St. George CCSD No. 258

Every Child Every Day

2026-2027
PARENT|STUDENT HANDBOOK

June 2026

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ST. GEORGE SCHOOL

5200 E. Center Street, Bourbonnais, IL 60914
Phone: 815-933-1503 · Fax: 815-933-1562
www.sg258.org | Facebook @sgs258 | Twitter @sgs258
School Office Hours: 7:30 – 4:00

MISSION STATEMENT

We are devoted to achieving educational excellence for our children in partnership with the community.

OUR VISION

St. George Community creates a world-class educational environment that employs technology and quality classroom instruction to help our children become global independent thinkers, lifelong learners, and productive members of society.

SECTION 1.0 INTRODUCTORY INFORMATION AND GENERAL NOTICES

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. This handbook may be amended during the year without notice. The Board's comprehensive policy manual is available for public inspection through the school's website www.sg258.org or at the District office, located at 5200 E. Center Street, Bourbonnais, IL 60914.

The St. George School District #258 budget is posted on the website, www.sg258.org, and may be viewed by clicking on the Board of Education link.

SCHOOL DAY ATTENDANCE HOURS

	START	END		START	END
K-8	7:50 AM	2:55 PM	PreK AM	7:50 AM	10:40 AM
			PreK PM	12:05 PM	2:55 PM

EARLY DISMISSAL ATTENDANCE HOURS

	START	END		START	END
K-8	7:50 AM	1:20 PM	PreK AM	7:50 AM	10:40 AM
			PreK PM	12:05 PM	1:20 PM

CAR RIDER/STUDENT DROP-OFF and PICK-UP

*****USE THE ATHLETIC DOOR (#7) ENTRANCE*****

Students may be dropped off no earlier than 7:35 AM.
After-school pick-up will be at the dismissal time of 2:55 PM (1:20 PM on Early Dismissal days).

1.00 School Operations During a Pandemic or Other Health Emergency

This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.

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

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

Additionally, please note the following:

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

Cross-reference:
PRESS 4:180, Pandemic Preparedness; Management; and Recovery

1.40 Visitors

NO VISITORS will be allowed during a pandemic or other health emergency. This includes volunteers helping in classrooms and parents/guardians visiting at lunch. Persons with official school business (i.e. related service providers, approved vendors) will be granted school access as deemed necessary. Parents/guardians that must attend a meeting related to special services for their child will be allowed on the school premises where assigned.

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. In the interest of school safety and security, St. George School employs a technology program that is linked to the State Police Sex Offender Bank across the United States. Visitors are required to present their driver's license or a state-issued identification card which is scanned into the system prior to receiving admittance to the building. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Note: Illinois School Code, CH. 105 5/24-5 makes it a crime for any person to refuse to tell a school employee his/her name and purpose for being on school property.

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

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

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

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

Parents/Guardians who wish to visit their child's classroom must arrange to do so by contacting the teacher or administration to schedule the visit at least 24 hours in advance. Upon arrival, parents must complete the Access to Classrooms and Personnel Form in the office.

Parents/Guardians are limited to one hour or one class period per school quarter.

When parents/guardians visit the school, they may not attempt to supervise or discipline students.

Parents/Guardians who wish to visit the Principal or Assistant Principal must arrange to do so by contacting the main office or Principal to schedule the visit at least 24 hours in advance.

Forgotten items and messages for students or teachers may be left with school office personnel who will make every reasonable effort to see that these reach their proper destination.

Cross-reference:
Board Policy 8:30, Visitors to and Conduct on School Property

1.50 Equal Opportunity and Sex Equity

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

No student shall, based on sex 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 bring their grievance to the Principal. The Principal shall investigate and make his recommendation to the Superintendent. The Superintendent shall resolve the problem through a grievance procedure.

Cross-Reference:
Board Policy 7:10, Equal Educational Opportunities
Board Policy 2:260, Uniform Grievance Procedure

1.60 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 administrators 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.

1.70 School Volunteers

All school volunteers must complete the "Volunteer Information Form," attend an orientation/training session, and be approved by the school 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 school's main office. Of utmost importance is that volunteers understand the confidentiality issues when on a school campus, as well as the need to refrain from supervising or disciplining students.

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

Chaperones for Field Trips and/or classroom parties will not be allowed to bring any additional family/guests because their primary responsibility is to the students.

Cross-Reference:
Board Policy 6:250, Community Resource Persons and Volunteers

1.80 Invitations & Gifts

At any school function (holiday parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans and our local School Wellness Policy are:

- Raw vegetable sticks/slices or fresh fruit wedges with low-fat dressing or yogurt dip
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Flavored soy milk fortified with calcium
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits-raisins, cranberries, apples, apricots
- Single serving applesauce or low-fat pudding or yogurt cups
- Pretzels, baked chips, reduced-fat crackers, trail mix, party mix
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)

All treats and food have to be stored bought, unopened, and/or individually wrapped, or assembled prepared on the premises. Please contact the classroom teacher or room parent with questions regarding specific food items.

Party invitations or gifts for classmates should not be brought to school to be distributed. Please contact your child's teacher for approval 48 hours in advance when planning to send/bring food for your child's classroom.

NOTE: The school will not accept food delivered by outside vendors to students during the school day. This includes but is not limited to Door Dash, Grub Hub, Uber Eats... etc.

1.90 Emergency School Closings

In the event that school must be closed due to inclement weather or other local emergencies, we will notify parents through the following methods:

- Phone, Text, and Email
- School Website
- School App
- Facebook (@SGS258)

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 cancelled. Exceptions can be made by the superintendent.

Cross-Reference:
Board Policy 4:170, Safety

1.100 Video & Audio Monitoring Systems

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

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and or audio recordings.

Cross-Reference:
Board Policy 4:110, Transportation

1.110 Accommodating Individuals with Disabilities

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

Cross Reference:
Board Policy 8:70, Accommodating Individuals with Disabilities

1.140 Suicide and Depression Awareness and Prevention

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

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

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

1.160 – Parent Organizations and Booster Clubs

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

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

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.

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

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

Cross-Reference:
PRESS 8:90, Parent Organizations and Booster Clubs

1.170 – 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. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Cross-Reference:
PRESS 7:160, Student Appearance

1.180 – 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 as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

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

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

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

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

Cross-Reference:
PRESS 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
PRESS 5:120-AP2, Employee Conduct Standards
PRESS 5:120-AP2,E, Expectations and Guidelines for Employee-Student Boundaries

1.185 – Faith's Law Notifications

Employee Conduct Standards

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

Cross-Reference:
PRESS 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest
PRESS 5:120-AP2, Employee Conduct Standards

1.190 – 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.

Cross-Reference:
PRESS 7:285, Anaphylaxis Prevention, Response, and Management Program
PRESS 7:285-AP, Administrative Procedure – Anaphylaxis Prevention, Response, and Management Program

1.210 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, 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. 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.

Cross-Reference:
PRESS 4:130-E, Exhibit – Free and Reduced-Price Food Services; Meal Charge Notifications

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SECTION 2.0 ATTENDANCE, PROMOTION, GRADUATION

2.10 Attendance

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

Cross-reference:
Board Policy 7:70, Attendance and Truancy

2.20 Student Absences

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

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event (Beginning 1-1-23, any student from a public middle school or high school, subject to guidelines established by ISBE, shall be permitted by a school board one school day-long excused absence per school year for the student to engage in a civic event. The school board may require that the student provide reasonable advance notice and require that the student provide appropriate documentation of participation in the civic event.), or other reason as approved by the building principal.

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. (See Section 2.40)

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 815-933-1503 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

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.

****Note: A student having a temperature above 99.9 degrees should not attend school; if while at school the student registers a temperature above 99.9 degrees the student will be sent home. The student should be fever free without medication for 24 hours before returning to school.***

Cross-reference:
Board Policy 7:70, Attendance and Truancy

2.30 Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least five (5) calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

Cross Reference:
Board Policy 7:80, Release Time for Religious Instruction/Observation

2.40 Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up any missed work, including homework and tests, for equivalent academic credit. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The

student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work. The school will involve the I-KAN Regional Office of Education for any student who has been absent for five (5) days in any one semester.

If a student's absence is unexcused assignments given during the student's absence will be available upon the child's return to school. Assignments are to be completed and returned to the teacher(s). Students will have one day for each day absent to complete missed assignments. These assignments will be recorded but are "Exempt", which means these assignments will not be calculated in the student's final grade.

Assessments given while the student was not in attendance must be completed and will be calculated in the final grade for the quarter. Arrangements must be made with the teacher upon return for completion of the assessments. Students have one day for each day absent to complete missed assessments. For example, a student absent for three days must make-up the missed assessment no later than the fourth day upon return. Failure to complete the assessment within the timeframe will result in a zero. Most make-up assessments will require you/your student to schedule a time before or after school so as to minimize the loss of additional instructional time.

Cross-reference:
Board Policy 7:70, Attendance and Truancy

2.50 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% or more 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.

St. George School District participates in the IKAN Attendance Assistance Program to provide supportive services when a student has an attendance problem. An attendance coordinator/caseworker is assigned to the school to assist in prevention and resolution of such problems. Among the supportive services which may be offered to a student experiencing an attendance problem are: parent teacher conference, counseling services, psychological counseling, alternative education programs, alternative school placement, and community agency services.

The school will involve the Attendance Assistance Coordinator for any student who has been absent for six (6) days or more in any one semester. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to $1,500.00.

Cross-references:
Board Policy 7:70, Attendance and Truancy

2.60 Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores;
- A technical error in assigning a particular grade or score;
- The teacher agrees to allow the student to do extra work that may impact the grade;
- An inappropriate grading system used to determine the grade; or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

St. George School Grading Scale

A+	100	B+	88-89	C+	78-79	D+	68-69		
A	92-99	B	82-87	C	72-77	D	62-67	F	0-59
A-	90-91	B-	80-81	C-	70-71	D-	60-61		

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

Cross Reference:
Board Policy 6:280, Grading & Promotion

2.70 Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Parents/Guardians are encouraged to check their child's homework on a regular basis. Questions should be directed to the classroom teacher.

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

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

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

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

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

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

Cross Reference:
PRESS 7:260, Exemption from Physical Education

2.90 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.

Cross Reference:
PRESS 6:135, Accelerated Placement Program
PRESS 6:135-AP, Accelerated Placement Program Procedures
PRESS 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

2.100 Home and Hospital Instruction

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

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

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

For information on home or hospital instruction, contact the main office.

Cross Reference:
Board Policy 6:150, Home and Hospital Instruction

2.130 Complaints About Curriculum, Instructional Materials, and Programs; Ability to Opt-Out of Certain Course Content and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or participating in certain course content or programs by completing a Curriculum Objection Form.

Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allows parents or guardians to object in writing and/or

opt their child out of participation shall not be a reason for disciplinary action or academic penalty to the student.

Cross Reference:
PRESS 6:60-AP1, Administrative Procedure – Comprehensive Health Education Program
PRESS 6:260, Complaints About Curriculum, Instructional Materials, and Programs
PRESS 6:260-AP-E, Exhibit – Curriculum Objection Form

SECTION 3.0 STUDENT FEES AND MEAL COSTS

3.10 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 parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

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

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

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal. Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines. However, in the event that the resulting damage is in violation of Section 6.30; Level 3; Item 3.9 criminal charges may be filed.

Cross Reference:
Board Policy 4:110, Transportation
Board Policy 4140, Waiver of Student Fees
PRESS 4:140-AP, Fines, Fees, and Charges – Waiver of Student Fees
PRESS 4:140-E1, Application for Fee Waivers
PRESS 4:140-E2, Response to Application for Fee Waiver, Appeal, and Response to Appeal

3.20 School Lunch Program

Lunch is served every school day from 10:25 a.m. to 1:00 p.m., except on Early Dismissal Day #1.

Nutritionally balanced complete hot lunches, including one milk, will be offered to students for the cost of $3.00. A student may bring a sack lunch from home (no glass items) and purchase milk for $0.55. A la Carte items may also be available for an additional cost for 6th-8th graders. All lunch items must be purchased through the student's individual lunch card. If an account balance falls below zero dollars, the student will be given notice at the point of sale, and parents will be noted by email and/or phone call.

Lunch Accounts may be checked by accessing the child's account in Power School. **You may add to the account by sending cash or check to the school office in an envelope clearly marked with "Lunch Account" along with the child and homeroom teacher's name.** You may also put additional funds onto the account by paying online using the lunch site on the school website. Monthly lunch menus will be posted on the school website along with a la carte items and prices. More information is on the St. George School website, www.sg258.org.

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

Cross Reference:
Board Policy 4:130, Free and Reduced-Price Food Services

SECTION 4.0 TRANSPORTATION AND PARKING

Bus Transportation Scheduling and Changes

Student transportation plans will be based on their home address unless a plan change is submitted to the school office.

- All transportation plans must be scheduled and documented with the school office.
- Schedule all transportation plans and changes using a transportation request form.
- Requests for a change in transportation will become effective only after approval and adequate time has been given to properly notify all persons concerned.
- Changes to transportation plans might not be approved. Bus capacity may not be available for additional riders.

Students will ride only their assigned school bus and will board and depart from the bus at assigned bus stops.

- Same day/last minute transportation changes are not accepted, unless in the event of an emergency with approval from the school office.
- If plans change during the school day, the parent/guardian must make arrangements to meet or arrange for someone else to meet the child at his/her regular scheduled bus stop.
- Telephone requests to the school office or transportation office will not be accepted.
- Handwritten notes to the school office, teacher, or bus driver are not accepted.

Change to parent pick-up/car rider:

If, at any time, a parent wishes to pick-up their student rather than having them ride the bus a phone call can be made to the office prior to 10:00 AM. The office reserves the right to ensure the caller has the authority to make changes and pick-up the student.

4.10 Bus Transportation

The district provides free bus transportation to and from school for all students living 1.5 miles or more from the school. It also may provide students with transportation that live within 1.5 miles from school where walking to school would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Parents will be notified of the bus stop for drop off and pick-up. Students should be at the stop 10 minutes prior to the pick-up time. Students are not permitted to ride a bus other than the bus to which

they are assigned. Exceptions and/or changes must be approved by written note more than 24 hours in advance. DO NOT ASSUME the request will be honored until it is confirmed by the school office via phone call.

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 administration.

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.

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

Any non-authorized person(s) are not allowed to enter the bus at any time; person(s) in violation are considered to be trespassing and subject to related charges from law-enforcement.

School Bus Safety Rules

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

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
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.

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

For questions regarding school transportation issues, contact:

Transportation Director, at 815-933-1503.

For questions or concerns regarding school transportation behavior or discipline, contact:

Bryan Wells, Assistant Principal, at 815-933-1503.

Cross Reference:
Board Policy 4:110, Transportation; 4:170, School Bus Safety Rules; 7:220, Bus Conduct; 7:220, Electronic Recordings on School Buses

4.15 Bus Conduct

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

- Violating any school rule or school district policy.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.

Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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

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

Cross Reference:
Board Policy 4:110, Transportation
Board Policy 4:170, School Bus Safety Rules
Board Policy 7:220, Bus Conduct

4.20 Parking

The school has visitor parking at the North side of the school. Those dropping off and picking up children may do so in the EAST (ATHLETIC ENTRANCE) lot (see map) during designated times. Students arriving late or leaving early must use the main entrance.

4.30 Car Rider Drop-Off/Pick-Up Map



Drop-off & Pick-up Lane Rules:

- DO NOT park in the drop-off & pick-up lane.
- DO NOT make two lanes of traffic.
- ONLY students may exit vehicles during Drop Off and Pick Up.
- Illinois law prohibits cell phone use within a school speed zone.
- Students will not be permitted to walk through traffic unless accompanied by an adult.

Bus Lane Rules:

Vehicles MAY NOT be parked or located in the bus lanes, fire lanes, or in front of the school 10 minutes prior to the start of school, or during school release times. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

SECTION 5.0 HEALTH AND SAFETY

5.10 Immunization, Health, Eye and Dental Examinations

All necessary forms are available through your health care professional, the main office, or the school website.

Required Health Examinations and Immunizations

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

- Entering Kindergarten or the first grade;
- Entering the sixth grade; and
- Enrolling in an Illinois school for the first time, regardless of the student's grade.
- A proof of immunization against meningococcal disease is required for students in grade 6. 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.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

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

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) a completed dental examination, or (2) proof 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 Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:
Board Policy 7.100, Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students

5.20 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 "Student Medical 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 an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and 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 or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must agree to 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 and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH:
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form – Medical Cannabis,

Medical cannabis infused product (Product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

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 required administration of the product during school hours.

Cross-References:
Board Policy 7:270, Administering Medicines to Students

5.30 Guidance & Counseling

The school provides access to a social worker for guidance and counseling for the students. The school's counselor is available to those students who require additional assistance.

Cross-Reference: *Board Policy 6:270, Guidance and Counseling Program*

5.40 Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school administration. 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, 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.

If an emergency or disaster situation were to ever arise in our area while school is in session, we want you to be aware that St. George School has made preparations to respond effectively to such situations.

Should we have a major disaster during school hours, your child will be cared for. St. George School has a detailed emergency operations plan which has been formulated to respond to major catastrophes. This plan is supported by all emergency management agencies in our area.

It may become necessary to hold students at school past dismissal time or relocate students to an alternate safe location. Students will not be released until everyone is safe and accounted for.

Your cooperation is necessary during any emergency. We ask that you adhere to the following guidelines:

1. Do not telephone the school. Telephone lines will be needed for emergency communication. Also, staff may not be available to answer telephone calls while responding to the emergency situation.
2. Do not rush to the school to pick up your child, await further instructions. With only one main road to access the school, you may impair the efforts of the emergency responders to arrive in a timely manner. Also, students may be relocated to an alternate safe location. You will be notified using the automated telephone / e-mail response system of the reunification procedures as quickly as it is possible to do so.
3. When allowable, your child will be released to an identified, responsible adult who has been identified as such on the school emergency card which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
    - He/she is 18 years of age or older.
    - He/she is usually home during the day.
    - He/she is known by your child.
    - He/she is both aware and able to assume this responsibility.
4. If electrical service is not affected, information will be relayed via the School Reach and Sheriff's Alert systems. Tune your radio to WVLI or WKAN for emergency announcements.
5. Impress upon your children the need for them to follow the directions of all school personnel in times of an emergency.

Remember, students will only be released to parents / legal guardians and persons identified on the School District Emergency Card. Any person picking up a child will be required to show a photo ID before the student is released. Parents should remain calm and be patient during the student release / reunification process. Please instruct your child to remain at the school or alternate safe location until you or a designee arrives.

In case of a hazardous materials release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide protection. All students and staff will clear the school grounds, report to their rooms, and all efforts will be made to prevent outside air from entering classrooms during the emergency. "Shelter-in-Place" signs will be displayed at the main entrance.

Students arriving at school during a Shelter-in-Place drill or event should report to the school office because classrooms will be inaccessible.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school. Any child who is home waiting for the bus will not be picked up if roads are impassable. It may become necessary for the driver to return to the school where students will be cared for. Students should be instructed to return home in the event the school bus does not arrive.

School personnel and students are required to take part in regular practice exercises to ensure proper understanding of emergency procedures. The drills may include the following: evacuation, bus evacuation, reverse evacuation / emergency entry, lockdown, shelter-in-place, and drop-cover-hold/severe weather.

When the dangerous incident has subsided, an all-clear signal will be given. Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies. We appreciate your cooperation.

Cross-Reference:
Board Policy 4:170, Safety

5.50 Communicable Diseases

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

1. Parents are required to notify the main office 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, when available.
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.

Communicable and Infectious Disease

Disease	Symptoms	Incubation Period	Exclusion From School
Chicken Pox	Low grade temperature; appearance of pink colored lesions, which become fluid-filled, turning to scabs in 24-48 hours	14-21 days; lesions usually appear the 13-17th day after exposure	Until all vesicles have become dry and scabbed over and no fever
Common Cold	Red nose, watery eyes, generally tired feeling	One day before onset of symptoms to 5 days after symptoms begin	For fever of 100 degrees or greater
Head Lice/ Bed Bugs	Scratching of the scalp, pinpoint sized gray/white eggs (nits) attached securely to the hair shaft; presence of live lice	Eggs hatch in 7-10 days	Until after the shampoo (pediculicide) and all nits (eggs) are removed from hair and cleared by health care provider
Whooping Cough	Symptoms of a cold; paroxysmal cough (whoop) develops; coughing comes in spasms with vomiting	10 days	Minimum of 3 weeks after onset of paroxysmal cough; Doctor's note needed for readmission
Impetigo	Blisters on skin that open and become covered with yellowish crust; often found around mouth and nose	As long as lesions continue to drain or a carrier state persists	Until 24 hours after treatment (prescription) begins

Pink Eye (Conjunctivitis)	Pink redness of the eyes; white or yellowish discharge on the eyelids; eye pain and/or itching	1-3 days until active infection resolves and medication is given for 24 hours	Until 24 hours after treatment begins or child is examined by a physician and approved for readmission
Ringworm	Highly contagious disease of the skin and scalp; begins as small, rounded elevated, scaly grayish patch on the skin or scalp. Affected hair is dry and brittle; hair is eventually lost leaving bald patches; mild itching; skin will have a red ring that continues to become larger if left untreated	10-14 days; fungus persists on contaminated material as long as untreated lesions are present	24 hours after treatment by a doctor begins
Scabies	Scratching of small, raised, red bumps or blisters on skin; itching can be intense, especially at night	First infection 2-6 weeks; repeat infections 1-4 days	Until the day after 1st scabicide treatment from doctor
Fifth Disease	Blotchy rash begins on cheeks and spreads to exposed areas of extremities; low grade fever; rash may occur intermittently for many days	4-12 days	Until no fever, or child is examined by physician and approved for readmission
Streptococcal (Strep) throat and/or Scarlet Fever	Fever, sore throat, often enlarged, tender lymph nodes in the neck; Scarlet fever-producing strains of bacteria cause a fine red rash (reddish blush rash that fades on pressure) which starts on the upper chest or face. This appears 1-3 days after onset of sore throat. Untreated or incompletely treated cases are at risk of developing rheumatic fever or inflammation of kidneys. Hand washing, covering mouth when coughing/sneezing, and completing the full course of antibiotics are important	Usually 1-3 days; spread by person-to-person contact with nasal secretions	Until 24 hours after treatment begins; until no fever present

Cross-references:
Board Policy 7:280, Communicable and Chronic Infectious Disease

5.60 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.

Cross-references:
PRESS 7:250 AP1, Measures to Control the Spread of Head Lice at School

5.70 Vision and Hearing Screening Notification

Grades/Populations mandated for vision and hearing screening in Illinois are as follows:

Annual VISION Screening:

- Pre-school children 3 years of age and older enrolled in an education program
- Kindergarten
- Second Grade
- Eighth Grade
- Special Education Students
- Transfer students
- Teacher Referrals

Annual HEARING Screening:

- Pre-school children 3 years of age and older enrolled in an education program
- Kindergarten
- First Grade
- Second Grade
- Third Grade
- Special Education Students
- Transfer Students
- Teacher Referrals

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months." (Section 27-8.1 of the School Code)

St. George School will annually conduct both vision and hearing screenings per the above Illinois Department of Public Health Mandates.

SECTION 6.0 DISCIPLINE AND CONDUCT

6.10 General Building Conduct

Students shall NOT arrive at school prior to 7:35 a.m. There is no supervision prior to these times. Students who do not ride the bus should not arrive before this time. Once students have arrived, they may not leave the school grounds without permission.

General Student Expectations

	BUS	HALLWAY	BATHROOMS	CAFETERIA
RESPECT YOURSELF	*Sit safely in your seat	*Walk at all times	*Wash your hands with soap	*Walk to your seat
RESPECT OTHERS	*Use quiet voices *Keep hands and feet to yourself *Use appropriate words	*Turn voices off *Raise your hand if something is needed *Keep hands and feet to yourself	*Use bathroom quickly and quietly	*Remain seated unless directed by a lunchroom monitor *Talk quietly only to those around you
RESPECT YOUR SCHOOL	*Pick up any trash *Keep food or drinks in your book bag *Follow directions	*Stand in line *Follow directions *Pick up any items from the floor that belong to you	*Pick up any trash	*Pick up any trash *Carefully empty trays and garbage in cans *Raise your hand if something is needed

	OFFICE	CLASSROOM	ASSEMBLIES
RESPECT YOURSELF	*Walk quietly	*Listen quietly *Complete your assignments	*Walk to your assigned area
RESPECT OTHERS	*Use peaceful and appropriate language	*Raise your hand to talk *Use peaceful and appropriate language	*Keep hands and feet to yourself *Listen carefully to performers without talking
RESPECT YOUR SCHOOL	*Bring your pass	*Follow directions *Keep your space clean	*Follow directions

6.20 School Dress Code & Student 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.

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display any insignia or sign which shows disrespect for any race, creed, color, sex or nationality.
3. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
4. Hats, coats, book bags, bandanas, sweat bands, hoods and sunglasses may not be worn in the building during the school day.
5. Hair styles, dress, and accessories that pose a safety hazard are not permitted in science laboratories, or during physical education.
6. Clothing with holes, rips, or tears showing skin and/or undergarments above mid-thigh level may not be worn at school.
7. The length of shorts or skirts must be appropriate for the school environment.
8. The coverage of shirts or tops must be appropriate for the school environment. Shoulders and midriff must be covered and not exposed.
9. Appropriate footwear must be worn at all times.
10. Pajama pants are not permitted.
11. If there is any doubt about dress and appearance, the building principal will make the final decision.
12. 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.

P.E. Dress 6th-8th

The required dress for physical education class consists of a St. George School approved uniform (shirt and shorts). Athletic socks are to be worn. For general safety and maintenance of the gym floor, it is required that proper gym shoes be worn each day. If students do not have proper attire or gym shoes, they will not be allowed to participate in P.E. that day and will receive a zero for participation. Uniforms are to be taken home weekly to be laundered. Students may ONLY use the locker assigned to them and may not switch lockers with others.

P.E. Dress K-5th:

A separate pair of gym shoes is to be left at school and be labeled with the student's name.

6.30 Student Behavior

St. George School believes that in order for students to learn, a safe and orderly environment, conducive to learning must be provided. To build and maintain this environment, St. George School shall provide clear and high expectations for positive and appropriate student behaviors in this uniform student discipline policy. The following expectations reflect the individual's responsibility for contributing to a safe environment conducive to learning and the need for mutual respect and cooperation among all segments of the school community. St. George School is committed to assisting students in correcting inappropriate school behavior.

***Note: St. George Community School District No. 258 will not suspend or expel a Pre-K student.**

Authority of Staff

Students are advised that any administrator, any faculty member, or any auxiliary staff has the responsibility and the authority to direct the action of the students at any place or time on school property or at any school activity. Disrespect, defiance or directing abusive language toward any staff member may be grounds for disciplinary action.

When and Where Conduct Rules Apply

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

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

Leveled Behaviors and Disciplinary Interventions

St. George School identifies three levels of student misconduct and appropriate disciplinary responses. The following lists of expectations, rules, regulations, violations, and consequences / disciplinary responses are provided to assist in disciplinary action, but do not include every possible scenario and do not limit the administration's discretion in determining appropriate consequence/disciplinary responses on a case-by-case basis. Even though there may not be a specific rule, any act that disrupts school activities or causes danger to people or destruction to property is forbidden and will not be tolerated.

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.

Level 1 Acts of Misconduct

Level 1 Acts of Misconduct consist of behaviors which impede the orderly operation of the classroom, school and/or bus. Such behaviors can usually be handled by an individual staff member but sometimes require the intervention of other school personnel. Persistent behaviors, appropriate interventions, parental/guardian contact will be documented. Level 1 Acts of Misconduct include, but are not limited to the following:

1.1 Disorderly or Disruptive Conduct.

1.2 Failure to follow classroom/bus rules, expectations, or directions.

1.3 Using profanity in any manner.

1.4 Display/Use of electronic device (see 6.80 Student Use of Electronic Devices).

1.5 Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

1.6 Using an unassigned locker without authorization (i.e. switching lockers).

Level 1 Disciplinary Interventions

- Notifying parents/guardians.
- Disciplinary conference. May include a staff member, student, parent/gaurdian, or administrator.
- Withholding of privileges.
- Temporary removal from the classroom.
- Assigned seat in the classroom or on the bus.

- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Counseling with school personnel.
- Detention: before school (AM), after school (PM), RECESS, or LUNCH (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)

The above list of disciplinary interventions is a range of options that will not always be applicable in every case.

Level 2 Acts of Misconduct

Level 2 Acts of Misconduct include behaviors whose frequency or seriousness disrupts the learning climate of the school and/or bus and Level 1 Acts of Misconduct that continue after disciplinary interventions have been implemented. Level 2 Acts of Misconduct include, but are not limited to the following:

2.1 Repeated Level 1 Acts of Misconduct (after documented Level 1 interventions).

2.2 Disrupting the educational learning environment.

2.3 Disobeying rules of student conduct or directives from staff members or school officials.

2.4 Engaging in disrespectful behavior toward staff.

2.5 Entering school/district property or an unsupervised area without proper authorization.

2.6 Engaging in academic dishonesty, including cheating, intentionally plagiarizing, or wrongfully giving or receiving help during an academic examination. *(This behavior will result in no credit given for the academic performance related to the behavior and recorded as a zero).*

2.7 Engaging in any kind of aggressive behavior toward another student or encouraging other students to engage in such behavior.

2.8 Engaging in any kind of harassing language (written or oral) on the basis of ethnicity, race, gender, sexual orientation, or religion.

2.9 Possession, display, and/or distribution of vulgar/offensive/violent material, including but not limited to pornographic material.

2.10 Failure to comply with the District's Internet/Technology Acceptable Use Policy, including computer hacking or electronic forgery.

2.11 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.

Level 2 Disciplinary Interventions

- Notifying parents/guardians.
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- In-School Suspension.
- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Detention: before school (AM) or after school (PM) (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
- Counseling with school personnel.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity 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 and is not exhaustive. 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.

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.

Level 3 Acts of Misconduct

Level 3 Acts of Misconduct consist of behaviors that are so serious they always require administrative intervention and may **endanger the health and safety of others in school and/or on the bus or which are seriously disruptive to the school environment and/or destructive to school property.** Level 3 Acts of Misconduct include, but are not limited to the following:

3.1 Repeated Level 2 Acts of Misconduct (after documented Level 2 interventions).

3.2 Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

3.3 Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. Prohibited conduct also includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular telephone, commonly known as "sexting."

Sexting: 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.

3.4 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 such as riotous actions.

3.5 Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

3.6 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.

3.7 Being involved with any public school fraternity, sorority, or secret society.

3.8 Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

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

3.10 Using or possessing a fire-starting system, fire acceleration materials, and/or explosive devices, including but not limited to fireworks.

3.11 Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping-related products.

3.12 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.

3.13 Using, possessing, distributing, purchasing, selling or offering for sale:

A) Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).

B) Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription

C) Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom

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

D) 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.

A) "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.

B) 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.

C) 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.

D) 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.

E) Other acts of misconduct which may endanger the health and safety of others in school and/or on the bus or which are seriously disruptive to the school environment and/or destructive to school property.

F) Repeated Level 2 Acts of Misconduct (after documented Level 2 interventions).

G) Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

3.14 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.

3.15 Other acts of misconduct which may endanger the health and safety of others in school and/or on the bus or which are seriously disruptive to the school environment and/or destructive to school property.

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.

Level 3 Disciplinary Interventions

- Notifying parents/guardians.
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen or damaged property.
- In-school suspension.
- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.

- Suspension of bus riding privileges.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- 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.
- Transfer to an alternative program.
- 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 and is not exhaustive. 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.

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.

School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties.

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.

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.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

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 Unites 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.

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.

DEFINITIONS:

Temporary Removal of Student from Classroom: Time out in the office; removal from student's classroom for less than half a school day, not to extend beyond the time of dismissal on the day of the disciplinary action. During any such removal, the student shall be supervised and provided with instructional materials.

In-School Suspension: Removal from the student's classroom for a full day or the remainder of the day in which the disciplinary action took place. During any such removal, the student shall be supervised by a teacher in a different grade level than the student and will be provided with instructional materials.

In-School Disciplinary Action: Disciplinary actions such as detention, loss of privileges (including recess), exclusion from extracurricular activities, written reflection, conflict resolution, mediation, or similar actions of short duration that do not result in the student's loss of academic instructional time.

Out-of-School Suspension: Off-Site Suspension for one (1) to ten (10) school days.

Expulsion: Denial of the right of a student to attend any St. George School program.

Cross-references:
Board Policy 7:190, Student Discipline
Board Policy 7:190, AP2, Gang Activity Prohibited

6.40 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 status from the 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, or actual or marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

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

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

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

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, 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.

Complaint Managers:

Christine Johnston, Principal	**Bryan Wells, Assistant Principal**
5200 E Center Street Bourbonnais, IL 60914	5200 E Center Street Bourbonnais, IL 60914
cjohnston@sg258.com 815-933-1503	bwells@sg258.com 815-933-1503

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.

Cross-references:
PRESS 7:20, Harassment of Students Prohibited
PRESS 7:180, Prevention of and Response to Bullying, Intimidation and Harassment
PRESS 7:190, Student Behavior
PRESS 2:260, Uniform Grievance Procedure

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

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

Examples of Prohibited Conduct

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

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

Making a Report or Complaint; Investigation Process

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

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

Federal and State Agencies

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

Prevention and Response Program

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

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

2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;

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

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

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

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

Enforcement

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

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

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

Retaliation Prohibited

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

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

Cross-Reference:
PRESS 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

6.45 Sexual Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; 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.

Title IX Sexual Harassment Prohibited

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

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

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

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

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

Investigation Process

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

Enforcement

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

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

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

Retaliation Prohibited

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

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

Nondiscrimination Coordinator:

Dr. Jay Smith, Superintendent
5200 E. Center Street; Bourbonnais, IL 60914; jaysmith@sg258.org; 815-802-3102

Complaint Managers:

Christine Johnston, Principal	**Bryan Wells, Assistant Principal | Title IX Coordinator**
5200 E Center Street	5200 E Center Street
Bourbonnais, IL 60914	Bourbonnais, IL 60914
cjohnston@sg258.org	bwells@sg258.org
815-933-1503	815-933-1503

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

Cross-references:
PRESS 7:20, Harassment of Students Prohibited
PRESS 7:185, Teen Dating Violence Prohibited

6.50 Cafeteria Rules

1. No food shall leave the cafeteria.
2. Loud talking, yelling, screaming, and other disruptions are prohibited.
3. Students shall not throw food, milk cartons or other items.
4. Students shall not trade food.
5. Students shall remain seated while in the cafeteria except when given permission from a lunchroom supervisor.
6. Students shall report spills and broken containers to cafeteria staff immediately.

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

6.60 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.

Chaperones for Field Trips and/or classroom parties must be over the age of 18 and will not be allowed to bring younger children or siblings to the event. Chaperones are required to ride the bus to and from the trip/event unless permission is given from administration. Chaperones must stay with the group of

students assigned until chaperone duties are completed. Chaperones shall be responsible for the continuous monitoring of their groups' activities and to serve as positive role models, obeying the rules and regulations of the school. This includes refraining from the use of tobacco, alcohol, cell phone use and/or inappropriate language.

Cross-references:
Board Policy 6:240, Field Trips

6.70 Access to Student Social Networking Passwords & Websites

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

Cross-reference:
Board Policy 7:140, Search and Seizure

6.80 Student Use of Electronic Devices

Electronic Signaling Devices

Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

Cell Phones and Other Electronic Devices

The possession and use of cellular phones, including smartphones, and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a locker or designated location as determined by the school, unless use is authorized by the teacher or for the reasons in number two, below.
2. They must be turned off or silenced during the regular school day unless: (a) the supervising teacher grants permission for them to be used; (b) use of the device is provided in a student's individualized education program (IEP) or Section 504 plan; (c) the device is used during the student's lunch period; or (d) the device is needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. They may not be used for sexting, as defined in Board policy 7:190, Student Behavior. Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher; e.g., Bring Your Own Technology (BYOT) programs.

Examples of electronic devices that are used as study aids include: devices with audio or video recording, MP3 players, some cellular phones, smartphones, laptop computers, Chromebooks®, and tablet computers or devices, e.g., iPads®.

Examples of electronic devices that are not used as study aids include: hand-held electronic games, MP3 players used for a purpose other than a study aid, global positioning systems (GPS), radios, and cellular phones, including smartphones (with or without cameras), used for a purpose other than a study aid.

The use of technology as educational material in a curriculum-based program is not a necessity but a privilege, and a student does not have an absolute right to use his or her electronic device while at

school. If applicable, using technology as a study aid must always follow the established rules for the BYOT program. Using technology at all other times must always follow the established rules for cellular and smartphones and other electronic devices at school.

The School District is not responsible for the loss or theft of any electronic device brought to school.

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

- **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.
- **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.
- **Third Offense and all subsequent offenses** – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student'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.

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

Cross-references:
PRESS 7:190-AP5, Student Handbook, Electronic Devices

SECTION 7.0 INTERNET, TECHNOLOGY AND PUBLICATION

7.10 Internet Acceptable Use Policy

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate 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 network. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other 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 copyrighted material for other than personal use;
6. Using the network for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or gaining unauthorized access to files, resources, or entities by any means;
9. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including 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 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 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 network 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:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not 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 school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

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

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

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

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

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

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

5. Use of the District's email system constitutes consent to these regulations.

Internet Safety

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

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

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

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

Cross Reference:
Board Policy 6:235, Access to Electronic Networks

7.20 Guidelines for Student Distribution of Non-School Sponsored Publications

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
    a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
    b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
    c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
    d. Is reasonably viewed as promoting illegal drug use; or
    e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
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.

Cross Reference:
PRESS 7:310, Restrictions on Publications

7.27 Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

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

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

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

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

Cross Reference:
PRESS 7:315 Restrictions on Publications

7.40 Student Online Personal Protection Act (SOPPA)

Each school in the state of Illinois shall post and maintain on its website or, if the school does not maintain a website, make available for inspection by the general public at its administrative office all of the following information:

1. An explanation, that is clear and understandable by a layperson, of the data elements of covered information that the school collects, maintains, or discloses to any person, entity, third party, or governmental agency. The information must explain how the school uses, to whom or what entities it discloses, and for what purpose it discloses the covered information.
2. A list of operators that the school has written agreements with, a copy of each written agreement, and a business address for each operator. A copy of a written agreement posted or made available by a school under this paragraph may contain redactions, as provided under subparagraph (F) of paragraph (4) of Section 15 of the SOPPA.

3. A written description of the procedures that a parent may use to carry out the rights enumerated under Section 33 of the SOPPA.

Cross Reference:
(105 ILCS 85/27), Illinois Compiled Statutes

7.50 Use of Artificial Intelligence

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

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

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

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

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

SECTION 8.0 SEARCH AND SEIZURE

8.10 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 including school busses 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

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.

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.

Cross-reference:
Board Policy 7:140, Search and Seizure

SECTION 9.0 EXTRACURRICULAR AND ATHLETIC ACTIVITIES

Mission for Extracurricular and Athletics Activities

The Mission of St. George School is to create, foster, and build an environment that will provide the student with the opportunity to identify and develop their potential through interscholastic extracurricular and athletic activities. Extracurricular and Athletic Activities are an extension of the classroom. St. George School offers interscholastic competitive programs that emphasize self-discipline, responsibility, teamwork, and improvement.

Participation in extracurricular and athletic activities is a PRIVILEGE. Students given the opportunity to participate have a responsibility to favorably represent the school and community. They are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in any extracurricular and athletic activity may be lost in accordance with the terms of this code of conduct.

9.10 Extracurricular and Athletic Activities Code of Conduct

Requirements for Participation in Athletic Activities

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

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois Elementary School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

Academic Eligibility

A student's first responsibility is to his or her schoolwork and grades. It is believed that students who do not achieve in accordance with their abilities do not have time to participate in extracurricular activities or sports. It is further believed that students who display a negative attitude, poor conduct, or less than full effort should not be representing the school in extracurricular activities. Therefore, participating in sports or extracurricular activities will be allowed only as long as grade, attitude, conduct, and effort warrant it.

An academic average for each class individually of less than a "C-" or any failing grades indicates that additional effort is needed and does not warrant participation in extracurricular and athletic activities. The Administration reserves the right to suspend or terminate any student participant from extracurricular and athletic activities for unacceptable school behavior.

Ineligibility for participation in extracurricular and athletic activities will be monitored on a weekly basis. The eligibility grade is determined by what grade a student-athlete/extracurricular participant is receiving on each Friday at the end of the school day. The eligibility reports will be processed each Monday morning Special circumstances may be appealed to the athletic director.

1. A student-athlete/extracurricular participant is ineligible for one FULL week, from Monday to Sunday.
2. A student-athlete/extracurricular participant may not participate in practices during their ineligibility period.
3. If a student-athlete/extracurricular participant becomes ineligible a third time in one season, the student-athlete/extracurricular participant will be removed from the team.
4. Student-Athletes/Extracurricular Participants must maintain acceptable grades in all classes prior to tryouts and/or first practice.

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

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after 12:00 pm is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal (an administrator). Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including 1) a pre-arranged medical absence; 2) a death in the student's family, or 3) a religious ceremony or event.

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

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

Travel to Away Events

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school-approved transportation. Students may go home from an away event with their parents only after confirming with the coach in person and signing the sign-out sheet. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Only in an emergency will it be acceptable for a student-athlete/extracurricular participant to ride home with anyone other than their parents. If an emergency situation exists that requires alternative transportation, please contact the athletic director by phone for your son or daughter to ride home with another specific parent.

Unexcused Absences from Practices

If a player has an unexcused absence from a practice, they will not be allowed to participate in the next game. This includes, but is not limited to detentions, not telling a coach personally they will miss a practice, or being in school and not showing up at practice. If a player has three unexcused absences, they may be removed from the team.

Excused Absences

Excused absences could include things such as family emergencies, family vacations or a player/extracurricular participant being sick. Coaches need to be notified if a player/extracurricular participant is not coming to practice by the parent or player/extracurricular participant in advance. Sending word with someone other than these people is not acceptable, and will be considered unexcused. If the absence is extensive, there may be a reduction in playing time or participation due to the nature of competitive extracurricular activities.

Participation in Multiple Sports/Activities

Students are encouraged to explore and participate in all the activities or sports they desire, with the understanding that there may be a few scheduling conflicts where the student will have to choose which

event to attend. If there is an inordinate number of conflicts the student should consider participating in just one of the sports or activities. However, most often the overlap of seasons is short and can be mitigated to allow a student to participate in multiple sports or activities.

The definition of conflict as related to this issue:

1. Both have a contest/game at the same time.
2. Both have practice at the same time.
3. One has a contest/game and the other practice.

Prioritization of the conflicts in determining the student's participation in the given conflict: (numbers are related to the above list)

1. The student chooses and informs both coaches/sponsors.
2. The student chooses and informs both coaches/sponsors.
3. The contest/game takes priority; the student should inform the other coach/sponsor of the absence from practice. *Note: tryouts do not take precedence over a contest/game.

Should there be more than two (2) contests/games that will be missed and more than five (5) practices, then the student should choose from either sport or activity in which to participate.

If there is a conflict with a non-school sport or activity, then the expectation is that the student will participate in the school event. *Exception: religious activity.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

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

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

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
    A. Any student-athlete or extracurricular participant who incurs any school detention (lunch, AM or PM) or is removed from class for disorderly/disruptive conduct or failure to follow classroom rules will be suspended for one contest/game. Each additional detention or class removal will carry an escalating suspension: a second offense results in a two-game suspension, a third offense in a three-game suspension, and so forth.
    B. Student-athletes and extracurricular participants who receive an in-school suspension are prohibited from participating in any team or group activities until the suspension is fully served and will be suspended from three contests/events. A second in-school suspension during the same season will result in removal from the team or activity for the remainder of that season.
    C. If a student receives an out-of-school suspension during a season in which they are participating as a student-athlete or extracurricular member, they will be removed from the team or group for the remainder of the season.
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);

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

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

Due Process Procedures

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

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

A. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
    - A specified period of time or percentage of performances, activities or competitions;
    - The remainder of the season or for the next season; or
    - The remainder of the student's school career.

B. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

First violation

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

Second violation

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

Third violation

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

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

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

Drugs, Alcohol, and Tobacco

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 busses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school relate activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, 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.

Parent/Fan Code of Ethics

Parents on the sideline can have a major effect on their child's play. Please keep the following tips in mind at all times:

1. Please remember that extracurricular activities are for the children, and not for the adults. Allow your child to be a child and enjoy the game.
2. Support the entire team, not just your child. Cheer the good play of all the participants.
3. Practice good sportsmanship. Players learn by example and parents set the most powerful example. Encourage good sportsmanship by demonstrating a positive support for all players, coaches and officials at all games and practices.
4. Please don't instruct your child during the game. You may confuse and distract the player.
5. Yelling at the official does not accomplish anything positive. Consistent yelling may result in the referee asking you to leave the field or gym. Please remember, your behavior may be reflected in your child's actions. Please be a positive role model.
6. Players and parents should become familiar with the rules of the game/activity being played.
7. No matter what the score or how well your team members played, skill development should be encouraged over winning. All comments to players should be positive.
8. All participants, coaches/sponsors, fans, and officials should be treated with respect in regards to race, sex, creed, and ability.
9. Parents may not directly attend or observe practices or tryouts unless given permission from the head coach and/or athletic director.

Attention Spectators: As you attend various events at the school, athletic and other extracurricular activities, please note that the supervision of children is not available. Please keep a close eye on siblings and younger children. Unsupervised children will be asked to return to their parents/guardians. This is for the safety of our children.

VIOLATION OF THESE EXPECTATIONS MAY RESULT IN BEING ASKED TO LEAVE THE SCHOOL GROUNDS OR BE SUBJECTED TO OTHER CONSEQUENCES DEEMED APPROPRIATE BY SCHOOL ADMINISTRATION.

Student-Fan Conduct during Home After-School Events

Students are expected to be courteous and appropriately dressed at sporting events, evening programs, field trips, or other extracurricular activities. Attendance at school functions such as plays, musical events, field trips, and ball games, including games or events in which the school participates in another district, is perceived as a privilege, and students shall be held to abide by the school rules and regulations. All pertaining school regulations will be followed during these extra activities. Students who disregard extracurricular regulations and/or who exhibit serious misbehavior at extracurricular activities will be suspended from activities for varying periods of time.

1. Students who leave the building will not be readmitted. There will be no loitering around the building or grounds.
2. Confetti or mechanical noise makers will not be allowed in the gym.
3. Students are restricted to the cafeteria, gym, and restrooms adjacent to the gym. No student will be allowed in the hallways.
4. Students must not walk on the playing floor during half-times and after games.
5. Students should show good sportsmanship by not booing or throwing objects on the gym floor.
6. If asked to leave a game, the student/fan will not be allowed to attend the next game.
7. If a student has been expelled from two (2) activities, he/she may not be permitted to attend any further after-school activities for the remainder of the school year (excluding any athletic teams of which you may be a part).
8. Transportation should be arranged ahead of time. Students must have rides within 15 minutes of the end of the game, or they may lose the privilege of attending the next home game or activity.
9. Students 5th grade and younger must have a parent-supervisor in attendance.
10. All school rules apply during after-school activities. the school discipline plan is in effect during these times.

Modification of Athletic or Team Uniform

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

Participation of Parents as Volunteers and/or Coaches

Pursuant to the District's policies and practices, parents may not volunteer as coaches or sponsors during practices or events without prior approval from the District.

Cross-references:
Board Policy 6:190, Extracurricular and Co-Curricular Activities
Board Policy 7:240, Conduct Code for Participants in Extracurricular Activities
Board Policy 7:300, Extracurricular Athletics

9.20 Student Athlete Concussions and Head Injuries

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

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

Cross-references:
Board Policy 7:305, Student Athlete Concussions and Head Injuries

9.30 Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event.

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

Cross Reference:
Board Policy 6:190, Extracurricular and Co-Curricular Activities
Board Policy 7:240-AP1, Code of Conduct for Extracurricular Activities

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SECTION 10.0 SPECIAL EDUCATION

10.10 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.

Students with disabilities who do not qualify for an IEP may qualify for services under Section 504 of the Rehabilitation Act of 1973 if the child: (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.

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 main office.

Cross Reference:
Board Policy 6:120, Education of Children with Disabilities

10.20 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 in effective 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.

Cross Reference:
Board Policy 7:230, Misconduct by Students with Disabilities
PRESS 7:190-AP4, Administrative Procedure – Use of Isolated Time Out, Time Out, and Physical Restraint
PRESS 7:230, Misconduct by Students with Disabilities

10.30 Exemption From Physical Education 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 3-8, (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.

Cross Reference:
PRESS 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

10.40 Response to Intervention (RtI)

St. George CC School District 258 has implemented a general education initiative titled Response to Intervention (RtI) to help all students succeed in the classroom. By definition, RtI is a multi-step process to provide interventions for students experiencing difficulty in one or more curricular areas or difficulties with behavior management. A system has been integrated to determine eligibility for both academic and behavioral interventions. Through the RtI program the school will provide high quality instruction and interventions matched to the student's needs, monitoring the progress frequently to make decisions about changes in instruction or goals and applying response data to important educational decisions. A problem-solving method is used to decide what interventions to try and to determine if they are working.

Parents are an integral component and are strongly encouraged to actively participate. For more information, please see the RTI Manual on our website or contact the main office to request a copy.

Parental Involvement: The District has policies and procedures to involve parents/guardians in the joint development of the District's plan for improving student academic achievement and school performance. Building level meetings are designed to inform parents/guardians of the school's involvement in Title I, and explanation of the requirements of Title I and the right of the parents/guardians involved. Compacts (school-level and district-level) are provided to parents/guardians whose students have been chosen to participate in the Title I program.

Protection of Pupil Rights Act: The Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available on request from the Principal's Office.

Cross Reference:
Board Policy 7:15, Student and Family Privacy Rights

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

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

For further information, please contact the school principal.

Cross Reference:
Board Policy 6:120, Education of Children with Disabilities
Board Policy 6:120-AP2,E1 – Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes

10.60 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.

Cross Reference:
PRESS 7:340-AP1, School Student Records

10.70 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:

Hillary Hubert, Director of Special Education / Pyschologist
5200 E. Center Street; Bourbonnais, IL 60914; hhubert@sg258.org; 815-933-1503

SECTION 11.0 STUDENT RECORDS AND PRIVACY

11.10 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 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 institution, such as the following:

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

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

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

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

Cross-References:
Board Policy 7:15, Student and Family Privacy Rights
PRESS 7:15-E, Notification to Parents of Family Privacy Rights

11.20 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 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. 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 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.
3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**
   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board;. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, or therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee,

such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; to the Illinois Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **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.

5. **The right to prohibit the release of directory information.**
Throughout the school year, the District may release directory information regarding students, limited to:

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

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

6. **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.**
7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**
   The name and address of the Office that administers FERPA is:

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

Cross-reference:
Board Policy 7:340, Student Records

SECTION 12.0 PARENTAL RIGHTS NOTIFICATIONS

12.20 Standardized Testing

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

- State Standardized Assessments
- Dynamic Learning Maps-Alternate Assessments (DLM-AA)
- Measure of Academic Progress (MAP) – Grades 1st-8th;
- aimswebPlus (Reading and Math) – Grades K-8th;
- ACCESS for English Learners – Grades PK-8th;
- Children's Progress of Academic Achievement (CPAA) – Grades K-1;
- Illinois Science Assessment (ISA)
- TELL Test of English Language Learning
- WIDA-ACCESS Test– English Learners;
- WAPT EL Screener - Incoming EL students

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

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

Cross-references:
Board Policy 6:340, Standardized Testing and Assessment Programs

12.30 Homeless Child's Right to Education

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

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

Assistance and support for homeless families includes:

- Educational organizations and schools
- Food bank and meal programs
- Local service organizations (Goodwill, Salvation Army, etc.)
- Family shelters
- Medical services
- Other support

A list of organizations and services is available in the school office. The school social worker is the liaison for homeless children at St. George. Students who are homeless will not be denied educational services or academic credit due to their inability to pay fees or certain charges.

Cross-references:
Board Policy 6:140, Education of Homeless Children

12.40 Sex Education Instruction

Students may be exposed to information and instruction on avoiding sexual abuse, abstinence training and other life choices. Students will not be required to take or participate in any such class or course if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

Cross-references:
Board Policy 6:60, Curriculum Content

12.50 Parental Involvement

The school provides Parents/Guardians with access to:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. Timely responses to suggestions.

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

In order to better assist in educating the students, we need the help of all Parents/Guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television

watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by Parents/Guardians. Questions about language alternatives should be directed to the main office.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the Principal.

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

Title 1

The school has an annual Title 1 meeting for all Parents/Guardians to discuss parental involvement and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians of Title 1 students are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

For Parents/Guardians of all students, regardless of Title 1 involvement, the school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

Cross-reference:
Board Policy 6:170, Title I Programs

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

For questions related to this program or to express input in the school's English Learners program, contact Christine Johnston, Principal, at 815-933-1503.

Cross Reference:
Board Policy 6:160, English Language Learners

12.70 School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend

necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

Cross-references:
Board Policy 8:95, Parental Involvement

12.80 Pesticide Application Notice

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

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

Cross-references:
Board Policy 4:160, Hazardous and Infectious Materials

12.90 Mandated Reporters

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

Cross Reference:
Board Policy 5:90, Abused and Neglected Child Reporting

12.100 Unsafe School Choice Option

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

Cross-references:
Board Policy 4:170, Safety

12.105 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.

Cross-references:
PRESS 6:170-AP2, *Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act*

12.110 Sex Offender Notification Laws

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.

2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.

3. To attend conferences to discuss issues concerning their child such as retention or promotion.

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

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

A violation of this law is a Class 4 felony.

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

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

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Cross-References:
PRESS 4:175-AP1, Criminal Offender Notification Laws; Screening
PRESS 4:175-AP1, E1, Exhibit – Informing Parents/Guardians About Offender Community Notifications Laws