanlike manner.
7. Haze or bully students. Bullying includes cyber-bullying.
8. Behave in a manner that is detrimental to the good of the group or school.
9. Publicly display or post to social media inappropriate behavior, such as those listed above.

DISCIPLINARY REVIEW PROCEDURES:

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

1. The student and/or parent/guardian should be informed, (verbal and/or written notification) of the disciplinary infraction with which the student is being charged.
2. The student shall be entitled to a review before an appropriate administrator(s).
3. The student will be able to respond to any allegations 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 those found in letters b, c, and d listed below:**
      Will be based on the nature of the offense and the number of offenses, and may include suspension from all athletic and extra-curricular activities for one of the time periods described below:
      - a specified period of time or percentage of events, 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 Tobacco** (including e-cigarettes, vapor cigarettes and look-alike tobacco products):
      1. **First offense** – the student will be suspended from competition for 20% of the regular season contests of the sport or activity in progress or the next sport or activity in which the student will participate. If the infraction occurs with less than 20% of the season remaining, the remaining percentage will be served during the next sport or activity in which the student will participate.

      2. **Second offense** – the student will be suspended from competition for 50% of the regular season contest of the sport or activity in progress or the next sport or activity in which the student will compete. If the infraction occurs with less than 50 percent of the season remaining, the remaining percentage will be served during the next sport or activity in which the student will participate.

      3. **Third offense** – the student will be suspended from competition for 100% of the regular season contests of the sport or activity in progress or the next sport or activity in which the student will participate. If the infraction occurs with less than 100% of the season remaining, the remaining percentage will be served during the next sport or activity in which the student will participate.

c. Sanctions for Alcohol:

1) First offense – the student will be suspended from competition for 30% of the regular season contests of the sport or activity in progress or the next sport or activity in which the student will participate. If the infraction occurs with less than 30% of the season remaining, the remaining percentage will be served during the next sport or activity in which the student will participate. Only sports or activities that the student has participated in the previous 365 days will count toward suspension unless the administrator gives approval (with the exception of incoming freshmen).

2) Second offense – of alcohol during their career, the student will be immediately suspended from all participation in any sport or activity for one calendar year.
The student may be offered the option of returning to the sport or activity, after serving a suspension of 100% of a full season (fall, winter, spring), including post season play. If the suspension occurs while a sport or activity is in progress, the percentage not served during that season would be served during the next sport or activity in which the student will participate. Only sports or activities that the student has participated in the previous 365 days will count toward the suspension unless the administrator gives approval (with the exception of incoming freshmen).
In order to be offered this option, the student must agree to the following conditions:

a) Undergo an assessment and treatment recommended by a certified Substance abuse specialist.
b) Submit proof of assessment/treatment.
c) Submit to a monthly substance abuse test for the first four school months after returning from suspension. If the student tests positive for alcohol during any of these monthly tests, it will be considered the student's third offense.
d) Accept responsibility for <u>all costs</u> related to treatment, assessment, and monthly testing.

3) Third offense – the student will not be permitted to participate in any sport or activity for the remainder of his/her school career.

d. Sanctions for Drugs:

1) First offense – the student will be suspended from competition for 50% of the regular season contests of the sport or activity in progress or the next sport or activity in which the student will participate. If the infraction occurs with less than 50% of the season remaining, the remaining percentage will be served during the next sport or activity in which the student will participate. Only sports or activities that the student has participated in the previous 365 days will count toward the suspension, unless the administrator gives approval (with the exception of incoming freshmen).

2) Second offense – of drugs during their career, the student will be immediately suspended from all participation in any sport or activity for one calendar year.
The student may be offered the option of returning to the sport or activity, after serving a suspension of 100% of a full season (fall, winter, spring), including post season play. If the suspension occurs while a sport or activity is in progress, the percentage not served during that season would be served during the next sport or activity in which the student participates. Only sports or activities that the student has participated in the previous 365 days will count toward the suspension, unless the administrator gives approval (with the exception of incoming freshmen).

In order to be offered this option, the student must agree to the following conditions:

a) Undergo an assessment and treatment recommended by a certified Substance abuse specialist.
b) Submit proof of assessment/treatment.
c) Submit to a monthly substance abuse test for the first four school months after returning from suspension. If the student tests positive for alcohol or drugs during any of these monthly tests, it will be considered the student's third offense.
d) Accept responsibility for <u>all costs</u> related to treatment, assessment, and monthly testing.

3) Third offense – the student will not be permitted to participate in any sport or activity for the remainder of his/her school career.

APPEAL PROCEDURES:

The student and/or parent/guardian may appeal the decision of the administrator to the Board of Education. If a student and/or parent/guardian chooses to have the decision appealed, this must be done by contacting the superintendent within five (5) days of the administrator's decision. Any appeal to the Board of Education shall follow the rules and procedures promulgated by the Board and shall be appropriate in dealing with such matters. The Board of Education's decision is final. Suspensions remain in force while any appeal is pending.

GENERAL RULES:

A. Each game during tournaments, invitationals, and double headers will be counted individually.
B. Students participating in multiple sports or activities in one season will have sanctions applied to all sports or activities.
C. Voluntary admission of an infraction of the rules regarding substance abuse will not result in a suspension, but will count as a first offense. In such a case, mandatory contact with the principal or superintendent is required (the purpose of this provision is to allow a student to seek help). This voluntary admission may not be used by a student if the infraction is already known to the school or the proper authorities.
D. When a student is ruled ineligible for a contest or performance, the student must attend the sport or activity for the suspension to be completed. If the student is not in attendance, the suspension will be applied to the following sport or activity.
E. Resumption of Athletic Activity Following Injury: When a student has suffered an injury in a school sponsored athletic practice or competitive event which requires medical examination or medical treatment, a written physician's statement stating that the student can return to participation in athletics must be presented before he or she will be allowed to return to the program. The physician's statement must be filed with the Athletic Director before the student will be able to participate in either practices or competition.

TRANSFER RULES:

A. If a student transfers to District #168 after having been suspended from another school's athletic or extracurricular program for code violations, that student will not participate in this district's athletic and extracurricular program until his or her suspension would have been over at the school from which he or she is transferring. If the penalty for the violation is more severe at District #168 than it would have been at the school from which he or she is transferring, the student will be suspended according to this district's guidelines.

IN-HOUSE SUSPENSION RULES:

A. If the student is scheduled to end the day in the alternative classroom (ACR), the student will be ineligible for the contest or performance that night.
B. If the student is scheduled to end the week in ACR, he/she will be ineligible for the contest or performance that same day or night. The student will be eligible the following day(s) if the ACR placement has been completed.
C. If the student's scheduled ACR placement continues from the end of one week to the beginning of the next week, the student will be ineligible for all the activities during the time that school is not in session.

DRUG TESTING

The privilege to participate in extra-curricular activities requires an agreement by the student and his or her parent(s)/guardian(s) to submit to testing for the use of alcohol and other drugs. The drug-testing program may be applied to all students who participate in extra-curricular activities provided that the extra-curricular activities do not affect a student's grade. The drug-testing program is not intended to be a punitive measure but rather a way to help our students stay away from the usage of alcohol and other drugs, to help our students who do have a substance abuse problem, and to promote a drug free environment for our students. Drug testing is to be used only to determine and maintain the eligibility for extra-curricular activities.

Procedures Consent:

Any student involved in extra-curricular activities, and his or her parent/guardian, must sign this written consent for drug testing. If any student or parent/guardian refuses to sign this consent, the student will be ineligible for extra-curricular activities and will remain ineligible until the consent is signed.

Random Drug Test:

All students involved in extra-curricular activities will have a number assigned to them. A computer program will generate a random list of students to be tested on a specific day. The principal will keep a list of students and the number assigned to each student. The list will be confidential and will not be shared with anyone except the assistant principal, athletic director and superintendent. Whenever a student's number is chosen, the Principal, Athletic Director, School Nurse, Athletic Trainer, or designee will escort the student to the testing area.

The test times will be random. There may be more than one test in a week and other weeks there may be no test. Once a student has been randomly tested, his or her number will still be used in the next random testing, therefore, said student has just as good chance at being selected for the next random testing. If a student's number is selected and they are absent on the day of the testing, the student will be tested the next day they are in attendance.

Once a student has been brought to the testing area, a district employee of the same sex will escort the student to a restroom where a urine sample will be collected. The district employee will not actually witness the collection unless there is a reason to believe the student will attempt to alter or substitute the sample.

If a student refuses to submit to the urine test, he/she will fill out a refusal statement and it will be ruled a second offense drug violation, as explained above.

The sample will be collected in a self-contained jar that will be able to test for Cocaine, Meth/Amphetamines, Marijuana, Phencyclidine, Opiates, Benzodiazepines, Barbiturates, Methadone, Ecstasy, and Oxycodone. The principal, principals' secretary, assistant principal, athletic director, or athletic director's secretary, school nurse, or athletic trainer will read the results. If the results are positive for any of the ten drugs, the results will be verified by one of the other individuals. The sample will then be sealed, initialed by the student giving the sample, and identified with the student's identification number. The sample will be kept in a secure place until picked up by a lab for further testing. The samples will follow the legal chain of custody.

Retesting:

> The parent/guardian may, at their own expense, have a separate lab run a drug screening. This sample must follow the legal chain of custody and the results must be sent directly to the school. This test must be made within 12 hours of the original test if its results are to be used in determining the usage of alcohol or drugs. The test must test for creatinine, specific gravity, and any masking agents.

Notification of Test Results:
The school district will notify the parent/guardian of the students being tested, once all of the testing has been completed. We will notify the parents by phone and/or mail that the test has taken place. The notification will state whether their child has tested positive or negative for any of the banned substances.
It is imperative that the administration has up-to-date phone numbers of the parent/guardian of students involved in extracurricular activities. Please fill out appendix A with up-to-date phone numbers.
If the district's drug screening is positive and the parent's drug test is negative, there will be a meeting to judge the proper response. If the parent's drug test followed the proper chain of custody, and the results were sent directly to the high school, the following scenario would play out.
The student may be eligible to participate if the student submits to drug tests whenever random drug tests are run. These tests will be at the parent's expense. The test will run through the time period of what the suspension would have been.

Reasonable Suspicion:
The Frankfort Community Unit School District #168 specifically reserves the right to test any student involved in extracurricular activities, at any time, where reasonable suspicion of drug usage has occurred. Employees may use the guidelines for suspicion of alcohol or drug usage available in the office.

Prescription and Over the Counter Medication:
Once a student has been selected for testing, he or she must stipulate what prescription medication, or over the counter medication, if any, they are presently taking. A doctor must have prescribed the prescription medication, and the student and or parent/guardian must be able to verify the prescription by showing the original prescription or a doctor's note. If the student is unable to verify that the medicine was prescribed to him/her; he/she will be subject to the actions of a positive test.