



# **ROXANA SENIOR HIGH SCHOOL**

## Student Handbook 2025 - 2026

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## CHAPTER 1: Introductory Information and General Notices

### Roxana Senior High School Student & Parent Acknowledgment Form 2025-26 School Year

Student Name:
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#### Student Acknowledgement and Pledge

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

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

#### RCUSD1 Technology Contract - Acceptable Use Agreement

I have received a copy of the Acceptable Use Policy that was provided. I understand that the District and/or its agents may access and monitor the use of the Internet and/or device. I also understand I am responsible for any misuse, negligence, or abuse of the District's Chromebook, case and charger.

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

Student Signature:	Date:
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#### Parent/Guardian Acknowledgement

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

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

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

Parent Signature:	Date:
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**General School Information**

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

Roxana Community Unit School District 1  
401 North Chaffer Avenue  
Roxana, Illinois 62084

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

Pat Devening	PRESIDENT
Gloria Phipps	VICE-PRESIDENT
Sherry Keller	SECRETARY & TREASURER
Bob Coles	MEMBER
Shelly Harvey	MEMBER
Dustin McCann	MEMBER
Travis Mouser	MEMBER

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

Debra Kreuztrager	SUPERINTENDENT
Stephen Oertle	ASSISTANT SUPERINTENDENT
Jason Dandurand	PRINCIPAL
Adam Miller	ASSISTANT PRINCIPAL
Laura Ballard	DIRECTOR OF SPECIAL EDUCATION

The school is located and may be contacted at:



*Home of the Shells*

**ROXANA SENIOR HIGH SCHOOL**

401 NORTH CHAFFER AVENUE  
ROXANA, ILLINOIS 62084

Phone Number: (618) 251-7020

Fax Number: (618) 254-7580

Website: <https://www.roxanaschools.org/highschool/>

OUR VISION:

ACHIEVING EXCELLENCE WITH PASSION, PRIDE & PARTNERSHIP

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**Roxana High School Fight Song**

Go, You, Roxana  
With A Courage That Shall Never Falter,  
We Will Fight On To Victory,  
And We'll Keep Our Spirit High;  
We'll Ever Be Loyal  
To The Scarlet, The Gold And The Blue;  
Then We'll Be Victorious When The Varsity Wins Through;  
So Let's Keep On Cheering  
For Roxana High!



## **School Operations During a Pandemic or Other Health Emergency**

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

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

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

## Visitor Information

All visitors, including parents and siblings, are required to enter through the district entrance main doors during school hours and proceed immediately to the welcome desk. Visitors should identify themselves and inform office personnel of their reason for being at school.

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

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

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

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

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

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.

Each building has several locations available for **school visitor parking**.

Those dropping off and picking up children may do so during the following hours:

Elementary: 8:00 AM – 8:30 AM and 2:45 PM – 3:15 PM

Secondary: 7:30 AM – 7:45 AM and 2:20 PM – 2:45 PM

Parking spaces for automobiles are limited. Please avoid having cars parked in designated bus loading zones or in a manner that will impede efficient traffic flow. Do not drive behind the secondary complex during school hours.

### **Equal Opportunity and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality 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 or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

Stephen Oertle: Assistant Superintendent  
401 N. Chaffer Ave  
Roxana, IL 62084  
(618) 254-7577

Laura Ballard: Director of Special Education  
401 N. Chaffer Ave  
Roxana, IL 62084  
(618) 254-7577

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.

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### **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 principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

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### **School Volunteers**

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

Volunteers are required to enter through the district office main entrance and check in and out at the welcome desk to receive a visitor badge before going to their destination.

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## **Emergency School Closings**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced as soon as possible. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. Information regarding school closures will be announced using our Skylert (phone & email) notifications, social media and district website/mobile app.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

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## **Video and Audio Monitoring Systems**

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

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## **Accommodating Individuals with Disabilities**

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

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## **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 nurse.

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

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

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## **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. 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.

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

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

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

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

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

#### **Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following:

##### *Physical signs:*

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

##### *Behavioral signs:*

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

##### *Emotional signs:*

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

### **Warning Signs of Grooming Behaviors**

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

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

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

### **Warning Signs of Boundary Violations**

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

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student

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

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

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

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

## **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.

## **CHAPTER 2: Enrollment, Attendance, Promotion and Graduation**

### **Enrollment, Registration and FERPA**

#### **Residency**

Students attending Roxana Schools must physically reside, on a full-time basis, within the boundaries of the Roxana School District as per the Illinois School Code 105 ILCS 5.10-20.12b. A student's residence is

the same as the person who has legal custody of the student. Non-resident students wanting to attend the Roxana Schools must pay tuition as mandated by law at the rate established by the Illinois State Board of Education. For further information and/or to have your questions answered relating to this topic contact the District Office at 254-7544.

### **Enrollment Requirements**

An official birth certificate (not a hospital announcement) must be presented and recorded for all kindergarten students and new students. Kindergarten students must be five years of age on or before September 1. (See 5:10 for additional requirements)

#### **TEACHER REQUESTS PROHIBITED**

Due to requirements to balance class sizes, and various other criteria, we do not honor parent requests for specific classroom teachers.

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances.

FERPA defines "directory information" as information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information could include:

- name, address, telephone listing, electronic mail address, date and place of birth, dates of attendance, and grade level;
- participation in officially recognized activities and sports;
- weight and height of members of athletic teams;
- degrees, honors, and awards received; and
- the most recent school attended.

Periodically, the school receives requests to provide a student's directory information (i.e. colleges, trade/vocational schools, military recruiters, press, etc.). You must submit a letter to the school by October 1 if you do not want your child's directory information to be provided to a requesting third party.

### **Student Privacy**

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

### **Attendance**

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

Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages

of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

### **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:***

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<sup>1</sup>, attend a civic event,<sup>2</sup> or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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

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

***All other absences are considered unexcused.*** Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at (618) 254-7553 before 8:00 a.m. to explain the reason for the absence.

If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, parents will

receive an Attendance Skylert notifying the parent that their child is not at school/in class and is unexcused. Attendance Skylerts go out twice per day at 10:30 a.m. and again at 6:30 p.m. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Students are subject to school discipline including discipline points towards their social probation status. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

### **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.

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### **Release Time for Religious Instruction and Observance**

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

Students excused for religious reasons will be given an opportunity to make up for all missed work, including homework and tests, for equivalent academic credit.

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### **Make-Up Work**

If a student's absence is excused or if a student is suspended from school, they 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.

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

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

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

### **Tardy Policy**

Roxana High School students are responsible for getting to school and all classes on time. Students will be marked tardy if they are not in class by the time the tardy bell stops ringing. Tardies are cumulative per semester. The tardy cycle will start over at the start of each semester.

Students entering class after the bell has rung are subject to the following:

<b># Tardy</b>	<b>Consequence</b>	<b>Discipline Points</b>
<b>Tardy # 1</b>	Warning (documented by teacher)	0
<b>Tardy # 2</b>	Warning / Parent Notified (documented by teacher)	0
Tardy # 3 <b>Tardy Referral # 1</b>	Lunch Detention	2
Tardy # 4 <b>Tardy Referral # 2</b>	After School Detention	2
Tardy # 5 <b>Tardy Referral # 3</b>	In-School Detention (1 period)	3
Tardy # 6 <b>Tardy Referral # 4</b>	In-School Detention (2 periods)	3
Tardy # 7 <b>Tardy Referral # 5</b>	In-School Detention (3 periods)	3
Tardy # 8 <b>Tardy Referral # 6</b>	In-School Detention (4 periods)	3
Tardy # 9 <b>Tardy Referral # 7</b>	In-School Detention (5 periods)	3
Tardy # 10 <b>Tardy Referral # 8</b>	In-School Detention (6 periods)	3

Tardy # 11 Tardy Referral # 9	In-School Detention (7 periods / 1 day)	3
Tardy # 12 Tardy Referral # 10	STOP In-School Suspension / Troy, IL (1 Day)	4 points per day

**Habitually tardy (#12 and beyond)** students who drive themselves to school may have their parking/driving privileges temporarily suspended (*ie., week, quarter, and up to a semester*) or relegated (*from on campus to off campus parking*). Students will be expected to utilize district transportation or be dropped off by a parent if their driving privileges are revoked. Students will have the opportunity to earn back their parking/driving privilege if their tardiness improves.

Parents may excuse (1) one tardy to school per quarter (*ie., family emergency*). Parents should provide a phone call or written correspondence explaining the reason.

Tardy Referrals impact Social Probation, parking privileges, final exam exemption and Zero Hero status.

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### Homework

Homework is used as a way for students to practice what they have learned in the classroom. While the time requirements and the frequency of homework will vary depending on a student's schedule, teacher, ability and grade level, the general guidelines are based upon average student performance and as follows:

- 9th Grade: 1 ½ hours total or less
- 10th Grade: 1 hour and 40 minutes or less
- 11th Grade: 1 hour and 50 minutes total or less
- 12th Grade: 2 hours total or less

*\*exceptions may occur in Honors, Advanced and Dual Credit classes*

HOMEWORK WILL BE:

- a review of material and/or skills in which the student is already proficient or near proficient

HOMEWORK CAN BE:

- review and/or preparation of material and/or skills for an upcoming assessment or presentation
- a flipped classroom video (previewing the lecture or concept for the next day)
- previewing the reading material for the next day
- the completion of school work missed due to absence(s)

HOMEWORK WILL NOT BE:

- newly introduced or unfamiliar concepts or skills unless it is brief, ungraded and reviewed thoroughly as part of the subsequent lesson

Students are expected to have an agenda book to assist in their organization of class work and to enhance communication between teachers and parents. Students are expected to have their agenda with them in each class during the day and to enter assignments and due dates as directed by the classroom teacher.

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### Exemptions from Physical Education Requirement

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The

excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

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

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

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

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

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

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30

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## **High School Credit for Alternative Courses, Programs and Course Substitutions**

### ***Distance Learning Courses, Including Virtual, College or Online Courses***

In order to take classes through "American School" or any other accredited organization, students must meet the following requirements:

1. Students must be in grade 12 with one credit or less deficiency
2. If the deficiency existed prior to Grade 12, students must have attempted to address the deficiency by taking the appropriate number of summer school courses available (if the deficiency occurred after the start of grade 12 and was in a required course for graduation, the summer school requirement is waived).
3. The Distance Learning Committee may review any applicant and either decline approval or process requests for exceptions. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

**Exchange Programs**

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

**Summer School and Independent Study**

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal.

**Dual Credit Courses**

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

**Foreign Language Courses**

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on foreign language proficiency achieved. The building principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

**Military Service**

The board may accept military service experience as credit toward graduation, provided the student making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences. The student seeking credit shall supply any documents or transcripts necessary to support the request.

**Volunteer Service Credit Program**

A student may earn high school credit through community service activities. The Superintendent shall implement the volunteer service credit program to ensure student enrichment, educational growth, and personal welfare. Students shall receive the amount of credit given for the completion of one semester of language arts, math, science, or social studies.

**Youth Apprenticeship Vocational Education Program (Tech Prep)**

Students participating in the Youth Apprenticeship Vocational Education Program (Tech Prep) may earn credit toward graduation for work-related training received at manufacturing facilities or agencies.

**Vocational Academy**

Students enrolled in the Vocational Academy earn credit toward graduation as provided in the Academy's design.

### **Substitutions for Courses**

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

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

### **Home and Hospital Instruction**

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

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

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

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

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

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

For information on home or hospital instruction, contact Laura Ballard, Special Services Director, at 251-7003.

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### **Early Graduation**

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

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

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

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

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

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

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

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

### **High School Graduation Requirements**

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

1. Completing all State mandated graduation requirements listed
2. Completing all District graduation requirements that are in addition to State graduation
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 the State Mandated Graduation Requirements

**Twenty-five (25) credits** are required for graduation for the **class of 2022** and all subsequent classes

### **State Mandated Graduation Requirements:**

1. **4 credits** in English Language Arts
  - a. 2 credits of writing intensive courses, one of which must be English and the other which may be English or any other. When applicable, writing intensive courses may be counted towards the fulfillment of other graduation requirements.
2. **3 credits** in Mathematics
  - a. One of which must be Algebra I and,
  - b. one of which must include geometry content and,
  - c. one of which may be an Advanced Placement computer science course
3. **2 credits** in Science

4. **2 credits** in Social Studies
  - a.  $\frac{1}{2}$  **credit** in Global Cultures A and  $\frac{1}{2}$  **credit** in Global Cultures B (*required for Freshmen*)
  - b.  $\frac{1}{2}$  **credit** in Government and  $\frac{1}{2}$  **credit** in American History (*required for Sophomores*)
5.  $\frac{1}{2}$  **credit** in Consumer Education
6.  $\frac{1}{2}$  **credit** in Health
7. **2  $\frac{1}{2}$  credits** in Physical Education
8. **1 credit** from one of the following areas:
  - a. Vocational Education
  - b. Fine Arts (*Music, Art*) or Foreign Language
9. New beginning 2022-23: **1 credit** of a course that includes intensive instruction in computer literacy (this requirement is incorporated in RHS's ELA, Social Studies, and in Business & Computers curriculum).

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

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

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

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

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

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

### **Community Service (*Service Learning*) Expectations for Graduation:**

Per the Roxana High School Course Handbook, approved by the RCUSD1 School Board of Education, 20 hours of Community Service is expected for graduation. 25 hours are encouraged for students to meet the Distinguished category on the College and Career Ready Indicators.

While non-completion will not prevent a student from walking in the commencement ceremony, non-completion will be reflected on the graduate's final transcript (Yes/No). However, it will not impact GPA or class rank. Students who complete the requirement will be honored with a white cord to be worn at graduation. Each year, the student(s) with the highest number of service hours will be acknowledged as our Impact Student(s) of the Year.

Community Service is defined as any act or service completed which helps the school, the community, or a family but does not benefit the student financially. It may not be service for the immediate family or relatives or a fundraiser that is a financial gain for a school activity. The purposes of the high school community service are: develop relationships between the school and community; provide diversified experiences for students; support the mission statements of the high school and the school district; expand district community service experiences; foster self-discipline, responsibility, respect, and compassion for others.

The office collects completed forms and enters the information into the school management system. If the community service is not acceptable, the student will be contacted by the office. It is highly recommended that the student make a copy of all forms at home before turning them into the office.

### High School Class Rank

A student's class rank is determined primarily for college use and for scholarship applications. It is based on the following:

4.000	A
3.666	A-
3.333	B+
3.000	B
2.666	B-
2.333	C+
2.000	C
1.666	C-
1.333	D+
1.000	D
0.666	D-
A grade of "F" receives no value.	

RHS institutes a program of **Weighted Courses** with appropriate grades. The intent of such a program is two-fold:

1. to encourage students to take challenging courses and
  2. to reward those who accept such challenges.
- Weighted classes are only available to juniors and seniors and have "Honors" in their title.
  - Students taking weighted courses must achieve a letter grade of "C" or better to receive any bonus on their GPA. The bonus system for students qualifying with weighted grades is as follows:

Students will have 0.033 of a point added to their total grade point average (GPA) for each semester of a weighted class in which they qualify, and that GPA is used to determine their class rank. (For example, a student with 12 semesters of weighted classes would multiply 12 x 0.033 = .396, and then add .396 to their total cumulative unweighted GPA.)

- The valedictorian and salutatorian are determined prior to graduation.
- *Please note: All GPA calculations are rounded to the nearest thousandth.*
- Honors Upon Graduation

Roxana High School will assign honors to those students who have distinguished themselves with superb academic performance during their high school career. These honors include: *summa cum laude*, *magna cum laude*, and *cum laude*.

Students who are candidates for graduation with a weighted cumulative grade point average greater than or equal to:

- **4.000** for all work completed will be recognized as “**Summa Cum Laude**”
- **3.75** for all work completed will be recognized as “**Magna Cum Laude**”
- **3.50** for all work completed will be recognized as “**Cum Laude**”

### **Honor Roll**

Honor rolls are compiled and published after each semester. To qualify for the High Honor Roll, a student must have at least a 3.8 grade point average for that particular grading period. He/she may not qualify with a “C”, “D”, or “F” in any course. The Regular Honor Roll will consist of those students who have a GPA of greater than or equal to 3.0 but less than 3.8 for that particular grading period. He/she may not qualify with a “D” or an “F” in any course.

### **College Bound Students**

State universities and colleges have established certain guidelines that they advise students to follow for admittance to institutions of higher education. Deviations from these standards will require students to take remedial courses for non-credit. The requirements are four years of English; three years of science, social studies, and mathematics; and two years of fine arts.

### **Acceptance of Transfer Student Credits**

Students transferring to RHS from a public, private, or parochial school will have their transcripts evaluated by the guidance and/or administrative staff. Credit for courses passed that correspond to the RHS curriculum will count toward graduation.

### **Transfer of Credit TO RHS BY CURRENT students**

Any course work to apply toward a RHS diploma and taken by a current student at an institution other than RHS must have advanced approval of the principal. During his/her senior year, a student may earn a maximum of one credit per semester through community college classes or correspondence. These credits must come from a university extension or school accredited by the North Central Association or some other accrediting association as determined by the school district. Credits may only be earned by seniors who are behind in credits, and they require approval from a counselor, parent, and principal. From LCCC, a student may earn one unit of credit for any course that lasts 16 weeks or longer and has a course number of 131 or higher. Classes that meet 16 weeks or longer but have a course number lower than 131 will receive ½ credit.

A student entering RHS during the 8th semester must understand that RHS will forward any credits earned to the student’s previous school, and that school will award their diploma according to its own requirements. Any extenuating circumstances must be reviewed and approved by the school administrators.

### **Enrollment by Private School Students at RHS**

It shall be the policy of the Roxana Community Unit School District to allow enrollment of private school students into public school programs within this district under the following criteria.

1. Students and parents/guardians must meet the Illinois state statutes as it pertains to school district residency.
2. Enrollment shall be contingent upon available space within the course requested and shall not require additional staff or course sections.
3. The student shall meet all academic requirements required for enrollment in the course.
4. The student shall pay a partial registration fee based on the established registration fee for the school as well as those required for specific courses based on the amount of classes taken. These might include lab fees and workbook fees as well as general supplies required by the district.

### **Grades and Grading**

The true measure of education is how much students learn and how well they apply that knowledge to what they do in life. One method of communicating how much a student has learned is to award grades based on his/her academic performance. In keeping with this philosophy, RHS uses the following definitions to guide and assist the faculty in this work.

A semester grade will be determined by combining the student's cumulative semester grade plus a semester exam. It is recorded on the student's transcript as a single grade. It is important to note that students earn credit based on the semester grade, and only it becomes part of their permanent transcripts.

To establish consistency within the school for students' comparative performance, the following grading scale has been established:

**Table 1: Grading Scale for RHS**

<b>Letter Grade</b>	<b>Lowest Percent of Range</b>	<b>Highest Percent of Range</b>	<b>Letter Grade</b>	<b>Lowest Percent of Range</b>	<b>Highest Percent of Range</b>
A	95	100	C	73	76
A-	90	94	C-	70	72
B+	87	89	D+	67	69
B	83	86	D	63	66
B-	80	82	D-	60	62
C+	77	79	F	0	59

### **Weighted Grading by Category (Same for ALL Classes)**

<b>Category 1: 10%</b>	Independent daily work; homework; in-class, formative practice, graded group work, extra-credit
<b>Category 2: 30%</b>	In-class, formative/mini-summative assessments; quizzes, final exams
<b>Category 3: 60%</b>	Summative assessments, final exams, projects, or portfolios

### **ReDo/ReTake Policy**

- Students may arrange for redos/retakes for ANY/ALL category #2 and #3 work.
  - The number of retakes may be limited in honors level courses.
- Full credit replacement is offered (not to be averaged with previous grade).
- Teachers communicate requirements for redo/retake to students and parents.
- Teachers determine whether a student must retake all/part of an assessment.
- Teachers determine and communicate time limitations for redo/retake; at least 2 weeks.
- There is NO redo/retake option for category #1 apart from an “excused” absence.

**No Pass, No Play Policy:**

Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school-sponsored or school-supported athletic or extra-curricular activity, including school dances, a student must satisfy the Illinois High School Association’s scholastic standing requirement, on a weekly basis during the period of their participation, of carrying a passing grade for the semester in at least six classes. Grade checks are completed weekly and any student-participant failing to meet these academic criteria shall be suspended from the activity for seven calendar days or until the specified academic criteria are met, whichever is longer. A student who fails to meet weekly eligibility requirements 3 consecutive times during a season will be removed from participation for the remainder of that season.

A student must receive a passing grade in six courses in the semester prior to entry into any extra-curricular or athletic activity.

*Definitions:*

- **Co-curricular:** are activities that are viewed as extensions of the curriculum and/or specific courses. In the case of at least one (band) participation is a requirement of the course resulting in grade calculation.
- **Extra-curricular:** are activities that may have academic merit but are not necessarily extensions of the curriculum or specific courses. In some cases, the activity centers on selection or election by fellow students. Academic standards must be met to participate, and RHS uses the IHSA standards for academic eligibility.
- **Athletic:** refers to activities specifically related to our athletic program. Academic standards must be met to participate, and RHS uses the IHSA standards for academic eligibility.

**Table 2: No Pass No Play**

Co-Curricular	Extra-Curricular	Athletic
Art Club	Thespians	Athletic Teams
Business Club	Scholar Bowl	Cheerleaders
Spanish Club	Honors Chorus	Dance Team
Band	Pep Club	
History Club	R Club	
Science Olympiad	Peer Leadership	
Home EC Club	Rotary Interact Club	
Academic Challenge	TWIRP King/Clash of Grads Court	
Science Club	Prom Court	

Homecoming Court

Secondary Recycling Club

e-Sports

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## **Final Exams**

Final exams will take place at the conclusion of each semester. A doctor's excuse is required for students missing final exams. Parents are strongly encouraged not to schedule appointments or vacations for students during final exams.

If a student misses 1st Semester Final Exams, he/she will be expected to make-up these exams no later than the first three days of the second semester. Students will not be allowed to complete 1st Semester Final Exams before the scheduled exam period.

If a senior misses 2nd Semester Final Exams, he/she must make-up these exams before graduation. If an underclassman misses 2nd Semester Final Exams, he/she will be expected to make-up these exams no later than the first week of summer break. Students will not be able to complete 2nd Semester Final Exams before the scheduled exam period.

All unexcused absences must be cleared up with the Attendance Office within 48 hours of the absences to qualify for the final exam exemption.

## **Credits for Proficiency, Non-District Experiences 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 courses offering dual credit courses at both the college and high school level.[2]
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 Youth Apprenticeship Vocational Education Program (Tech Prep Program).
7. Credit earned in a Vocational Academy.

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

### ***Proficiency Credit:***

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the

building principal for details.

**Substitutions for Required Courses:**

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

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

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

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

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

**Accelerated Placement:**

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

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

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

- b. A student who exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
- c. A student who exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

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### CHAPTER 3: Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parents or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

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

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

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

The building principal &/or Food Service Director 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 &/or Food Service Director.

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### School Breakfast and Lunch Program

For the 2025-2026 school year, the entire district qualifies for the Community Eligibility Provision which allows serving **one breakfast and one lunch at no cost. To qualify for a no cost meal, the student must choose a minimum of three meal components. There is signage in the Commons cafe which explains what makes a no cost meal. These regulations are set forth by USDA. Any additional snacks or ala carte items will be charged.**

An excellent breakfast and lunch program is offered in the Roxana School District. Monthly [menus can be](#)

[viewed online.](#)

The district uses a prepaid meal account for student food item purchases. Meal account deposits are collected in the cafeteria. If you are including more than one child in a deposit, please provide instructions on how to divide the deposit. If you are paying by check, please make the check payable to the Roxana School District.

We encourage you to include the following information on the deposit envelope:

**Name:** *first, last and middle initial* (please give us name listed on school records)

**School:**

**Grade level:**

**Amount of money in envelope** (if using a check please include a check number)

**Date:**

For your convenience, Roxana CUSD 1 has contracted with RevTrak, a national credit card payment processor, to provide you the simple security and convenience of making online food service payments. Online payments can be made into food service accounts through the familiar Skyward Family Access portal. If your child's food service balance is low, it only takes a few minutes to add money using your Discover, VISA or MasterCard (credit/debit). There is a small fee charged for the convenience of using this service.

You may check the account balance through Skyward Family Access available at [www.roxanaschools.org](http://www.roxanaschools.org). You may also sign up for email notifications. The cashier will also tell your child their balance.

Students must have a positive account balance to purchase additional entrees or snacks.

Student accounts can be flagged "no a la carte". We cannot set a daily or weekly spending limit for ala carte.

**NOTE:** No fast food may be brought into school for students. If a parent or guardian wants to take their student to lunch, they must be signed out from the high school office.

**A NEW APPLICATION MUST BE ON FILE FOR EACH SCHOOL YEAR!**

### **Food Allergies**

If your child has a food allergy, such as a milk allergy, we will provide the proper food substitutions. A PHYSICIAN'S NOTE FOR THE FOOD ALLERGY MUST BE ON FILE.

### **Refunds**

Student balances will be carried over to the next school year. We use the same system throughout the district and your child will keep the same account from pre-k through high school. Refunds will be given only to graduating seniors or students moving out of the district.

### **Check Collection**

Checks written to the Roxana School District that are dishonored or returned for any reason will be processed by an electronic collection service that will electronically debit the account for the amount of the check plus a processing fee not to exceed the legal limit.

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

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

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

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

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

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

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

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

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

## CHAPTER 4: Transportation and Parking

### Bus Transportation and Bus Conduct

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

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

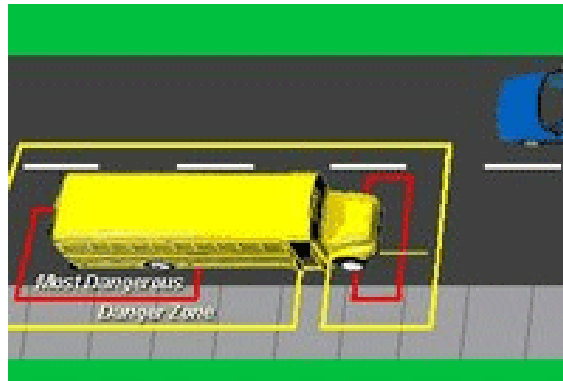
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school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

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

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

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

10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



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

### **School Bus Safety Rules**

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.
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 at least five giant steps (10 feet) 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.

Additional Resources follow:

National Highway Traffic Safety Administration - School Bus Safety

[https://one.nhtsa.gov/people/injury/buses/getting\\_to\\_school/schoolbus2.html](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](http://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](http://www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus)

State Police - School Bus Safety

<https://isp.illinois.gov/StaticFiles/docs/TrafficResources/5-542.pdf>

State Board of Education - School Bus Safety What Parents Should Know

[www.isbe.net/Documents/bus\\_safety\\_parents.pdf](http://www.isbe.net/Documents/bus_safety_parents.pdf)

State Board of Education - Instructions To School Bus Riders

[www.isbe.net/Documents/bus\\_ride\\_instruct.pdf](http://www.isbe.net/Documents/bus_ride_instruct.pdf)

### **Activity Bus**

There are buses Monday through Thursday at 3:45 p.m. to transport students who stay after school for various school-sponsored activities. If the student is not participating in such activities, he/she may not ride these buses. An activity bus pass should be picked up from the teacher in charge and presented to the bus driver at the time of boarding. Students without passes to ride this bus will not be allowed to board.

### **Transportation Reimbursement**

Parents or legal guardians who must provide transportation to and from school because free transportation is not available for their child may be eligible to receive money from the state to help offset some of the cost.

Claim forms should be available from February through 21 days after the close of the school year or July 1, depending upon the number of emergency days used during the school year. If you have questions please call or come by your child's school as soon as possible. You may also contact the State Board of Education directly by calling 217-782-5630.

For questions regarding school transportation issues, contact: Angie Simms - Director of Transportation at 618-254-7572.

### **Student Parking**

The Privilege of parking a vehicle on school campus is granted to Juniors (11) and Seniors (12) who comply with the following regulations:

A student must have earned the number of credits to be classified as a Junior or Senior at the start of the

school year (August).

Parking spots are determined by the following criteria from the previous school year;

1. **Unexcused absences:** 10 hours or more unexcused absences exclude students from parking.
2. **Discipline points:** 10 or more discipline points excludes students from parking.
3. **Class rank:** Eligible students are listed from highest to lowest to determine order for parking spot distribution.
4. All fees for the previous year must be paid in full.
5. A parking permit application must be completed and returned signed by both the student and the parent/guardian.

#### **Rules and Regulations:**

1. Vehicles are to be parked only in the designated student areas.
2. Parking hang tags are to be hung from the rear-view mirror.
3. The following are prohibited:
4. Exceeding the posted 10 MPH speed limit
5. "Revsing engines"
6. "Burnouts"
7. Littering
8. Sounding horns unnecessarily
9. Loud music
10. Reckless driving
11. Students, who have excessive tardiness, unexcused absenteeism, or discipline referrals, as determined by the school administration, are subject to having their parking privileges suspended or revoked.
12. Parking on campus is a privilege. Student vehicles are subject to school searches without notice and without suspicion of wrongdoing.
13. Students are required to exit their vehicle upon arriving and parking on campus. Students are not permitted to loiter and remain inside their parked vehicle at any time.
14. Student drivers must adhere to all school zone regulations:
15. Wear seat belt at all times
16. No cell phone use
17. No texting while driving
18. No speeding

In addition, all campus parking spots are numbered and reserved for upperclassmen (Juniors and Seniors); however, due to limited parking spots available, not all Juniors and Seniors may be able to park on campus. Parking spots will be awarded strictly on the listed criteria. Students are not allowed to share their hang tags with anyone.

Second semester, the early graduates parking spots will be given out following the same parking criteria to Seniors first, Juniors second, and Sophomores third (if applicable).

#### **Violations:**

Driving and parking violations may result in the possible suspension of parking privileges on campus or parking privileges being revoked completely.

- 1st Offense: Attend Traffic Safety School – An After School Detention to Review Driving/Parking Procedures
- 2nd Offense: Short Suspension of Parking Privileges (1-3 days)
- 3rd Offense: Long Suspension of Parking Privileges (4-10 days)
- 4th Offense: Semester Suspension of Parking Privileges
- 5th Offense: Year Suspension of Parking Privileges

Any student caught parking on school property without authorization/permit, may lose future parking

privileges. Students helping other students get a permit who are not eligible will have their permit revoked, plus receiving students will not be able to purchase a parking permit for the first semester when they become eligible.

The school is not responsible for student vehicles, any possessions left in them or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot or parking spaces and items of value should not be left in or near the vehicle while unattended.

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

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

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

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## **CHAPTER 5: Health and Safety**

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

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

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

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

Failure to comply with the above requirements by October 15 of the current school year<sup>1</sup> will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

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

### **Eye Examination**

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

### **Dental Examination**

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

### **Exemptions**

A student will be exempted from the above requirements for:

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

### **Student Medication**

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

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

### **Self-Administration of Medication**

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

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

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

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

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

### **Administration of Medical Cannabis**

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

### **Undesignated Medications**

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

### **Emergency Aid to Students**

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

### **Guidance and Counseling**

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

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

### **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **Communicable Diseases**

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

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

### **Head Lice**

The school will observe the following procedures regarding head lice.

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

### **Students with Asthma**

If your child has a diagnosis of asthma, please provide the district with an Asthma Action Plan from your child's doctor. Forms are available on the district website or in the school nurse's office.

### **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 Supporting 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.

Article 26A Resource Person:

Leslie Hazelwood-Rogers, Social Worker  
401 Chaffer Ave.  
Roxana, IL 62084  
[leslie.hazelwood-rogers@rcusd.org](mailto:leslie.hazelwood-rogers@rcusd.org)  
618-251-7020

Nondiscrimination Coordinator:

Laura Ballard, Director of Special Education  
401 N. Chaffer Ave.  
Roxana, IL 62084  
(618) 254-7577

Title IX Coordinator:

Stephen Oertle: Assistant Superintendent  
401 N. Chaffer Ave.  
Roxana, IL 62084  
(618) 254-7577

Complaint Managers:

Stephen Oertle: Assistant Superintendent  
401 N. Chaffer Ave  
Roxana, IL 62084  
(618) 254-7577

Laura Ballard: Director of Special Education  
401 N. Chaffer Ave  
Roxana, IL 62084  
(618) 254-7577

## CHAPTER 6: Discipline and Conduct

### General Policy on Discipline and Behavior

The Board of Education requires that orderly discipline be maintained in each classroom and in the halls, lunchrooms, libraries, and grounds of all schools. The principals and superintendent shall provide adequate personnel to assist in this process of maintaining order at each after school activity in elementary and secondary schools. Teachers are responsible for enforcing all rules prescribed by the principals and superintendent.

Efforts, including the use of positive interventions and supports, will be attempted, as appropriate, to deter students from engaging in aggressive behavior that may reasonably cause physical or psychological harm to others.

The following procedures serve as a general pattern for dealing with disciplinary problems:

#### Procedure:

- A. In the case of classroom behavioral violations, the teacher should talk to the student after the school day or at a time convenient to both parties. In this effort to obtain proper conduct, the teacher should maintain a friendly atmosphere. He/She should indicate to the student the effect that the misbehavior has on class morale, achievement, etc., and that it will not be ignored. The teacher may also require the student to serve a detention period after school as a result of misbehavior. The teacher should send flagrant violations to the principal/assistant principal immediately.
- B. Students receive detention periods for misconduct not of a serious nature; however in instances of insubordination, disrespect, defiance, etc., the teacher will inform the principal or assistant principal, and he/she will take appropriate disciplinary action. Teacher documentation is in the form of a written referral outlining the offense.
- C. Parents are to be called when out-of-school suspension or expulsion may be the consequence of inappropriate student behavior. The principal, assistant principal, and/or superintendent will be responsible for this call to the parents or guardian.
- D. If the teacher refers the student to the principal or assistant principal, the following procedure is typically followed; however, depending on the nature of the student infraction, the disciplinary action may be altered at the discretion of administration.
  - 1st offense: Warning & Referral
  - 2nd offense: Detention or Multiple Detentions
  - 3rd offense: Assigned block(s) of ISD
  - 4th offense: ½ day of ISD
  - 5th and subsequent offenses: Discretion of administration
- E. The seriousness of some behaviors may make it necessary to disregard this procedure and immediately suspend a student out of school and possibly begin proceedings for expulsion.
- F. The number and duration of out-of-school disciplinary consequences (out-of-school suspensions and expulsions) will be limited to the greatest extent practicable. In no case will a student be

suspended out-of-school for no more than 10 consecutive school days for each incident or be expelled for longer than 2 calendar years.

## Glossary and Range of Consequences

<b>GLOSSARY</b>	
<b><i>The following definitions apply to Roxana High School students in attendance in district instructional and support programs, including school sponsored activities and events.</i></b>	
<b>Abusive Language</b>	Name calling, racial slurs, or derogatory statements addressed to others.
<b>Ammunition</b>	Projectiles that may be fired from guns or other explosive devices.
<b>Arson</b>	The malicious, intentional attempt to burn any property.
<b>Assault and Battery</b>	Attempting to cause and/or causing injury to another student or staff member.
<b>Breaking and Entering</b>	Forceful entry into the property of another or into any portion of the campus and/or school property.
<b>Bullying/Coercion</b>	Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or staff member.
<b>Cheating/Plagiarism</b>	Using, submitting, or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher.
<b>Complicity</b>	Association or participation in a wrongful act.
<b>Conference</b>	A meeting conducted among students, parents, and/or school officials where participants may be notified either verbally or in writing of misconduct.
<b>Controlled Substance</b>	Any alcoholic substance, illicit drug or look-alike drug(s), and/or any potentially mind-altering substance
<b>Detention</b>	Temporary assignment of a student in a special room or area under the supervision of authorized school personnel.
<b>Disorderly Conduct</b>	Any action of such unreasonable manner as to alarm or disturb another and to provoke a breach of peace.
<b>Disrespect</b>	Display of rudeness or discourteousness toward a school employee
<b>Disruption</b>	To disturb the regular or normal function as related to a standard of behavior. A breakdown in the orderly process of instruction and/or school activities
<b>Electronic Devices</b>	Including, but not limited to, cell phones, smart phones, tablets, Bluetooth speakers, Bluetooth headphones, Bluetooth earbuds, pagers, text messaging devices, camera phones, MP3 players, walkie/talkie, radios, CD/tape players, laser pointers, electronic cigarettes, and/or other devices that are similar to and/or perform the same functions as items listed.
<b>Explosive Device</b>	Any device or material that may explode or ignite
<b>Extortion</b>	The act or practice of obtaining something from another person by force or undue or

	illegal power or ingenuity.
<b>Fighting</b>	Engaging in physical contact for the purpose of inflicting harm to another person. Entering into an existing fight.
<b>Firework</b>	A device containing powder that burns or explodes and/or produces lights, noise, and/or smell.
<b>Forgery</b>	The false making or alteration of a document or another person's name, image, likeness, or signature.
<b>Gambling</b>	To play a game for money or other stakes.
<b>Gang Activity</b>	Any violation of school rules/policy/malicious or criminal behavior that a group of individuals come together to commit.
<b>Harassment</b>	To annoy continually. Words and/or actions directed toward an individual which are intended to harass that individual based on a person's sex, race, religion, gender, or ethnic origin are considered harassment.
<b>Instigation</b>	Comment or action that promotes violence or inappropriate behavior.
<b>Insubordination</b>	Any action involving open or persistent defiance of authority and/or school rules and regulations.
<b>Intimidation</b>	Threats or verbal comments with the intent to cause fear.
<b>Intoxicating Agent</b>	Any substance, including but not limited to medical marijuana, used to excite or stupify to the point where physical and mental control is markedly diminished.
<b>ISD</b>	In-School Detention
<b>ISS</b>	In-School Supervision
<b>Look-Alike Drugs and/or Weapons</b>	Any material or substance that has the appearance of or is similar to the real thing.
<b>Loss of Privileges</b>	Occurs when a student is not allowed to participate in any school activity other than academic classes. This may include extracurricular activities during or after the regular school day.
<b>Lying</b>	Intentionally giving untrue communication.
<b>Malicious Damage</b>	The intent to cause loss or harm resulting in injury to person, property, or reputation.
<b>Non-Prescribed Drugs</b>	Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
<b>Normal Educational Process</b>	Generally accepted action or operation of being educated.
<b>Normally Established Rules</b>	Generally accepted prescribed guide for conduct or action.
<b>Obscene</b>	Statements and materials that school officials applying contemporary school standards find offensive.
<b>OSS</b>	Out of school suspension.

<b>Paraphernalia</b>	Accessories, apparatus, or equipment that may be used in the manufacture of or utilization of a controlled substance.
<b>Physical Abuse</b>	Any act intended to cause injury to another.
<b>Physical Aggression</b>	A provoked or unprovoked attack using part of one's body.
<b>Profanity</b>	The act of uttering/speaking/writing/typing contemptuous language for the purpose of debasing the dignity of another person. The departure in the use of language from what is normally considered acceptable within the environment of a school or school-related area.
<b>Referral (ODR)</b>	Office Discipline Referral. A written notice of alleged misconduct to the appropriate school administrator.
<b>Refusal to Identify Self</b>	Refusal to provide or give the correct name when requested to do so by school personnel or refusal to produce school identification upon request.
<b>Reprimand</b>	A warning or disciplinary action taken by a school official for student misbehavior.
<b>Restitution</b>	Restoration or something to its rightful owner: the making good of or giving an equivalent for some injury (as a loss of or damage to property.)
<b>Restriction of Bus Privileges</b>	Temporary exclusion of a student from school transportation.
<b>Restriction Pending a Parent Conference</b>	The removal of a student from school, school transportation, and/or school activities until a parental conference is held with the appropriate school or district administrator.
<b>Robbery</b>	The taking of property of another by force, violence, or threat.
<b>Sale of Intoxicants</b>	The transfer of ownership from one person to another for a price, item of value, service, etc. those substances that excite or stupify to the point where physical and mental control is markedly diminished.
<b>Sexting</b>	Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures, images, or video. This includes but is not limited to creating, sending, sharing, viewing, receiving, or possessing an indecent depiction of oneself or another person through the use of a computer, electronic communication device, cellular phone or other similar device.
<b>Sexual Harassment</b>	Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. This can include offensive remarks about a person's sex. The victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.
<b>Sexual Misconduct</b>	Inappropriate behavior of a sexual nature. This may include, but is not limited to, physical, verbal, written and/or electronic communication.
<b>Short-Term Suspension</b>	Removal of a student from school and school activities for a period one to three school days.
<b>Special</b>	Occurs when a student is given any additional work to perform that other students in

<b>Assignment</b>	a non-disciplinary situation are not required to do.
<b>Theft</b>	Taking property that does not belong to that person.
<b>Threats</b>	Disrespectful or other language that expresses an intent to do harm toward persons or property at school or school-related events.
<b>Tobacco</b>	Dried leaves of plants or liquids used for smoking, chewing, and snuffing.
<b>Trespassing</b>	The unauthorized presence of an individual on school property.
<b>Truancy</b>	The intention absence from school without legitimate cause.
<b>Vandalism</b>	Destroying, mutilating, and/or defacing objects or materials belonging to the school, school personnel, or other person.
<b>Vaping Devices/Electronic Cigarettes</b>	A device used to vaporize substances for inhalation.
<b>Verbal Abuse</b>	Disrespectful language and/or language which is threatening in nature to a staff member or student.
<b>Vulgarity</b>	The use of offensive language; repulsive language; profane language.
<b>Weapons</b>	A weapon shall be defined as any object used or which could be used to cause harm to a person or property.

### Range of Consequences

Violation	Range	Action to Be Taken	
		First Occurrence	Repeated Occurrence(s)
<b>Absences, Unexcused, Failure to follow directive to attend class, Truancy</b>	Minimum	Parental Involvement	In-School Detention
	Maximum	In-School Detention	Drop, Alternative Placement, Legal Action
<b>Assault and/or Battery</b>	Minimum	In-School Detention	Long Suspension
	Maximum	Recommendation for Expulsion	Recommendation for Expulsion
<b>Cheating/Plagiarism</b>	Minimum	Parental Involvement, Loss of Credit	Parental Involvement, Loss of Credit
	Maximum	Short Suspension	Course Failure
<b>Computer Violations, Internet Use Agreement, Acceptable Use Policy (AUP) violations</b>	Minimum	Parental Involvement, Detention, Loss of Privileges	Loss of Privileges
	Maximum	Short Suspension	Loss of Privileges, Long Suspension
<b>Confrontation</b>	Minimum	Warning, Conference	In-School Detention, STOP Program
	Maximum	Short Suspension	Long Suspension, Recommendation for Expulsion

<b>Defiance of Authority</b>	Minimum	Conference, Warning	Lunch Detention, After School Detention
	Maximum	In-School Detention, STOP Referral, Short Suspension	Long Suspension, Recommendation for Expulsion
<b>Destruction of Property/Vandalism</b>	Minimum	Parental Involvement, Restitution	Long Suspension, Restitution
	Maximum	In-School Detention, STOP Referral, Short Suspension	Long Suspension, Recommendation for Expulsion
<b>Disorderly Conduct</b>	Minimum	In-School Detention	Short Suspension, STOP Referral
	Maximum	Recommendation for Expulsion	Recommendation for Expulsion
<b>Disruption/Continued Disruption</b>	Minimum	Conference, Warning	Parental Involvement, After School Detention, Lunch Detention
	Maximum	Recommendation for Expulsion	Long Suspension, Recommendation for Expulsion
<b>Use, Possession, or Distribution of Non-Prescribed Drugs and/or Look-Alike Drugs, Narcotics, Alcohol, and/or Paraphernalia</b>	Minimum	In-School Detention, Parental Involvement, Social Work Referral, STOP Referral	Parental Involvement, Recommendation for Expulsion
	Maximum	Parental Involvement, Recommendation for Expulsion	Parental Involvement, Recommendation for Expulsion
<b>Electronic Devices, Unauthorized Use of Electronic Devices</b>	Minimum	Conference, Warning	Parental Involvement, After School Detention, Lunch Detention
	Maximum	Confiscation of Device, Parental Involvement	Confiscation of Device, Long Suspension
<b>Entering School Facility/Property Without Approval</b>	Minimum	Parental Involvement, Conference	Short Suspension, STOP Referral
	Maximum	Recommendation for Expulsion	Recommendation for Expulsion
<b>Failure to Identify One's Self or Product Identification Upon Request</b>	Minimum	Conference, Warning	In-School Detention, STOP Referral
	Maximum	After School Detention, Lunch Detention, STOP Referral	Long Suspension

<b>Fighting/Entering Into an Existing Fight</b>	Minimum	In-School Detention, STOP Referral, Short Suspension	Long Suspension, STOP Referral
	Maximum	Recommendation for Expulsion	Recommendation for Expulsion
<b>Fire and Emergency Equipment Tampering</b>	Minimum	In-School Detention, STOP Referral, Short Suspension	Long Suspension, STOP Referral
	Maximum	Long Suspension, Recommendation for Expulsion	Recommendation for Expulsion
<b>Use and/or Possession of Fireworks and/or Explosive Devices</b>	Minimum	In-School Detention, STOP Referral	Long Suspension, STOP Referral
	Maximum	Recommendation for Expulsion	Recommendation for Expulsion
<b>Possession and/or Use of Flammable Items/Materials/Chemicals</b>	Minimum	Parental Involvement, Warning	Long Suspension, STOP Referral
	Maximum	Recommendation for Expulsion	Recommendation for Expulsion
<b>Possession and/or Consumption/Use of Food/Drink in Halls, Classrooms, and/or School Buses</b>	Minimum	Conference, Warning	Conference, Parental Involvement, After School, Lunch Detention
	Maximum	After School Detention, Lunch Detention, STOP Referral	Short Suspension, STOP Referral
<b>Forgery</b>	Minimum	Conference, Warning	In-School Detention, STOP Referral, Short Suspension
	Maximum	Short Suspension, STOP Referral, Long Suspension	Long Suspension, Recommendation for Expulsion
<b>Gambling</b>	Minimum	Conference, Warning, After School Detention, Lunch Detention	Short Suspension, STOP Referral
	Maximum	Long Suspension, Recommendation for Expulsion	Long Suspension, STOP Referral, Recommendation for Expulsion
<b>Gang Participation and/or Gang Related Activities</b>	Minimum	Parental Involvement, Conference	Long Suspension, STOP Referral, Recommendation for Expulsion
	Maximum	Long Suspension, Recommendation for Expulsion	Long Suspension, Recommendation for Expulsion

<b>Possession and/or Use of Guns/Ammunition</b>	Minimum	In-School Detention, STOP Referral, Parental Involvement	Long Suspension, STOP Referral
	Maximum	Long Suspension, Recommendation for Expulsion	Recommendation for Expulsion
<b>Hallway Conduct</b>	Minimum	Conference, Warning	In-School Detention, STOP Referral
	Maximum	In-School Detention, STOP Referral, Long Suspension	Long Suspension
<b>Harassment</b>	Minimum	Parental Involvement, Conference, After School Detention	Short Suspension, STOP Referral
	Maximum	Short Suspension, STOP Referral, Long Suspension	Long Suspension, Recommendation for Expulsion
<b>Improper Display of Affection</b>	Minimum	Conference, Warning	Short Suspension, STOP Referral
	Maximum	After School Detention, Lunch Detention, STOP Referral	Long Suspension, STOP Referral
<b>Improper Dress/Dress Code Violation</b>	Minimum	Conference, Warning, Opportunity to Correct	Conference, Parental Involvement, After School, Lunch Detention
	Maximum	Short Suspension, STOP Referral	Long Suspension, STOP Referral
<b>Instigation</b>	Minimum	Conference, Warning	Long Suspension, STOP Referral
	Maximum	In-School Detention, STOP Referral	Recommendation for Expulsion
<b>Leaving Campus Without Permission</b>	Minimum	After School Detention, Lunch Detention, STOP Referral	Short Suspension, STOP Referral
	Maximum	In-School Detention, STOP Referral	Long Suspension, STOP Referral
<b>Loitering</b>	Minimum	Conference, After School Detention, Lunch Detention, Parental Involvement	Short Suspension, STOP Referral
	Maximum	Short Suspension, STOP Referral	Long Suspension, STOP Referral

<b>Mob Action (Fighting Involving Two or More Students Against One or More Students)</b>	Minimum	STOP Referral, Short Suspension, Parental Involvement	Long Suspension
	Maximum	Long Suspension, Recommendation for Expulsion	Recommendation for Expulsion
<b>Motorized Vehicle or Bicycle Violation</b>	Minimum	Conference, Warning	Loss of Permit
	Maximum	Loss of Permit	In-School Detention, STOP Referral
<b>Physical Aggression</b>	Minimum	After School Detention, Lunch Detention, STOP Referral	Short Suspension, STOP Referral
	Maximum	Recommendation for Expulsion	Long Suspension, STOP Referral, Recommendation for Expulsion
<b>Profanity</b>	Minimum	Conference, Warning, After School Detention, Lunch Detention	Short Suspension, STOP Referral
	Maximum	Short Suspension, STOP Referral	Long Suspension, STOP Referral
<b>School Bus Conduct</b>	Minimum	Conference, Warning	Suspension from Bus
	Maximum	Suspension from Bus	Removal from Bus, Long Suspension
<b>Sexual Harassment, Sexual Misconduct</b>	Minimum	Parental Involvement, Conference	Parental Involvement, Short Suspension
	Maximum	Long Suspension, Recommendation for Expulsion	Long Suspension, Recommendation for Expulsion
<b>Skipping</b>	Minimum	Conference, Warning, Discipline Points Assigned	Attendance Letters, In-School Detention, STOP Referral
	Maximum	Attendance Letter, After School Detention, Lunch Detention	Referral to Truancy, Social Probation, STOP Referral
<b>Throwing Objects, Including But Not Limited to Snowballs, Rocks</b>	Minimum	Conference, Warning, After School Detention, Lunch Detention	Short Suspension, STOP Referral
	Maximum	Short Suspension, STOP Referral	Long Suspension, Recommendation for Expulsion
<b>Tardy, Tardiness</b>	Minimum	Conference, Warning	In-School Detention, STOP Referral
	Maximum	After School Detention, Lunch Detention, STOP Referral	Loss of Parking Privileges, STOP Referral

<b>Theft</b>	Minimum	In-School Detention, Parental Involvement, Social Work Referral, STOP Referral	Long Suspension, STOP Referral
	Maximum	Short Suspension, STOP Referral	Long Suspension, Recommendation for Expulsion
<b>Use and/or Possession of Tobacco/Vaporizers/Nicotine Products</b>	Minimum	In-School Detention, STOP Referral	Long Suspension, STOP Referral
	Maximum	Short Suspension, STOP Referral, Social Work Referral	Long Suspension, Recommendation for Expulsion
<b>Vaping</b>	Minimum	In-School Detention, STOP Referral	Long Suspension, STOP Referral
	Maximum	Short Suspension, STOP Referral, Social Work Referral	Long Suspension, Recommendation for Expulsion
<b>Verbal Abuse, Threats</b>	Minimum	Conference, After School Detention, Lunch Detention	Short Suspension, STOP Referral
	Maximum	Short Suspension, STOP Referral	Long Suspension, STOP Referral
<b>Possession and/or Use of Weapons, Look-Alike Weapons</b>	Minimum	Parental Involvement, STOP Referral	Long Suspension, Police Involvement
	Maximum	Police Involvement, Recommendation for Expulsion	Recommendation for Expulsion

### **Student Dress Code and 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.

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/headgear (bandannas, etc.) may be permitted provided it follows school criteria and is not disruptive. Students are expected to follow staff reasonable directions to remove their hat/headgear if requested during class.
- Hoodies are allowed however, hoods must remain down/off the head.

- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
  - The length of shorts or skirts must be appropriate for the school environment.
  - Appropriate footwear must be worn at all times.
  - If there is any doubt about dress and appearance, the building administration will make the final decision.
  - Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- 

## **Student Behavior**

### ***Respect of Adult Authority***

Students are to recognize that adults, whether they be administrators, teachers, secretaries, custodians, bus drivers, cafeteria workers, aides, or monitors are authority figures in the school. As such, students are to show respect for and follow the directions of these adults. Failure to show the appropriate respect for adult authority shall result in disciplinary action against the student. In addition, a student's failure to appropriately identify themselves when asked by an adult authority figure will receive disciplinary action.

### ***Prohibited Student Conduct***

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

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

student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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

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

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

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### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to

school or school activities, including but not limited to:

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

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## **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.
  - a. Social Probation
4. Temporary removal from the classroom.
5. Teacher assigned detentions
6. Lunch detentions
7. Return of property or restitution for lost, stolen or damaged property.
8. In-school detention
9. In-school suspension. (held at alternate location: Troy, IL Safe School ie., S.T.O.P.)
10. After-school detention provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
11. Community service.
12. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
13. Suspension of bus riding privileges.
14. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
15. 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.
16. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
17. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because

behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

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

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

### ***Corporal Punishment***

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

### ***Weapons Prohibition***

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

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

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

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

### ***Gang & Gang Activity Prohibited***

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

## **Vandalism**

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

## **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.

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## **Other Examples of Infractions**

The following list contains information in addition to the district discipline section, further indicating some types of infractions that will subject a student to disciplinary action: **The administration reserves the right to assign appropriate discipline that is not addressed in the handbook.**

- I. **Fighting** with or assault or battery of another individual
  - A. **Unprovoked assault or battery without warning**
  - B. **Instigator:** the participant who clearly swings or pushes first
  - C. **Participation:** to actively participate in a fight
  - D. **Self-defense:** the use of appropriate action to avoid further bodily injury
  - E. **Assault:** a verbal display such that the victim believes they could be physically harmed.
- II. Possession and/or use of firecrackers or other explosive items
- III. Pulling a fire alarm without evidence of a fire
- IV. Taking school property or another person's property without permission—includes a breach of test security.
- V. Defacing or damaging school property
- VI. Defiant Attitude
- VII. Failure to sign out or in at school
- VIII. Indecency in behavior: includes any act that offends commonly recognized standards of sexual conduct, such as possession of obscene pictures or "mooning," using profane language orally, in writing, in drawings, or in gestures
- IX. Public Display of Affection: any bodily contact other than holding hands is not appropriate behavior at school.
- X. Closed Campus Violation: Any student leaving campus without proper permission.
- XI. Discharge of a Fire Extinguisher without Evidence of a Fire – (Discipline as well as pay to recharge)
- XII. Conspiracy in Misconduct: here a student was involved in the planning of a misdeed but may not have taken part in its action.
- XIII. Actions of *hate*. Although these can be covered in several of the other examples, this is included to address actions taken to demonstrate a hateful attitude in a discriminatory manner.
- XIV. Aggregate of small discipline offenses may be combined into a major infraction for purposes of discipline consequences.

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## **Short and Long Term Out of School Suspension**

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

- Short Term Out of School Suspension (1-3 days)
- Long Term Out of School Suspension (4-10 days)

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## **Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students

equal access to a safe, non-hostile learning environment are important district and school goals.

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

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

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

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with

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

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

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

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

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.

### **Bullying Prevention and Response Plan**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. 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.

### **Complaint Managers:**

Stephen Oertle: Assistant Superintendent  
401 N. Chaffer Ave  
Roxana, IL 62084  
(618) 254-7577

Laura Ballard: Director of Special Education  
401 N. Chaffer Ave  
Roxana, IL 62084  
(618) 254-7577

Students may also use the *Stay Safe/Speak Up* services (866) 547-8362 that are provided through the Roxana School District. A direct link is available on the district web site. Students, parents, guardians or community members may report incidents of:

- Abuse
- Alcohol/Drugs/Tobacco
- Bullying/Harassment/Intimidation
- Discrimination
- Hacking/Cyber Crime
- Health Concerns
- Suicidal/Self-Abuse
- Suspicious Behavior
- Theft
- Threats (Bomb, Physical, Other)
- Vandalism
- Violence/Fighting
- Weapons/Dangerous Items

There are two ways to file a statement:

- 1.) Call-1.866.listen2me
- 2.) Go to the school or district website and click on the **“Speak UP!”** button
4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District’s jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. 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.
8. A student will not be punished for reporting bullying or supplying information, even if the District'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.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school

activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

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## **Harassment and Teen Dating Violence Prohibited**

### **Harassment Prohibited**

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Sexual Harassment Prohibited (Title IX)**

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

A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

### **Teen Dating Violence Prohibited**

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

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX

Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

**Nondiscrimination Coordinator:**

Laura Ballard, Director of Special Education  
401 N. Chaffer Ave.  
Roxana, IL 62084  
(618) 254-7577

**Title IX Coordinator:**

Stephen Oertle: Assistant Superintendent  
401 N. Chaffer Ave.  
Roxana, IL 62084  
(618) 254-7577

**Complaint Managers:**

Stephen Oertle: Assistant Superintendent 401 N. Chaffer Ave Roxana, IL 62084 (618) 254-7577	Laura Ballard: Director of Special Education 401 N. Chaffer Ave Roxana, IL 62084 (618) 254-7577
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Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

**Investigation Process**

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

**Enforcement**

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

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

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

**Retaliation Prohibited**

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

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

## **Lunch Rules**

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

## **Cafeteria Rules**

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

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

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## **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.
- 

## **Access to Student Social Networking Passwords and Websites**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that

violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

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## **Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting**

Re: When may school officials require a student to share the content from his or her account or profile on a social networking website?

Dear Parent(s)/Guardian(s):

State law requires the District to notify students and their parents/guardians of each of the following:

1. School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a *social networking website*. Examples of social networking website include Facebook, Instagram, Twitter, SnapChat, Tik Tok, etc
2. 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.

Please contact the school if you have any questions.

Yours in Education,  
Jason Dandurand  
Principal  
Roxana High School

## **Student Use of Electronic Devices | Cell Phone Policy**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

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

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

Electronic devices **may never be used** in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting) (4) misuse of social media resulting in school disruptions and conflict among peers.

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

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.

### **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/](http://www.safe2helpil.com/)).

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

For further information, please contact the Building Principal.

### **Targeted School Violence Prevention and Threat Assessment Education**

Date: August 1, 2024

To: District Staff and Parents/Guardians

From: Jason Dandurand, Building Principal

Re: Targeted School Violence Prevention Program

Student safety is our District's top priority. To maximize safety, the District uses a threat assessment process to identify threats and prevent targeted school violence. This process is part of the Targeted School Violence Prevention Program (Program). For more information, see Board policy 4:190, Targeted School Violence Prevention Program. The Program is part of the preparedness and response phases of the School Emergency Operations and Crisis Response Plan, which in turn is part of the District's Comprehensive Safety and Security Plan.

The District wishes to create a climate that encourages sharing any information about a safety concern with a trusted adult who can help. **Sharing information about threats and safety concerns is everyone's responsibility: students, parents/guardians, staff, and community members.** The question-and-answer section below is designed to help students, parents/guardians, and staff understand when school officials want individuals to share information about a safety concern.

### What Is a Threat?

A threat is a concerning communication or behavior that indicates that an individual may pose a danger to the safety of school staff or students through acts of violence or other behavior that could cause harm to self or others. It may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or in another way. Threats may be direct ("I'm going to beat you up" or "I'm going to blow this place up!") or indirect ("Come and watch what I am going to do to her."). A threat can be vague ("I'm going to hurt him.") or implied ("You better watch out."). Any possession of a weapon or mention of one is a possible threat.

A threat is a threat regardless of whether it is observed by or communicated directly to the target of the threat or is observed by or communicated to a third party; and regardless of whether the target of the threat is aware of the threat.

Sometimes students make threats that may seem funny or "joking," but sometimes a threat is very serious and/or criminal. **When you are in doubt as to whether the statement is kidding or serious, the responsible thing to do is to tell the Principal or other responsible staff member.**

### What Is Targeted School Violence?

Targeted School Violence includes school shootings and other school-based attacks where the school was deliberately selected as the location for the attack and was not simply a random site of opportunity. Individuals who have committed targeted violence did not "just snap," but engaged in a process of thought and escalation of action over days, weeks, months, and even years.

In the majority of incidents of targeted violence, perpetrators did not directly threaten their targets, but they did communicate their intent and/or plans to others before the violence. This indirect expression or third-party communication of intent to cause harm is often referred to as leakage. Reporting leakage is key to preventing targeted school violence.

### Who Is Required To Report Threats?

All District staff, volunteers, and contractors are required to report any expressed threats or behaviors that may represent a threat to the community, school, or self to the Building Principal. Parents/guardians and students are also encouraged to report any such threats to the Building Principal.

Reported threats are assessed by the school's Threat Assessment Team (TAT). Each TAT includes people with expertise in counseling, instruction, school administration, and law enforcement. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe

and secure school environment, to protect and support potential victims, and to provide assistance, as needed, to the individual being assessed.

**The threat assessment process does not preclude anyone from acting immediately to address an imminent threat.**

### What Can Staff And Parents/Guardians Do?

The TAT will provide guidance to students and staff regarding recognizing concerning, aberrant, threatening, and prohibited behaviors to be reported. While there is no one list of behaviors that may cause concern, examples include, but are not limited to:

- Threatening statements or gestures
- Persons with ongoing, unresolved grievances with members of the school community
- Atypical, unusual, or bizarre communications or behavior
- Significant changes in behavior
- Increased focus or fixation on aspects of violence, harm, or death
- Information about someone expressing thoughts, plans, or preparations for violence
- Concerns that someone may harm themselves
- Behavior that significantly disrupts the learning or working environment
- Behavior that seems troubling or disturbing
- Persons seeming isolated and alienated from others
- Anyone unknown to the school

Staff and parents/guardians can reinforce this guidance by discussing with students what a threat is, encouraging students not to make threats or “joking” statements in the first place, and reiterating that seeking help to prevent someone from getting hurt or hurting another by reporting threats is appropriate.

### **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 of Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidents 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.

**Out of School Suspension Reporting Form Parent Notifications**

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

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

\_\_\_\_\_  
Student

\_\_\_\_\_  
Incident Date

Student handbook rules and/or Board policy violated:  
\_\_\_\_\_

Date and time of pre-suspension conference with student:  
\_\_\_\_\_

*(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)*

Date(s) of suspension: \_\_\_\_\_

Date student is eligible to return to school: \_\_\_\_\_

Description of incident: (List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)  
\_\_\_\_\_

Rational for the specific for duration of the suspension:  
\_\_\_\_\_

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

Your child's continued presence at school poses a threat to school safety. Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the

future. These determinations include, but are not limited to, one or more of the following: (List explanation below.)

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

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The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. The following behavioral and disciplinary interventions have been exhausted. (List all behavioral and disciplinary interventions and resources previously utilized to address the student's behavior or indicate if there are no appropriate and available interventions and resources; e.g., any previous correspondence with parents or guardians about the behavior, check-in/check-out, functional behavioral analysis (FBA), behavioral improvement plan (BIP), social academic instructional group (SAIG), in-school suspension, out-of-school suspension and/or other interventions and resources.)

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

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

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

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Building Principal

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Date

cc: Board of Education

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

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

Dear Parent(s)/Guardian(s): Illinois law requires a school district to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Incident Date

Student handbook rules and/or board policy violated:  
\_\_\_\_\_

Date and time of pre-suspension conference with student:  
\_\_\_\_\_

*(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)*

Date(s) of suspension: \_\_\_\_\_

Date student is eligible to return to school: \_\_\_\_\_

Description of incident: (List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)

\_\_\_\_\_

Rational for the specific duration of the suspension:  
\_\_\_\_\_

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

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

\_\_\_\_\_

2. Your child's continued presence at school substantially disrupts, impedes or interferes with the operation of the school. Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: (List explanation below.)

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The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. The following behavioral and disciplinary interventions have been exhausted:(List all behavioral and disciplinary interventions and resources previously utilized to address the student's behavior or indicate if there are no appropriate and available interventions and resources; e.g., any previous correspondence with parents or guardians about the behavior, check-in/check-out, functional behavioral analysis (FBA), behavioral improvement plan (BIP), social academic instructional group (SAIG), in-school suspension, out-of-school suspension and/or other interventions and resources.)

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

Your child will be given an opportunity to complete missed assignments or work missed during the suspension for equivalent academic credit.

Students who are suspended out-of-school for 4 or more school days must be provided with appropriate and available support services during the period of suspension. The following support services are appropriate and available to your child: (Note that this requirement only applies to students who are suspended out-of-school for 4 through 10 school days. List all support services or indicate if no support services are appropriate and available.)

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

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Building Principal

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Date

cc: Board of Education

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

## CHAPTER 7: Internet, Technology and Publications

### 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.

#### Prohibited Use of AI:

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

#### Allowable Use of AI:

- 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) & or 504.

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.

### Acceptable Use of the District’s Electronic Networks

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

#### Terms and Conditions

The term *electronic networks* 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 District’s electronic networks must be: (a) for the purpose of education or research, and be consistent with the District’s educational objectives, or (b) for legitimate business use.

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

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

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

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

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

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

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

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

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

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

**Computer Late Fee Charges** – All students are required to turn-in/return their school issued computer at the end of each school year for routine maintenance purposes. Failure to return the computer will result in an assessed late fees:

- 10 day late fee = \$25
- 30 day late fee = \$50
- 60 day late fee = incur the remaining cost of the school issued computer. Computer will be rendered inoperable

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

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

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

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

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

### **Internet Safety**

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

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

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

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

[Internet Acceptable Use Sign Off](#)

### **Guidelines of 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 determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - A. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activity
  - B. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - C. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
  - D. Is reasonably viewed as promoting illegal drug use; or
  - E. Incites students to violate 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.

### **Guidelines for School-Sponsored Publications, Productions and Websites**

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

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and

6. Include an author's name with any personal opinions and editorial statements, if appropriate.

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

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

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

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

### **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. 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.

### **SKYWARD Family Access**

The Roxana School District's Skyward Student Management software allows access via the Internet to student information including grades, attendance, and cafeteria balances. (Please note that up to a 5 school day lag time may exist between collection of assignments and grade posting). Login and password information will be distributed each year during registration or can be acquired by contacting the school office.

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

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

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

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data

- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

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

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

## **CHAPTER 8: Search and Seizure**

### **Search and Seizure**

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

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

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

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

### **Students Searches**

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

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

other related account information to gain access to the student's account or profile on a social networking website.

### **Seizure of Property**

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

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

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

### **Metal Detector Wands**

Metal detector wands may be used when any one of the following occurs:

1. The administration has reasonable suspicion that a weapon is in the possession of a student
2. Weapons or dangerous objects were found at school, on school property, or in the vicinity of a school
3. Violence involving weapons has occurred at a school or on school property, at a school function, or in a school's vicinity
4. A mass search takes place according to the District's standards for when and how metal detector wand searches are to be conducted. Additionally, **metal detector wands may be used when the administration has reasonable suspicion that a student has a vape device or a vape cartridge.** The Building Principal shall obtain the Superintendent's permission before using a metal detector wand. The reasons supporting the use of a metal detector wand shall be documented.

Notice of the school district's metal detector wand procedure is included in the Parent/Student handbook and reminders that a metal detector wand may be used when there is reasonable suspicion of a weapon or a vape or vape cartridge will be posted throughout the schools. The screening will be conducted by District staff who may be assisted by law enforcement officials. Before a metal detector wand is used, an individual will be asked to remove metal objects and/or vape devices and cartridges from his or her person. If, after the removal of metal objects, the metal detector wand activates, the individual will be asked to double-check that they have removed all metal objects and vape devices and cartridges on his or her person, and the metal detecting wand will be used again. If the metal detector wand activates a second time, the individual may be subjected to a pat-down search. School personnel may inspect the contents of any briefcase, knapsack, purse, or parcel that activates the metal detector for the limited purpose of determining whether a weapon or a vape or vape cartridge is concealed therein.

### **Pat-Down Search**

When feasible, a pat-down search should be conducted:

1. outside the view of others, including students
2. in the presence of a school administrator or adult witness; and

3. by a certificated employee or liaison police officer of the same sex as the student.

A pat-down search conducted by school personnel shall be limited to clothing for the purpose of discovering items that may have activated the metal detecting wand. If school personnel conducting a pat-down search feel an object that may have activated the metal detecting wand or may be other prohibited contraband, the individual will be asked to remove it. Immediately following a pat-down search, a written report shall be made by the school authority who conducted the pat-down search and given to the Superintendent.

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## **CHAPTER 9: Athletics and Extracurricular Activities**

### **Purpose (9:10)**

The Board of Education and staff of Roxana Community Unit School District No. 1 have adopted this Extra-curricular Code which applies to all students in grades 6-12 who currently or may, in the future, participate in extra-curricular, athletic, IHSA, or IESA sponsored activities. This Code stands in addition to other policies, rules and regulations concerning student conduct and imposes additional requirements on extra-curricular participants in addition to school disciplinary procedures.

Roxana Senior High School believes in and is committed to the idea that interscholastic competition in athletics is an important part of the school curriculum and plays a vital role in the development of young men and women. Athletics are also an educational experience beneficial to all and thus participation in an athletic program can contribute to the development of physical health and mental wellbeing. All athletic activities in the School District shall be coordinated with the general instructional program and be in complete harmony with all the aims and objectives of the total school program. A good athletic program is one which teaches those who participate, that cooperation, as well as competition, are important parts of the society in which they live. An athletic program, properly administered, should teach victory and the acceptance of defeat and keep both in their proper perspective. To the degree that the athletic program succeeds in any of the above, is the degree to which that program is a success. Innovation is encouraged and thus individuality of coaches and the special relationships developed with their athletes is recognized. It is expected that all concerned will be aware of certain basic methods of operation and rules of conduct that must be abided by. Adherence to these few minimal rules will insure the best possible co-curricular experience for all students participating in our athletic program.

### **Extra-Curricular Participant (9:20)**

Any boy or girl enrolled in grades 6 through 8 at Roxana Junior High School or grades 9 through 12 at Roxana High School, or who otherwise has authorized administrative permission to participate and who is participating and/or intends to participate in any extra-curricular activity, interscholastic sport, or IHSA sponsored activity approved by the Roxana Community Unit School District No. 1.

For high school students, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must maintain a passing grade in six (6) courses. Any

student-participant failing to meet these academic criteria shall be suspended from the activity for 7 calendar days.

### **Extra-Curricular Activity (9:30)**

Activity means any tryout, practice, game, event, camp, contest, competition, tournament, match or recreation connected to the conduct of an extra-curricular function, including school sponsored weight training, summer league, camp or open gym. Activities include, but are not limited to, the following:

All athletic activities (including cheer and dance), as well as extra-curricular activities and clubs, including, but not limited to Scholar Bowl, IHSA band and choral contests, theater productions, Homecoming/Prom/TWIRP Courts, Student Council, National Honor Society, Science Olympiad, and WYSE.

### **Team Membership Limitations (9:40)**

We believe that every team and organization be composed of as many members as possible and that each member participate to the greatest extent as possible so long as these numbers do not prohibit or impair the intent of the activity and detract from the capabilities of a coach or sponsor to perform his/her duties while providing time for active and contributory participation of team members.

Coaches at any level may conduct tryouts. Coaches may limit team members based on the following criteria:

1. Availability of personnel in sufficient numbers to ensure adequate supervision and safety of participants
2. Character and personality of the individual
3. Work habits and loyalty to the program(s)
4. Positions needed for the team or activity
5. Final determination on an athlete's team membership will be made by the district athletic director

### **Communication**

Parents have a right to be informed about the program their son/daughter is involved in. Parents, coaches, sponsors, and administration should act as a support group for the welfare of the student.

### ***Pre-season Meeting for Athletics***

Coaches/Sponsors shall have a pre-season meeting with parents and athletes. The purpose of the pre-season meeting is to promote cooperation and understanding between the parents, athletes, and coaching staff. It is MANDATORY that a parent or guardian attends the preseason meeting and HIGHLY RECOMMENDED that the athlete attends. Parental attendance is required so all parties are fully aware of the rules and regulations of the athletic activity.

### ***Communication from the Coach/Sponsor***

Good communication is essential to the success of a program. Therefore, parents can expect the following communication from the coach/sponsor:

1. Philosophy, goals, and rules of the activity
2. Expectations of participants
3. Location and time of practices
4. Expected financial obligations for fees, fundraising, special equipment, etc.
5. Attendance, discipline, and varsity lettering policies

### **Communication from the Parent/Guardian/Fan**

Successful relationships are formed between the coach, parent, guardian, and fan by showing:

1. Support and respect for all participants (including all officials and workers)
2. Good sportsmanship at all times (KNOW YOUR ROLE)
3. Courteous and appropriate communication
4. Notification of scheduled absences is given well in advance of an event.

### **Scheduled Conferences Required**

It is recognized that situations may arise when a parent needs to discuss an issue with the coach. Open communication is encouraged, but this communication should follow guidelines to prevent potential conflict. Appropriate discussions with the coach/sponsor should include how to help your son/daughter improve through academics, skill and strength development. Parents/guardians should ask how to improve through summer and off season programs. Behavioral concerns and concerns with your child's social development can be brought to the coach/sponsor's attention. Issues that are not appropriate to discuss include game strategy, play calling, playing time, and other participants in the activity. The following procedure should be followed to help promote a resolution to issues of concern:

1. **Do not** confront the coach/sponsor with a concern immediately before or after an event.
2. Call Stephanie Palmer, Athletic Secretary, at 254-7553 to leave a message for the coach to contact you.
3. Call Mark Briggs, District Athletic Director, at 254-7553 if the coach does not respond in a reasonable time.
4. If needed, a conference between the parent/guardian, coach, and district athletic director or principal may be scheduled.

### **Conference and IHSA Affiliation (9:60)**

Roxana High School is a member of the Cahokia Conference and the Illinois High School Association (IHSA).

### **Requirements for Participation in Athletics (9:70)**

A student must have the following fully executed documents on file at the school office wherein the athlete is in attendance before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the participant is physically able to participate. The physical is current if it is dated within 395 days of the last date of participation in any given activity. The physical must not expire during the dates of participation in that activity.
2. Proof the athlete is covered by medical insurance.
3. A receipt showing the participant and his/her parent(s)/guardian(s) received a copy of the Extra-Curricular Code, understand the terms of the Code, and agree to abide by its terms and conditions.
4. A receipt showing the participant and his/her parent(s)/guardian(s) received concussion information each school year.

### **Academic Eligibility for IHSA (9:80)**

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

### **High School Athletic Academic Eligibility (9-12)**

To retain eligibility, a student must have passed a minimum of 3.5 semester hours of academic course work in the semester preceding his or her eligibility and must have passed 3.5 semester hours of academic course work in the week preceding his or her eligibility.

### **After School Tutoring Policy**

1. Tutoring for athletes may be required each week, whenever deemed necessary by the coach.
2. Tutoring will have to be worked out with individual teachers, coaches, and student athletes.
3. If there is a shortened week due to a holiday, weather cancellation, or other unforeseen circumstance, the principal/athletic director/coach may allow for alterations to the tutoring procedures.

### **Absence from School/Truancy/Suspension (9:90)**

An athlete/participant who is absent from school after 10:30 a.m. on the day of an activity is ineligible for any activity on that day unless the absence has been excused and participation in the activity has been approved by the principal or district athletic director. Examples of approved absences may include prearranged medical absence, a death in the student's family, or other approved personal absences. A student who is absent from school on Friday before a Saturday event may be withheld from Saturday activities at the discretion of the coach/sponsor or at the direction of the administration. A student who has one or more truancies from school may be suspended from participation in athletic and/or extra-curricular activities by the administration. A student who is suspended from school will be withheld from participation in that day's activity. A student who serves an In School Suspension (ISS) may be withheld from participation in that day's activity at the discretion of the principal, district athletic director, or coach.

### **Attendance at Practices and Events (9:100)**

For the protection of the health and safety of students, and to protect the integrity of the team, team members shall be required to attend all regularly scheduled practices, meets, games and events of the team. Failure to attend by a team member may result in discipline, including suspension or dismissal from the team.

### **Quitting (9:110)**

Following the two week try-out period, any student who decides to quit an athletic team by giving verbal or written notice to the coach(es) before the season is completed will be prohibited from rejoining the team for the remainder of the season. However, within twenty-four (24) hours after the student notified the coach(es) of his/her decision to quit the team, a student may ask the coach(es) for permission to rejoin the team. In the event a student requests to rejoin the team, the coach(es) will schedule a meeting with the student and parent(s)/guardian(s) and principal/athletic director to discuss the student's proposed return to the team. The principal/athletic director retains sole discretion in deciding whether the student will be permitted to rejoin the team. The principal/athletic director's decision is final. If a student quits an athletic team, the student will not be allowed to try out for or participate in another athletic team before the end of the season of the activity the student quit, unless given approval by the principal/athletic director.

### **Consent Form for Performance Enhancing Substance Testing by the IHSA (9:120)**

Before participating in interscholastic sports, the student and the student's parent/guardian shall consent, in writing, to random drug testing in accordance with the IHSA or the District. The student's and parent's signature on this extra-curricular code authorizes random performance-enhancing

substance testing by the IHSA. Participants that fail to take part in random testing will be considered ineligible to participate in the activity. Selection of athletes to be tested: Students will be selected at random from a list of all those students participating in IHSA-sponsored state series competitions at which drug-testing takes place. The IHSA Board of Directors shall determine on an annual basis those state series competitions that shall be subject to testing for a given school term.

By signing this Extra-Curricular Code of Conduct, both Roxana High School students and parent(s)/guardian(s) agree to comply with the IHSA drug testing policy.

### **Dress and Grooming (9:130)**

Rules regulating the dress or grooming of students may be developed by the coach/sponsor of each respective sport provided, however, that such rules are limited to health or safety regulations.

### **Use of Equipment/ Lockers (9:140)**

Team uniforms and equipment shall be required. Students shall be responsible for the care and maintenance of all equipment issued to them. Each student issued equipment/uniform shall return the equipment/uniform in the condition in which it was received, normal wear and tear excepted, to the coach/sponsor within one week of the completion of the season for which the equipment/uniform was issued, or within one week of the end of the student's participation in the activity for the season, whichever comes first. If a student fails to return equipment/uniform as required, or returns it in damaged condition, the student may be charged for replacement or repair, or otherwise disciplined as appropriate. Lockers are school property and are loaned to students for their temporary use. Lockers are subject to search by school officials at any time.

### **Drugs, Alcohol and/or Tobacco (9:150)**

The use by an athletic or extra-curricular participant of tobacco, alcohol, drugs, or performance altering substances not prescribed by a physician for medical purposes for the patient who is using them in the manner in which they were prescribed is prohibited at all times. The use of these items by a student who participates in athletic and/or extra-curricular activities presents a hazard to the health, safety and welfare of the student, as well as those with whom the student participates or competes. In addition, students are in violation of this Code of Conduct if they are in attendance at a party where under-age consumption of alcoholic beverages and/or illegal drugs is present. Likewise, students will be in violation if they are in a vehicle where alcohol and/or illegal drugs are being transported.

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. For purposes of this policy, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Any student found to be in violation of this policy shall be subject to discipline in accordance with the school districts regular and extra-curricular discipline policies, rules and regulations as provided herein.

The district may elect to work with parents, the student, and a mutually agreed upon agency to provide counseling and/or education related to violations of this section. This may or may not impact the length of suspension time required of the students.

A posting of banned drug classes shall be prepared annually by the IHSA Sports Medicine Advisory Committee and approved by the IHSA Board of Directors. It shall be subject to updates at any point during a school term. A complete posting of the current year's banned drug classes list can be accessed at: <https://www.ihsa.org/documents/sportsMedicine/current/IHSA%20Banned%20Drugs.pdf>

### **Injury/Illness/Medical Conditions (9:160)**

The student shall promptly report all injuries and illnesses or medical conditions, regardless of severity, and whether or not caused by athletic competition to the head coach of the sport or sponsor of the activity in which the student is participating.

### **Medical Release to Return**

When there is any question of a student's medical fitness to practice or compete, coaches/sponsors or school officials may require the student to provide a release to participate, signed by a physician licensed to practice medicine, before allowing the student to engage in further activity. In each instance when a student has been directed by a coach/sponsor or other school official to seek medical examination or treatment, the student shall provide a release to participate, signed by a physician licensed to practice medicine, before the student is allowed to engage in further activity.

### **Concussions and Head Injuries (9:170)**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion by any person deemed appropriate under the return-to-play protocol shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic coach or assistant coach may not authorize a student's return-to-play or return-to-learn.

### **Imposition of Discipline (9:180)**

Coaches/sponsors and school officials shall impose discipline appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials. Extra-curricular discipline is in addition to whatever other discipline may be imposed under the student disciplinary code applicable to all students.

### **Code of Conduct (9:190)**

#### **Rules in Effect**

The following regulations are in effect during all the years a student attends Roxana Junior/Senior High School, including summer vacations. The Code of Conduct applies to student-athletes 24 hours a day, 7 days a week, and 365/366 days a year. Penalties for Level I, II, and III shall be cumulative for each independent level beginning with and throughout the student's participation in extra-curricular activities while at RJHS/RHS. The activities governed by these regulations shall include all extra-curricular activities. The following violations and consequences represent guidelines that will be followed. It should be noted that participation in extracurricular activities is a privilege, and each code of conduct violation will be considered based upon the specific circumstances of the incident. Consequences will be administered accordingly.

Application of the consequences involving Code of Conduct violations will be administered in both athletics and for each extra-curricular activity independently and separately unless a student who violates the code is involved in an activity and an interscholastic sport simultaneously. In this case, the consequence for the code infraction will run concurrently. For example, a student has a Code of Conduct violation in November and is involved in Student Council, National Honor Society and plays baseball. The student will serve the Student Council and National Honor Society suspensions immediately, however will have to wait until the baseball season to serve his athletic suspension. In situations when a student is involved in an activity and a sport that occur at different times during the school year, the student will serve his/her consequence at the time the respective seasons commence. Once a student has successfully served the consequences in an activity and an interscholastic sport, the discipline for the code infraction will be considered adequately served.

### **Sportsmanship/Appropriate Conduct**

Coaches/sponsors shall personally exhibit and shall require of their students sportsmanship and appropriate behavior consistent with Board Policy and this Code.

Behavioral misconduct by students shall not be tolerated. Behavioral misconduct shall include but shall not be limited to:

- A. Insubordination; or
- B. Gross disrespect (confrontation with school officials, sponsors, participants from other schools, officials); or
- C. Theft; or
- D. Any behavior which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- E. Any behavior which disrupts the appropriate conduct of a school program or activity; or;
- F. Hazing, bullying, or harassment of any kind; or
- G. Use of profanity; or
- H. Exhibition of bad sportsmanship; or
- I. Violation of the Extra-Curricular Code, training rules, or any other school policies, rules or regulations

### **Honesty Clause**

The Honesty Clause is provided as an opportunity to self-report athletic code violations for a reduced consequence. If an athlete violates any portion of the "Athletic Code," they may invoke the "Honesty Clause" for a first offense only. It is the student-athlete's responsibility, not a parent, to contact the athletic director or high school administration within 48 hours of the violation. If the student-athlete is out-of-season, he/she must contact the athletic director or high school administration within the said time frame. By admitting their violation to the appropriate school representative within the 48 hour time frame, the student-athlete may have their first violation suspension reduced by one-half. If the student invokes the Honesty Clause, the appeal process is forfeited. If the student-athlete fails to notify any of the said individuals within 48 hours of the "Athletic Code" violation, the athlete will serve the full consequence as outlined under the Code of Conduct-Violations section.

### **Level One - Violations:**

- Use or possession of a controlled substance.
- Use or possession of an alcoholic beverage.
- Delivery of alcohol or illegal drugs.
- Hosting a party where under-age drinking or alcoholic beverages and/or illegal drugs are permitted.

- A student-athlete who is arrested for, charged with, or found guilty of a misdemeanor. Minor offenses that result in fines alone may be dealt with as a violation of the provisions of Level 2.

**Consequences:**

- **First Offense:** Participants will be suspended from all games/contests for a period of 40% of the season. (See “Buyback” Guidelines)
- **Second Offense:** Participant will be suspended from all games/contests for 70% of the calendar year
- **Third Offense:** Participant will be suspended from all extra-curricular activities for the remainder of his/her junior high and/or high school career.

**Level Two - Violations:**

- Use or possession of any tobacco substance or e-cigarette.
- Stealing or vandalizing community, school, or personal property that does not involve law enforcement
- Possession of drug paraphernalia.
- Violations of the rules and regulations of District #1 that results in an out of school suspension greater than three (3) days per semester.

**Consequences:**

- **First Offense:** participants will be suspended from all games/contests for a period of 15% of the season.
- **Second Offense:** Participants will be suspended from all games/contests for a period of 40% of the season. (See “Buyback” Guidelines)
- **Third Offense:** Participants will be suspended from all extra-curricular activities for a period of one (1) calendar year.
- **Fourth Offense:** Participant will be suspended from all extra-curricular activities for the remainder of his/her junior high and/or high school career.

**Level Three - Violations:**

- Attendance at parties where under-age drinking of alcoholic beverages and/or illegal drugs are present.
- In a car where alcohol or illegal drugs are being transported.

**Consequences:**

- **First Offense:** Probation: If the police report or if a participant states that he/she attended, but did not use alcohol or drugs, the participant will be advised by coach, director, or sponsor not to attend any similar functions again.
- **Second Offense:** Participants will be suspended from all games/contests for 15% of the season.
- **Third Offense:** Participants will be suspended from all games/contests for a period of 40% of the season. (See “Buyback” Guidelines)
- **Fourth Offense:** Participant will be suspended from all games/contests for a period of one (1) calendar year.
- **Fifth Offense:** Participant will be suspended from all extra-curricular activities for the remainder of his/her junior high and/or high school career.

**Level Four - Violations:**

- Violations of rules and regulations of District #1 that results in a suspension of three (3) or fewer days per semester.
- Arrest for minor infractions.
- Truancy from class or school.

### **Consequences:**

**Each Offense:** Participants will be suspended from all games/contests for a period of 5% of the season.

\*\*If the violation occurs “out of season” then the one game suspension will carry over to the next sport season or participatory activity in which the student is involved.

### **Level Five – Violations:**

- Assignment to In-School Suspension (ISS)

### **Consequences:**

- **First through Third Offense:** Punishment will be by the coach/sponsor with notification given to the athletic director
- **Fourth Offense:** Participants will be suspended from all games/contests for a period of 5% of the season (consistent with a suspension of three (3) or fewer days per semester, see level Four Consequences).
- **Fifth or More Offenses:** Participants will be suspended from all games/contests for a minimum period of 5% of the season. Referral to the athletic director’s office for further appropriate action.
- Please note that the student will be expected to be at practice or game on the day of ISS unless communicated otherwise by administration.
- ISS will be cumulative for each semester.

### **Level Six – Violations:**

- Unexcused absences from a contest, performance, or practice.
- Misconduct at a practice, contest, performance, or other athletic event or activity.
- Swearing or abusive language.
- Blatant disregard to the head coaches’ expectations of participation. (game and practice)

### **Consequences:**

- **First Offense:** Punishment will be by the coach/sponsor with notification given to the athletic director.
- **Second Offense:** Participant will be suspended from team/activity. Length of time is determined by the coach/sponsor with notification given to the athletic director.
- **Third Offense:** Repeated offenses in this area will be referred to the athletic director’s office for appropriate action.

### **Due Process**

A student will be advised of the charges against him/her and be given the opportunity to respond to the charges. The student and his/her parents will be advised by administration of any disciplinary action taken as a result of the charges.

### **Points of Emphasis**

- The participant must complete the activity for the consequences to be considered served which includes attending practices. The student must start and finish the activity on the original starting and ending dates. The athletic director or principal has the prerogative to remove the athlete from the team due to a Code of Conduct violation and in this case any remaining participation days will be counted towards the days of suspension.
- **“In-season” violations** will carry over into the next sport season or participatory activity in which the student is involved.
- **“Out-of-Season” violations** will carry over into the next sport season or participatory activity in which the student is involved.

- **“Buy Back Guidelines”**: When an infraction has been committed by a student/athlete in which a 40% of the season suspension has been incurred, he or she will have the option to “buy back” ½ of the penalty time (20% suspension) under the condition that the athlete and his parent or legal guardian agree to enter and to complete successfully a District approved rehab program. The funding for this program will be paid by the parent or athlete and must be approved by the school nurse and social worker as a legitimate program of rehabilitation. The scheduled appointments with the substance abuse program must be adhered to or the reduction will be null and void. Any absence or rescheduled appointment must have administrative approval. Any set appointment will take precedence over any practice or game activity. The athlete must petition the principal or athletic director to participate in this “buy back” option.
- Under IHSA rule, any **student who transfers** into or out of District #1 must serve his/her remaining consequence prior to participation in a new school system. It is the principal’s obligation to identify Code of Conduct violations for incoming or exiting students.
- The coach/sponsor affected will be notified of what disciplinary action has been taken against a student in violation of the Code of Conduct.
- Disciplinary action relating to the Code of Conduct imposed by a coach/sponsor will be written and submitted to the athletic director.

### **Disciplinary Suspension (9:200)**

Suspension is defined as removal of the student from participation in one or more practices, games, meets or other activities as defined by the extra-curricular code of conduct violations’ level. The principal, district athletic director, or coach/sponsor may suspend a student from participation for violation of the extra-curricular code, training rules, or other appropriate policies, rules and regulations of the school district. The following procedures shall apply to disciplinary suspensions:

- A. Prior to suspension, the student shall be provided an explanation of the charges against him/her. The student shall be given an opportunity to present his/her version of the incident to the suspending school official.
- B. Upon written request within 10 days, the student may appeal his/her disciplinary suspension first to the district athletic director, then to the principal, then to the superintendent, and then to the Board of Education who shall have final and binding authority to determine the appropriateness of the suspension.

Days of suspension for a code violation will begin immediately the day that the administration is notified of the offense if the violation occurs during the season. If the violation occurs during the off-season, the days of suspension will begin on the first day of the season or when the administration is notified if the season has begun. If a student athlete quits the current sport during the suspension, the suspension will carry over into the next sport season or participatory activity.

Disciplinary suspensions may be imposed pending dismissal proceedings.

### **Disciplinary Dismissal (9:210)**

The coach/sponsor, upon consultation with and upon approval of school administration, may dismiss a student from athletic and/or extra-curricular participation for violation of this Code of Conduct, training rules, or other appropriate policies, rules and regulations of the school district. Dismissal from a team/activity is defined as removal of the student from participation in one or more practices, games, meets or other activities for the balance of a season. The following procedures shall apply to disciplinary dismissals:

- A. Prior to dismissal, the student shall be provided an explanation of the charges against him/her. The student shall be given an opportunity to present his/her version of the incident to the suspending school official.

- B. Within 10 days, an appeal may be filed upon written request by the parent or student whereupon the athletic director/principal shall schedule a meeting with the relevant parties and shall thereafter determine the appropriateness of the suspensions.
- C. If the student is dissatisfied with the decision of the athletic director and/or principal, they may make a written request within 10 days for appeal of this decision to the superintendent. The superintendent shall schedule a meeting with the relevant parties and shall thereafter determine the appropriateness of the suspension.

### **Disposition of Penalty Pending Appeal (9:220)**

If a student appeals a penalty, a student remains suspended from the activity pending appeal of the penalty. Reinstatement shall be at the sole and exclusive discretion of school officials.

### **Attendance at School Dances (9:230)**

Attendance at school-sponsored dances is a privilege. Junior High students must be at school the day of the dance and not serving ISS or OSS the day of the dance. High school students must meet the Illinois High School Association's scholastic standing requirement, during the week prior to the dance, of carrying a passing grade for the semester in at least six classes and meet the social probation requirements to attend a RHS sponsored dance. Roxana High School holds up to three formal dances each year. Homecoming is held in the fall, TWIRP is held in the large gymnasium in February/March, and PROM is a May event at Lewis and Clark Community College for juniors and seniors. These dances are intended for high school students or recently graduated guests (no junior high school students are allowed to attend). Our goal for these events is to provide a safe and enjoyable evening for our students. To this end, Roxana High School students requesting to bring an off-campus guest must submit a formal request form to the high school office. Availability and due dates for these requests will be communicated through daily announcements. Students must receive prior approval for their guest to attend.

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

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

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code. (See [Social Probation](#))

### **Absences due to Vacations, Thanksgiving, Christmas and Spring Break**

A commitment to be a part of the athletic program carries with it a responsibility to attend scheduled athletic team events and practices during Thanksgiving, Christmas and Spring Break vacation periods. This is especially true at the varsity level. At the same time, we realize that occasionally it may be

desirable or necessary for a student to travel with his/her family during one of these vacation periods and miss scheduled practices, games or meets. Here are some guidelines and criteria we will use to handle such circumstances:

1. The athlete shall continue as a team member provided the student gives advance notification to the coach at least one week prior to the first scheduled contest of the season.
2. The athlete may be required, upon return from vacation, to sit out a number of contests, games, meets or practices based on the number of days missed while on vacation. This is based on the belief that a sense of fairness is owed to those individuals who did not miss and were daily a part of the practices and competitions. These students, themselves, may have sacrificed a vacation opportunity to be a part of the team.
3. The athlete is not guaranteed the same position or amount of playing time as when he/she left. The athlete who replaced him/her may have earned the position; it is the responsibility of the athlete who was gone to earn the spot back.
4. Particular care should be given to the district calendar that outlines the starting times and tryout times for various activities.

**Questions and discussion, regarding absences during tryouts, should be directed to the District Athletic Director.**

## **KEY PROVISIONS REGARDING IHSA RULES**

### **1. ATTENDANCE**

- You may only represent the school you attend (coops allowed).
- You must be enrolled and attending classes no later than the 11th school day of the semester.
- Attending 10 or more days during any one semester counts as one of the 8 possible semesters for eligibility.
- A lapse of school connection for 10 or more days makes the student ineligible for the rest of the semester.

### **2. SCHOLASTIC STANDING**

- You must pass 25 credit hours of work per week
- You must have passed and received credit for 25 semester hours in the previous semester

### **3. RESIDENCE**

- Your eligibility is dependent on the location of your residence where you live full time with your parents, parent assigned custody by the court, or court appointed legal guardian.

### **4. TRANSFER**

- In all transfer cases, both the principal of the school you are transferring from and the principal here must agree with the transfer in writing on the IHSA form. You are ineligible until this form is on file in our office.
- If you transfer after classes begin you will be ineligible for thirty days from the first day of attendance.
- If you participated in a sport this year at the school you are transferring from you are ineligible for that sport the entire school term. This would include participating in tryouts as well.
- Transfers are subject to the rules regarding residence discussed above.

## **5. AGE**

- You will become ineligible on the date you become 20 years of age or if you will be 20 during a season you are ineligible from competing in that sport season.

## **6. PHYSICAL EXAMINATION**

- You must annually have on file at the high school a signed physical performed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. The exam is good for 395 days from the date of the exam.

## **7. AMATEUR STATUS**

- If you win or place in actual competition, you may accept a medal or trophy for that accomplishment without limit to cost.
- For participation, you may receive an award other than money, valued up to \$75. Violating the amateur rule may cause you to become ineligible for that sport.

## **8. RECRUITING OF ATHLETES**

- The rules prohibit recruiting students for athletics. If you are being solicited to enroll or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.

## **9. SCHOOL TEAM SPORTS SEASONS**

- Each sport has a starting and ending date. Our school may not organize a team, begin practice or participate in contests until the authorized starting date. We cannot continue to practice or participate after the authorized ending date.
- During the school year, you may not participate on a non-school team coached by any member of our school's coaching staff unless it meets specific by-law criteria.
- No school coach may require you to participate in an out of season sport program as a requirement for being a member of a school team.

## **10. PLAYING IN NON-SCHOOL COMPETITION**

- During the time you are participating on a school team in a sport you may neither play on a non-school team nor compete in a non-school competition as an individual in that same sport or in any skill of that sport. You may try out for a non-school team in that same sport, but cannot then participate in practice, receive instruction, participate in workouts or participate in competitions until your school season has ended.

## **11. ALL-STAR COMPETITION**

- After you have completed your school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in 3 all-star contests in any of those sports and still play for other school teams.
- You can lose your eligibility for other sports if you violate this rule. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer, or volleyball except that you may do so during the school season for that sport.

The Complete set of IHSA By-Laws and Policies is available at: [www.ihsa.org](http://www.ihsa.org)

## **CHAPTER 10: Special Education**

### **Education of Children With Disabilities**

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

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

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

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Laura Ballard: Director of Special Education  
401 N. Chaffer Ave  
Roxana, IL 62084  
(618) 254-7577

## **Discipline of Students With Disabilities**

### ***Behavioral Interventions***

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

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

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

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

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

### **Exemption From PE Requirement**

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

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; 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.

### **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.

### **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.

### **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:

Laura Ballard: Director of Special Education  
401 N. Chaffer Ave  
Roxana, IL 62084  
(618) 254-7577

## **Student Privacy Protections**

### **Surveys**

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

### **Surveys by Third Parties**

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

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

### **Surveys Requesting Personal Information**

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

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

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

### **Instructional Material**

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

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

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

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

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

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

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

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

## **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:

- a. Name
  - b. Address
  - c. Grade level
  - d. Birth date and place
  - e. Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - f. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
  - g. Academic awards, degrees, and honors
  - h. Information in relation to school-sponsored activities, organizations, and athletics
  - i. Major field of study
  - j. Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

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

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

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

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

### **Student Biometric Information**

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

## **Military Recruiters and Institutions of Higher Learning**

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

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## **CHAPTER 12: Parental Right Notifications**

This chapter includes State and federally mandated notifications. Policies include rights of homeless families, pesticide application notification, and rights of parents to access information about their child's teachers.

### **Standardized Testing**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: SAT, PSAT, Illinois Science Assessment

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 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.

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

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

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

For assistance and support for homeless families please contact the District's Homeless Liaison:

Stephen Oertle: Assistant Superintendent  
401 N. Chaffer Ave  
Roxana, IL 62084  
(618) 254-7577

### **Request to Examine Instructional Material**

A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please complete the following statement and return it to your child's classroom teacher within 5 days. I request to examine the instructional materials and course outline for this class.

### **Class Attendance Waiver**

According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program. If you do not want your child to participate in these classes or courses, please complete the following **class attendance waiver** statement and return it to your child's classroom teacher within 5 school days.

I request that the District waive the class attendance of my child in a class or courses on:

- 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
  - Instruction on donor programs for organ/tissue, blood donor, and transplantation
- Student (please print)
  - Parent/Guardian (please print)
  - Parent/Guardian Signature Date

### **English Learners**

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

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

1. be involved in the education of their children, and
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.

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

Laura Ballard: Director of Special Education  
401 N. Chaffer Ave  
Roxana, IL 62084  
(618) 254-7577

### **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.

### **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:

Debra Kreutztrager: Superintendent of Schools  
401 N. Chaffer Ave  
Roxana, IL 62084  
(618) 254-7541

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

### **Mandated Reporter**

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.

### **Transfer to Another School**

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent or guardian may request a transfer to another public school within the district.

### **Student Privacy**

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

### **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>

## **Asbestos and Hazardous and Infectious Materials**

### **Asbestos**

The following public notification is being released for compliance with the regulations of the Federal AHERA guidelines for the management of asbestos containing materials. The Inspection Report and Management Plan is on file for review at the Roxana Community Unit School District Superintendent's Office.

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials in the Roxana Community Unit School District No. 1. It has been determined by the Illinois Department of Public Health and Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid distributing any asbestos containing materials. Materials containing asbestos have been found in the following buildings:

- 1) Junior/Senior High School
- 2) South Roxana Elementary
- 3) Central Elementary

Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law. Cleaning and maintenance personnel, who have been trained in identification of asbestos containing material and who recognize the danger of asbestos, are taking special precautions during their work to properly abate asbestos debris and to guard against disturbance of the asbestos containing materials. All asbestos containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants. Any concerns relative to asbestos containing materials should be directed to Mr. Tim Dyer, Director of Building and Grounds at 254-7573.

### **Hazardous and Infectious Materials**

The District takes all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticides and infectious materials in accordance with Illinois School Law.

## **CHAPTER 13: Curriculum and Instruction**

### **Assessment**

The district assesses student progress in many different ways. Academic and social-emotional.

### **Common Assessments**

Teachers from each grade level have designed local assessments for reading, writing, mathematics, science, social science, physical education and fine arts. These assessments are used for evaluation of student achievement with the local instructional program and placement into advanced/honors placement.

### **State Assessments**

Beginning in 2024-25, the high school administers the ACT / EXPLORE and PLAN for grades 11, 10, and 9 annually. Students and parents with questions about this college bound assessment are encouraged to contact their guidance counselor for details.

### **Social/Emotional Universal Screening**

The district uses various screening/tools to help monitor student behavior. Teachers use a screening tool called the Behavioral Profile Benchmark Screening, also known as Form L. Student behavior is assessed based upon internalizing behaviors, externalizing behaviors, and behaviors that interfere with learning. Students are assessed twice a year, in the Fall and Spring. When a need is identified, students may be referred to participate in various interventions to improve skills and performance in an academic setting. A list of these interventions is available to parents upon request or is available on our district website. In addition, surveys such as the Illinois Youth Assessment, 5 Essentials are administered to gather other important information to assist the school with supports and strategies to better serve our student population and promote a safe and positive learning environment.

## **APPENDIX:**

### **Message From the Principal**

Dear Parents and Students of Roxana High School:

It is a great honor to serve as the Principal of Roxana High School. I want to thank you for entrusting your children to our care each and every day. I commit all my energy and passion to ensuring that your student's educational experience is marked by respect, kindness, and a focus on educational achievement.

I am truly excited to be a part of the many initiatives here at Roxana High School. At RHS we take great pride in our students' academic and social development which exemplify the true spirit of Roxana High. We have an incredibly talented and dedicated staff that is committed to our students' success. Our district's support provides our students resources and opportunities critical to their success.

This handbook serves as a guide and the foundation for establishing a safe environment that is conducive to learning. Therefore, it is imperative that students take ownership and pride in adhering to the key principles outlined here.

Please feel free to contact me anytime about questions you may have regarding our school. We value your input and your role as parent/guardian – it is clearly a shared mission to guarantee a quality education for our students. It is an honor serving as the Roxana High School Principal as we *Achieve Excellence with Passion, Pride, and Partnership*.

Yours in Education,  
*Jason Dandurand*  
 Jason P. Dandurand, Ed. S.  
 Principal

### **Student Life and Campus Culture**

At Roxana High School there are many opportunities for students to get involved in extracurricular activities. These activities include:

- **Athletics**
- **Performing Arts - Band, Choir, Drama**
- **School Clubs & Organizations**

Art Club	Book Club	G.S.A.	eSports	Home Ec Club
History Club	Mock Trial Club	Prom Committee	National Honor Society	Student Council
Peer Leadership Empowered Youth	The REEF (Pep Club)	"R" Club Varsity Athletics	Saturday Scholars	Talent Search
Science Club	Science Olympiad	Scholar Bowl	Recycling Club	Spanish Club
Yearbook	Student Ambassadors			

We encourage and promote the notion of student involvement. There is a positive correlation with a student's involvement in school activities and their academic achievement, attendance and discipline.

We also provide initiatives that reward and acknowledge our students who are in the *right place, at the right time, doing the right thing*:

#### **RHS Zero Heroes**

Universal quarterly rewards system used to reward and recognize students for exemplary behavior at RHS. Students who meet the attendance and discipline criteria will earn the reward held each quarter. The criteria to be eligible includes: 0 tardy referrals, 0 hours of unexcused absences, and 0 discipline infractions / referrals.

#### **ROX Stars**

Daily affirmations announced over the PA during morning announcements to students and staff who exhibit outstanding school citizenship by showing kindness, respect and/or service to others. Recipients receive gift certificates to the Cafe de Shell.

### ***Shells of the Month***

School initiative sponsored by the Midwest Members Credit Union to acknowledge students for exemplary performance and school citizenship. Recipients receive a gift card, certificate, recognition on credit union and school marquees. Seniors become finalists for the Midwest Members Scholarship.

### ***Social Probation***

Students who are identified as chronically truant (excessive unexcused absences) and/or 25 or more discipline points during the quarter, are prohibited from attending school dances and other school sponsored events/activities the following quarter. 4th quarter absences and points carry over to 1st quarter privileges of the following year. Students are immediately placed on Social Probation when they reach & or surpass the discipline point &/or attendance criteria.

### ***Restorative Practices***

This is a powerful approach to discipline that focuses on repairing harm through inclusive processes that engage all stakeholders. Implemented well, Restorative Practices shift the focus of discipline from punishment to learning and from the individual to the community.

### ***In-School Detention***

The ISD Room is a safe environment aimed at helping students de-escalate their emotions in order to return to the learning environment. While in ISD, students are engaged in meaningful activities and are provided strategies to help them achieve the desired behavioral outcomes To help them transition back into the learning environment.

**ROXANA SENIOR HIGH SCHOOL**  
Bell Schedule **2025-2026**

REGULAR BELL SCHEDULE:

PERIOD	TIME	MINUTES of INSTRUCTION
<b>0 Hour Early Bird</b>	<b>6:55 - 7:45</b>	50 minutes
<b>1st</b>	<b>7:50 - 8:40</b>	50 minutes
<b>2nd</b>	<b>8:45 - 9:35</b>	50 minutes
<b>3rd</b>	<b>9:40 - 10:30</b>	50 minutes
<b>4th</b>	<b>10:35 - 11:25</b>	50 minutes
<b>5th</b>	<b>11:30 - 12:50</b>	50 minutes
<b>5A (lunch period)</b>	<b>11:25 - 11:55</b>	(30 minutes)
<b>5A (class period)</b>	<b>12:00 - 12:50</b>	50 minutes
<b>5B (class period)</b>	<b>11:30 - 12:20</b>	50 minutes
<b>5B (lunch period)</b>	<b>12:20 - 12:50</b>	(30 minutes)
<b>6th</b>	<b>12:55 - 1:45</b>	50 minutes
<b>7th</b>	<b>1:50 - 2:40</b>	50 minutes

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SCHOOL IMPROVEMENT DAY BELL SCHEDULE:

PERIOD	TIME	MINUTES of INSTRUCTION
<b>1st</b>	<b>7:50 - 8:15</b>	25 minutes
<b>2nd</b>	<b>8:20 - 8:45</b>	25 minutes
<b>3rd</b>	<b>8:50 - 9:15</b>	25 minutes
<b>4th</b>	<b>9:20 - 9:45</b>	25 minutes
<b>5th</b>	<b>9:50 - 10:15</b>	25 minutes
<b>6th</b>	<b>10:20 - 10:45</b>	25 minutes
<b>7th</b>	<b>10:50 - 11:15</b>	25 minutes

Early Bird does not meet on School Improvement Days.

**SEL and RTI Days (Every Wednesday)**

PERIOD	TIME	MINUTES of INSTRUCTION
<b>0 Hour Early Bird</b>	7:00 - 7:40	40 minutes
<b>1st</b>	7:50 - 8:30	40 minutes
<b>2nd</b>	8:35 - 9:15	40 minutes
<b>3rd</b>	9:20 - 10:00	40 minutes
<b>4th</b>	10:05 - 10:45	40 minutes
<b>6th</b>	10:50 - 11:30	40 minutes
<b>5A (lunch period)</b>	11:30 - 12:00	(30 minutes)
<b>5A (class period)</b>	12:05 - 12:45	40 minutes
<b>5B (class period)</b>	11:35 - 12:15	40 minutes
<b>5B (lunch period)</b>	12:15 - 12:45	(30 minutes)
<b>7th</b>	12:50 - 1:30	40 minutes
<b>SEL Advisory</b>	1:35 - 2:40	65 minutes

**Purpose:** All students will participate in monthly CKH (Capturing Kids Hearts) SEL lessons aligned to school-wide goals aimed at strengthening school culture and climate and safety initiatives.

<b>RTI Advisory Academic Support</b>	1:35 - 2:40	65 minutes
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**Purpose:** Opportunity to build academic supports/Tier II interventions during the school day. These are days designated for ReDos/Retakes (academic interventions) during the 40 minute sessions and Advisory Period at the end of the day.

- Students passing all classes and not on social probation would be allowed to dismiss after 7th period on Wednesdays at 1:30 p.m.
- Students in need of academic support or those requesting a ReDo/Retake would report to their designated advisory then to their assigned teacher for academic intervention
- Students on Social Probation not in need in academic support would participate in SEL lessons, counseling/group sessions to address behavioral concerns/needs

**ASSEMBLY BELL SCHEDULE:**

<b>PERIOD</b>	<b>TIME</b>	<b>MINUTES of INSTRUCTION</b>
<b>0 Hour Early Bird</b>	7:00 - 7:40	40 minutes
<b>1st</b>	7:50 - 8:30	40 minutes
<b>2nd</b>	8:35 - 9:15	40 minutes
<b>3rd</b>	9:20 - 10:00	40 minutes
<b>4th</b>	10:05 - 10:45	40 minutes
<b>6th</b>	10:50 - 11:30	40 minutes
<b>5A (lunch period)</b>	<b>11:30 - 12:00</b>	<i>(30 minutes)</i>
<b>5A (class period)</b>	<b>12:05 - 12:45</b>	<i>40 minutes</i>
<b>5B (class period)</b>	<b>11:35 - 12:15</b>	<i>40 minutes</i>
<b>5B (lunch period)</b>	<b>12:15 - 12:45</b>	<i>(30 minutes)</i>
<b>7th</b>	12:50 - 1:30	40 minutes
<b>ASSEMBLY Home Room</b> Students Report Back to 1st Pd. <i>(if needed to go over info)</i>	<b>1:35 - 2:00</b>	25 minutes
<b>Assembly / Pep Rally</b> <b>Gymnasium</b>	<b>2:00 - 2:40</b>	40 minutes
<b>Extended Assembly / Pep Rally</b> <b>(No Home Room)</b>	<b>1:35 - 2:40</b>	65 minutes



*Achieving Excellence with Passion, Pride & Partnership*

**#GoShells**