Staunton Community Unit School District #6

2026 – 2027

Staunton Jr. High School Handbook



At Staunton Schools We Expect Everyone's Best!

***Lead *Challenge *Achieve**

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I. GENERAL INFORMATION ABOUT DISTRICT #6

STAUNTON COMMUNITY UNIT SCHOOL DISTRICT NO. 6
2026-2027 SCHOOL CALENDAR

September 3	NO STUDENT ATTENDANCE - Teachers' Institute Day
September 4	NO STUDENT ATTENDANCE - Teachers' Institute Day
September 7	NO SCHOOL - Labor Day
September 8	First Day of School for Students
October 12	NO SCHOOL - Columbus Day / Full Day School Improvement Day
November 6	2:00 PM Dismissal - End of First Quarter
November 11	NO SCHOOL - Veterans Day / Full Day School Improvement Day
November 12	NO STUDENT ATTENDANCE - District Wide Parent Teacher Conferences 11:30 AM - 7:00 PM
November 13	NO STUDENT ATTENDANCE - District Wide Parent Teacher Conferences 8:00 AM - 3:30 PM
November 25 - 27	NO SCHOOL - Thanksgiving Holiday
December 22	2:00 PM Dismissal - Start of Winter Break
December 23 - January 3	Winter Break
January 4	Classes Resume
January 15	End of 2nd Quarter
January 18	NO SCHOOL - Martin Luther King Jr. Day / Teacher Institute Day
February 12	NO SCHOOL - Full Day School Improvement Day
February 15	NO SCHOOL - Presidents' Day
March 24	2:00 PM Dismissal - End of 3rd Quarter / Start of Spring Break
March 25 - 29	Spring Break (Classes resume March 30)
May 31	NO SCHOOL - Memorial Day
June 10*	2:00 PM Dismissal - Last Day of School *(If no Emergency Days are utilized, the last day of student attendance will be on June 3)*
June 11*	Teachers' Institute Day - No Student Attendance *(If no Emergency Days are utilized, the Teachers' Institute will be on June 4)*

MISSION STATEMENT

Staunton Community Unit School District #6 Expects Everyone's Best: *LEAD *CHALLENGE *ACHIEVE

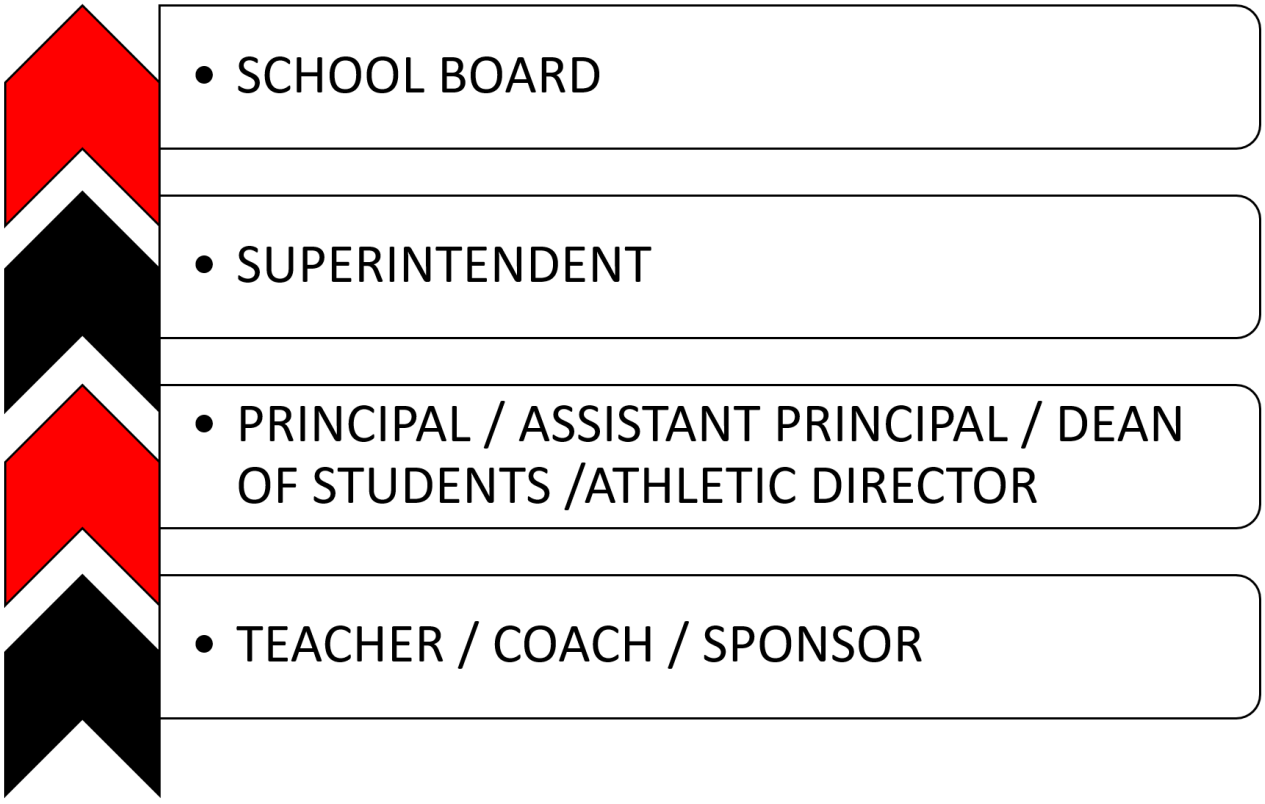
PHILOSOPHY

"Our goal is to prepare as fully as possible every pupil to be a good citizen who will be intent upon preserving and improving the principles and ideals upon which America was founded."

STUDENT GOALS

- Develop skills in reading, writing, speaking, and listening with understanding.
- Develop skills in problem solving and computation to the best of the student's ability.
- Develop skills for a field of work and a pride in work with a feeling of self-worth.
- Develop good character and self-respect.
- Learn to be a good citizen and to understand and practice democratic ideals and ideas.
- Learn to respect and get along with people with whom we work and live.
- Learn appreciation for and positive attitudes toward persons and cultures different from one's own.
- Learn to develop, enhance, and express one's own creativity.
- Demonstrate the understanding and significance of respect for each other's property.

CHAIN OF COMMAND



It is encouraged that all Staunton families will follow the appropriate 'Chain of Command' if they have an issue or concern. For example, if a parent or student has a concern about a specific grade received, please contact the teacher before calling the principal.

II. RESIDENCY/REGISTRATION

RESIDENCY REQUIREMENTS

The residence of a person who has legal custody of a student is deemed to be the residence of the student. Accordingly, before a student may be registered to attend a District 6 school, a parent, guardian, or someone with legal custody of the student **must show proof that he or she resides within District 6 boundaries**. It is the responsibility of the adult enrolling a student to prove both custody and residency as defined by Illinois School Code. Proof will include **at least two (2) forms** of identification and **adequate documentation** to prove residency. The building principal has the authority to rule on residency; that decision may be addressed as per board policy. School Code provides that any person who attempts to enroll or present false information for the purpose of enrolling a nonresident shall be guilty of a Class C misdemeanor.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian makes a written request. The District, however, is not responsible for the student's transportation to and/or from school. If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing outside of the District, but will be living within the District within sixty (60) days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of state law, and must not be charged tuition.

REGISTRATION

ALL STUDENTS

Registration will be completed online. Registration involves the completion of several online forms that are used to document residency and custody. In addition, students entering kindergarten, sixth, or ninth grade need a physical (Illinois student physical form only).

STUDENTS NEW TO DISTRICT 6

New students need to complete the above-mentioned forms, plus show their birth certificate with a county seal and complete the Home Language Survey. All students will be registered under their legal name as it appears on their birth certificate. If a student has had a legal name change, documentation of that name change must be supplied at the time of registration. All students enrolling in District 6 must meet all state requirements related to physical examinations, dental examinations, and immunizations. See section regarding Student Attendance and Health Policies for more information. All students transferring from another public school in Illinois will need to provide the Illinois Student Transfer Form from the Illinois State Board of Education.

THE STUDENT INFORMATION FORM is given to new students at the time of registration. The purpose of the form is to provide the school with student information as well as emergency information. Parents are required to complete and keep current the student information form, including at least two emergency telephone numbers in the metropolitan bi-state area.

CHANGE OF ADDRESS

Students are required to report to the main office any change of address or telephone number.

III. GENERAL NOTICES

ACCELERATED PLACEMENT (School Board Policy 6:135)

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP 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 and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in School Board policy 7:10, Equal Educational Opportunities, or any factor other than the student's identification as an accelerated learner.

At the Junior High School level, students may be identified for Accelerated Math Placement (Grades 7 - 8). The placement process uses multiple indicators including grades, STAR Renaissance screening assessment results, and the Illinois Assessment of Readiness. The purpose of this placement is to provide educational programs with opportunities for each student to develop to their maximum potential. See Appendix D for more detailed information regarding the accelerated math placement policy.

ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC NETWORKS

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

Terms and Conditions

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

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

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

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

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

- **A.** Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- **B.** Using the electronic networks to engage in conduct prohibited by board policy;
- **C.** Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- **D.** Unauthorized use of personal removable media devices (such as flash or thumb drives);
- **E.** Downloading of copyrighted material for other than personal use;
- **F.** Using the electronic networks for private financial or commercial gain;
- **G.** Wastefully using resources, such as file space;
- **H.** Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;

I. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
J. Using another user's account or password;
K. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
L. Posting or sending material authored or created by another without his/her consent;
M. Posting or sending anonymous messages;
N. Creating or forwarding chain letters, spam, or other unsolicited messages;
O. Using the electronic networks for commercial or private advertising;
P. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
Q. Misrepresenting the user's identity or the identity of others; and
R. Using the electronic networks while access privileges are suspended or revoked.

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

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

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

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

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

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

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

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.

A. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

B. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
C. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
D. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
E. Student work may only be published if there is written permission from both the parent/guardian and student.

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

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

Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.
Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.
Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
The system administrator and Building Principals shall monitor student Internet access.

Exhibit – Student Authorization for Access to the District's Electronic Networks

Dear Parents/Guardians:
Our School District has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this Authorization for Access to the District's Electronic Networks once while the student is enrolled in the School District.
The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow, and the School District respects each family's right to decide whether or not to authorize Internet access.
With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your

child's actions. If you agree to allow your child to have a network account, sign the Authorization form below and return it to your school.

Authorization for Access to the District's Electronic Networks Form

Students must have a parent/guardian read and agree to the following before being granted unsupervised access:
All use of the electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the Acceptable Use of the District's Electronic Networks will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY

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

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

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

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

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

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

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

ANNUAL REPORT CARD

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

BREAKFAST AND/OR LUNCHES

The entire Staunton School District utilizes the Skyward Data Management System to monitor the school lunch program. Our recommendation is that lunches be paid at least a week in advance and you monitor your child's/families account through the Skyward program. The money you put in your child/families account remains in that account until your child uses it. The student's account is reduced by the cost of breakfast and/or lunch each day. Students on the free/reduced lunch program will still need to maintain funds in their account if a student expects to purchase any item that is not a part of the regular breakfast and lunch program.

No charges will be allowed to anyone with a negative $5.00 balance (except students on the free/reduced plan – for meal only – no snacks). Students without money in their account will be given a Class A meal which includes cereal and carton of milk for breakfast and a cheese sandwich, vegetable and carton of milk for lunch. The student will be charged $1.00 for a Class A meal. The student will be informed that he/she should bring a sack lunch until money has been deposited into the lunch account. If emergency circumstances exist, the building principal should be contacted.

COUNSELING AND GUIDANCE

School District counselors offer services to all students in the areas of social and personal counseling, vocational information, education counseling, post-secondary information, and record clarification. The counselors invite all students to confer with them concerning any pupil personnel services that are available. Pupil personnel services include the school psychologist, social worker, special education teachers, nurse, guidance counselors, plus additional on-call services.

DAILY SCHEDULE

The most updated daily schedule can be found on the school website at www.stauntonschools.org.

DELINQUENT ACCOUNTS (School Board Policy 4:45)

The Superintendent or a designee is responsible for collection of debts incurred by students and/or their parents/guardians for educational services, breakfast and lunch service, supplies and equipment received from the District. After incurring a debt of $100.00 or more for a period of 30 days, a letter will be issued to each family stating that unless payment is made or a payment schedule is set up within one calendar week, to satisfy their debt, their account will be turned over to a collection agency.

DIGITAL CITIZENSHIP GUIDELINES & EXPECTATIONS

Chromebook/iPad & School Google Account

Think before you act because your virtual actions are real and permanent!

1. It is my responsibility to come to class each day with my Chromebook/iPad charged and ready for class. I understand that there are consequences for absent/uncharged Chromebooks/iPads per the district 1:1 guidelines.

2. I understand that it is the classroom teacher's decision regarding when and how I may use my Chromebook in class.
3. I understand that the Chromebook/iPad I received is intended for my use only. I agree to not misrepresent myself by using someone else's Chromebook/iPad/username or lending my Chromebook/iPad to others.
4. I will do my own work. I understand that there are consequences in place for plagiarism/cheating. I will not use other people's intellectual property without their permission. I am aware that it is a violation of copyright law to copy and paste other's thoughts. It is required that I cite all sources (text, image, video, etc.).
5. I understand that I am responsible for the content of my searches: both text and images. All searches should be school appropriate. I will report any inappropriate content immediately.
6. I will be aware of what I post online. Websites and social media venues are very public. What I contribute leaves a digital footprint for all to see. Inappropriate text, video, images, etc. that I post during school hours and/or while using school resources are subject to school and legal consequences.
7. I will follow the school's code of conduct when writing online. It is acceptable to disagree with others' opinions; however, I will do it in a respectful way. I will make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
8. I will be safe online. I will not give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. I will not share my password with anyone other than my parents or school administrators if requested.
9. I understand that acknowledging receipt of these items that it is my responsibility to care for the equipment and ensure that it is retained in a safe environment and understand that I will not deface or destroy this equipment in any way.
10. I acknowledge that this equipment is the property of Staunton Comm. Unit #6 and is being loaned to me for educational purposes for the academic school year and will be returned to the District when requested, or sooner, if I withdraw prior to the end of the year.

Chromebook/iPad & School Google Account Care & Use

1. Always close the lid before moving your Chromebook device.
2. Shut down the device before going to the next class.
3. Place your Chromebook/iPad on flat, solid surfaces only.
4. Be gentle with the screen. It is easily damaged by excessive pressure or sharp objects. Do not pick up the Chromebook/iPad by holding the screen.
5. Clean the screen with dry anti-static cloths or lens cleaners only.
6. Charge your Chromebook/iPad every night at home. Leave your device charger at home.
7. Charging may only be done at designated "charging stations" in the building.
8. Keep your Chromebook/iPad in your possession or in your locked locker at all times at school.
9. Use of your Chromebook/iPad in the cafeteria/bus is not recommended. Damage outside of normal wear and tear is your responsibility. Parents/guardians will be invoiced for damages. Please be careful with your Chromebook/iPad.
10. Report any damage or problems to a school staff member immediately.
11. Return any unattended Chromebooks/iPads immediately to the main office.

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1. Do not sit on your Chromebook/iPad or place heavy objects on top of it.
2. Do not "decorate" your device in any way (stickers, markers, paint, etc.)
3. Do not disassemble, modify or repair your Chromebook/iPad, operating system, installed software or filters. If you cause damage to your Chromebook, the following fees will be assessed:

Repair charges	$ 30
Replacement Cost	$279
Replacement Charger	$ 25

4. Do not alter or remove the SCUSD #6 ID tags on the underside of the Chromebook itself.
5. Do not leave your Chromebook/iPad unattended. You are responsible if it is lost.
6. Do not leave your Chromebook/iPad in an unlocked vehicle or in a hot vehicle.
7. Do not use your Chromebook/iPad near water.
8. Your Chromebook/iPad will be collected by Staunton Staff at the end of the school year for summer maintenance.

Any damage or loss due to your negligence is YOUR RESPONSIBILITY.

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 the District

EQUAL EDUCATIONAL OPPORTUNITY

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status. The District will provide equal access to the Boy Scouts and other designated youth groups pursuant to Title 36 of the United States Code. The District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

EQUAL EDUCATION OPPORTUNITIES AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.
No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.
Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Title IX Coordinator at (618) 635-2962.

FOOD AND DRINK

Due to health concerns and scheduling, treats and snacks must be arranged and approved in advance by the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value. Food and drink cannot be stored in lockers to be consumed during passing periods or at any point throughout the school day – the exception to this would be water. Chewing gum is not allowed for consumption during the school day.

Each teacher can determine whether or not **water bottles** will be allowed in their classroom, unless provided with documentation that permits a student to have bottled water with him/her at all times. Drinks other than water will not be tolerated.

FOOD SERVICES (School Board Policy 4:120)

Staunton CUSD #6 cafeteria participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Menus are planned in accordance with requirements and guidelines of these programs. The food service operates on a non-profit basis and provides free or reduced meals to those that qualify. School breakfasts and lunches are available to all students.

FREE & REDUCED – PRICE FOOD SERVICE (School Board Policy 4:130)

Information and applications for the free and reduced breakfast/lunch program are available at registration, on-line at the School District web-site at www.stauntonschools.org and at the school offices.

Parents/guardians must complete the application at registration or turn it into the school office. Federal law requires verification through appropriate documentation. A student's eligibility for free and reduced price food service shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. All meals served meet the U.S. Department of Agriculture meal requirements. The reduced price for breakfast is $.30 and the reduced price for lunch is $.40. If your child takes additional helpings of food, there is a charge for those items.

FREE & REDUCED MEALS APPLICATION

Applications for free & reduced meals are available at registration or anytime during the school year. If you now receive food stamps or TANF (Temporary Assistance for Needy Families) for your child(ren), we will receive Direct Certification from the state showing their eligibility to receive free meals. If you don't have Direct Certification from the state you will need to fill out an application showing total household income and household size. If household income is the same or less than the amounts on the Income Chart listed on the application, your child(ren) can receive free or reduced meals. A foster child may receive free meals regardless of your income.

School officials use the information on the application only to decide if your child(ren) qualifies for free or reduced meals. All applications are confidential.
In the operation of the child feeding programs, no child will be discriminated against because of race, sex, color, or national origin; age or handicap. If you believe you have been discriminated against, write to the Secretary of Agriculture, Washington D.C. 20250.

Parents/guardians are informed as soon as possible if their application is approved or denied. You may contact the Superintendent if you do not agree with the school's decision on your application or the results of the verification. Thereafter, you also may ask for a fair hearing.

Your eligibility may be checked by school officials at any time during the school year. School officials will ask you to submit papers showing that your child(ren) should receive free or reduced price meals.

No food may be delivered from a restaurant OR picked up and dropped off for student consumption without the prior approval of the building administrator.

6th/7th/8th Grade Is a Closed Campus during the Lunch Period.
This policy is a safeguard for students. They are not allowed to leave the school grounds unless a parent/guardian comes to the school office to take the student for lunch away from school property.

GRADES & GRADING SYSTEM FOR STAUNTON UNIT SCHOOLS

Your grades will be indicated with letters as follows:
A-Excellent **B**-Above Average **C**-Average **D**-Passing but below average **F**-Not passing

All students/grades will be assessed based on the combination of factors at the teacher's discretion as follows:

1. Achievement (accomplishment of assigned work)
2. Effort (initiative)

***It is strongly encouraged that families check their student's grades regularly using the Skyward System.**

Staunton School District Grading Scale

A+	97-100	A	93-96	A-	90-92
B+	87 -89	B	83-86	B-	80-82
C+	77- 79	C	73-76	C-	70-72
D+	67- 69	D	63-66	D-	60-62
F	0-59				

Junior High will calculate grades as follows:

50% (Q1) + 50% (Q2) = 1st Semester Grade
50% (Q3) + 50% (Q4) = 2nd Semester Grade

ACCESSING STUDENT GRADES

- All students' most current grades and assignments can be accessed by logging into Skyward.
- Progress Reports and Report Cards are issued quarterly by request; otherwise grades for those grading periods can be accessed via Skyward.

HOMELESS CHILD'S RIGHT TO EDUCATION

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

INSURANCE

Student accident insurance is NOT provided by the school district. A supplemental plan is available for purchase by the student's parent or guardian that will reimburse most expenses resulting from accidents which occur at school or school-sponsored activities (including all sports except football), or while traveling to and from school, as per their policy. Other options including dental insurance and a 24-hour accident plan are also available for purchase. All athletes are required to provide proof of appropriate accident coverage either through their parent or guardian's health insurance plan or by purchasing a supplemental insurance plan appropriate for the specific sport's season.

LEAD TESTING

In accordance with 65 ILCS, Section 5, Article 11, Staunton CUSD #6 lead in the drinking water results have been submitted to the Illinois Department of Public Health. Sampling was performed by Environmental Consultants, LLC. A minimum of one (1) first draw sample was collected from each potable water source in the district. Additional samples were collected as warranted based on results of the initial testing. Based on the district's actions, the district is in compliance with the school code. In addition, the district has implemented a preventative maintenance plan to manage the lead in our drinking water.

LOCKERS/BACKPACKS

Student lockers will be assigned during the first week of school. Students are to use only the lockers assigned to them, and are expected to keep their lockers neat and clean at all times. It shall be the policy of Staunton Junior High School to provide desks, lockers, and locks for temporary use by students. Desks, lockers, and locks for temporary use by students remain at all times the property of the school and are subject to rules of the school. Periodic inspections for cleanliness, missing school property, evidence of vandalism, and special searches for contraband materials may take place. Stickers are not to be used on either the inside or outside of lockers. Students **must** have a school issued lock for their locker. All personal locks will be removed by administration. Students who have lost or damaged locks are responsible for the cost ($10) of the replacement.

Students may use a backpack in order to transport books to and from school. Backpacks must be left in student lockers during the school day. Backpacks may not be taken to class. Students may use pencil pouches to carry items from class to class.

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.

MULTI-TIER SYSTEM OF SUPPORT

The Multi-Tier System of Support integrates assessment and intervention within a multi-level prevention system to maximize student achievement. With MTSS, Staunton Schools identifies students at risk for poor learning outcomes, monitors student progress, provides research-based interventions and adjusts the intensity and nature of those interventions depending on a student's responsiveness, and identifies students with special needs.

POSTING OF HANDBILLS

Any marking or painting on the walls, fences, or building without the principal's consent is prohibited. The posting of any type of poster, sign, etc., requires the principal's consent.

PERSONAL APPEARANCE

Students at Staunton schools should dress in a neat, clean, and appropriate manner. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. Clothes and jewelry that are objectionable for reasons of health, safety, and/or inappropriateness should not be worn to Staunton schools. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

The responsibility of appropriate dress and satisfactory appearance lies with the student. However, those who exercise poor judgment and bad taste will be asked to furnish an explanation and will be counseled regarding what is appropriate for school.

- **ALL students must be covered from shoulders to mid-thigh.**
- Store purchased tank tops may be worn.
- No undergarments or pockets are to be exposed.
- No hats, caps or hoods are to be worn in the building or in the classroom except on designated days relating to homecoming activities or otherwise notified.
- There are to be no coats or blankets worn into the classroom during school hours unless approval is given by the administration or faculty.

Staff members will refer to the building principal or his/her designee to determine inappropriate dress and make the final decision on proper dress.

PHYSICAL EDUCATION PARTICIPATION POLICIES

The only physical education requirement for Staunton Junior High School (Grades 6-8) is for all students to bring tennis shoes for participation, if students are not already wearing that footwear to school. Students at this age range are not required to dress for physical education class.

PROMOTION TO NEXT GRADE LEVEL GUIDELINES

Staunton School District Staff will review the following criteria to determine whether a student should be promoted to the next grade level:

- Failing Grades
- Attendance
- Standardized Assessment Data
- Classroom Performance
- Staff Recommendation

*Staunton School Staff will make a determination on promoting a student to the next grade level based on reviewing the above listed criteria. If a student were to have excessive absences or multiple failing grades, it may be recommended that the student be retained in the current grade level.

PUNS

PUNS is the statewide waiting list for individuals with developmental disabilities (DD) who do not yet have funding for DD "Medicaid Waiver" services, but may need funding for services. PUNS stands for Prioritization of Urgency of Need for Services. The trained PUNS employee for the Staunton School District is Mrs. Alison Storm, Director of Special Education. For PUNS information, please contact her by email at astorm@smaseschools.org.

SCHEDULING/SCHEDULE CHANGES

All student schedules may be accessed via Skyward.

Schedule changes will not be made for the following reasons: 1) A student does not like people in the class; 2) A student simply does not like his/her schedule; 3) A student does not like the teacher. All student schedules are final, unless changes need to be made by administration.

Junior High Choir and Junior High Band can only be dropped at the beginning of each semester, **not** in the middle of a semester. Students requesting to drop Junior High Choir or Junior High Band for an upcoming semester must turn in a *Drop Form* signed by both the teacher and a parent/guardian. **This form must be turned into the School Counselor no later than the 5th day of the new semester.**

SCHOOL BUILDING PASSES

A student is expected to be in class that his/her schedule calls for during any particular period. No student will miss a class to work for another teacher **WITHOUT PREVIOUS CONSENT OF BOTH TEACHERS INVOLVED**.

Students are **NOT** to be in the halls during class periods. This means that students are not to go to their lockers, use their cell phone, or go to any other place unless it is an emergency. Students must have a pass, if they are seen outside of their scheduled class.

SPECIAL EDUCATION PROGRAMS & SERVICES/504 SERVICES

Staunton CUSD No. 6 belongs to the South Macoupin Association for Special Education (SMASE). This is to inform you that comprehensive special education programs and services are currently available within our local district or within the other districts of the SMASE special education joint agreement. This includes services to students of nonpublic and parochial schools living within the district.

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required by the Individual with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children with disabilities," as used in the District's policy, means children between ages 3 and 22 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed.

The District offers all eligible students between the ages of 3 and 22 a comprehensive program which includes systematic procedures to identify and evaluate those students eligible for special education and a continuum of placement options available to the specific needs of students. If necessary, students may be placed in private educational facilities.

Parents have the right to request a referral for an evaluation to assess their child(ren) for possible special education intervention. Parental consent in writing is required prior to the District conducting an evaluation. If parents suspect that their child has a disability that is adversely affecting their child's education, parents should contact the Director of Special Education at 618-635-8230**. If parents would like a copy of *A Notice of Procedural Safeguards For Parents/Guardians of Students With Disabilities*, parents should contact the Southern Macoupin Association for Special Education (SMASE) at 618-635-8230. A booklet entitled, "An Educational Rights and Responsibilities: Understanding Special Education in Illinois" (August 2020) may be obtained by writing to SMASE at 801 North Deneen Street, Staunton, Illinois 62088.**

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education.

For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s), and representation by counsel, and a review procedure. Contact the building Principal for a copy of the description of rights assured by Section 504 to those disabled students who qualify under Section 504 but do not qualify under IDEA.

In addition to the rights provided in the District's section 504 procedural safeguards, parents/ students may file a complaint with the Office for Civil Rights (OCR). The Illinois Regional Office for Civil Rights is located in Chicago at: Chicago Office for Civil Rights, US Department of Education, Citigroup Center, 500 West Madison Street, Suite 1475, Chicago, Illinois 60661. The phone number for OCR is 312-730-1560; TDD 877-521-2172. Their email address is OCR.Chicago@ed.gov. Student/parent complaints concerning Section 504 matters other than a student's identification, evaluation and/or placement under Section 504 are addressed in the District's Uniform Grievance Procedure described below.

If you have any questions about the availability of special education in the Staunton School District, please call the Special Education Director at 618-635-8230 for this information.

If you have questions about eligibility and services under Section 504 of the Rehabilitation Act of 1973, please call the building Principal.

Parent Rights Notification for IEP Distribution/Service Logs: Parents/Guardians will receive a draft of their child's Individualized Education Plan (IEP) and or evaluation at least 3 days prior to the IEP meeting via email. The email provided to the district during school registration will be used unless another email address is provided. Please contact your child's principal or case manager if you would rather information be mailed to your physical address.

Parents/Guardians will have the right to request copies of their children's related service providers' contact logs during the school year, and will be provided a copy at their children's annual review meetings.

STANDARDIZED TESTING

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:

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

6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

TELEPHONE MESSAGES

Telephone messages to students should be limited to emergency situations. Classes will not be interrupted to deliver messages which are of minor importance. Messages from parents will be delivered on request. All messages need to be directly relayed to the junior high school office during the school day, not to a student via their personal device.

TEXTBOOKS

Textbooks are the property of the school district and are rented to you for a fee that covers ordinary wear. Since no profit is derived from the textbook rental, however, you will be expected to pay for any book that you abuse or lose.

VISITORS TO AND CONDUCT ON SCHOOL PROPERTY

For purposes of this policy, the following definitions apply:
"**School Property**"– school buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a School Board meeting, school athletic event, or other school-sponsored event.
"**Visitor**" – any person other than an enrolled student or District employee.
Visitors are welcome on school property, provided their presence will not be disruptive. All visitors, including parents and siblings, are required to enter through the front door of the building. Upon entry to the building into the vestibule, visitors should buzz in, identify themselves, and inform office personnel of their reason for being at school. If visitors must go beyond the vestibule and have total access to the building, they should proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.
Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for 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. Vape, Smoke, or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

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

WORK PERMITS

Work permits for 14 and 15 year olds are issued through the Regional Office of Education #40 located in Carlinville, IL in accordance with Child Labor Law. A student wishing to secure a permit should inquire in the office for details.

WAIVER OF FEES (School Board Policy 4:140)

You may be eligible for a waiver of student fees if you receive public aid; if your gross income is under that set amount in the federal guidelines for free or reduced price lunches; or if you are otherwise able to establish that you cannot afford to pay these fees. Applications requesting waiver of fees can be picked up in the main office and should be submitted to the Principal. The use of false information to obtain such waiver is a felony under Illinois law. Any inquiries should be directed to the Principal. The most updated Fee Schedule can be found by visiting www.stauntonschools.org.

IV. SCHOOL RULES/POLICIES

PREVENTING BULLYING, INTIMIDATION, AND HARASSMENT (School Board Policy 7:180)

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.

1. Character Education: The Staunton School District acts in a proactive manner to prevent bullying through the implementation of a character education program.
2. Safe 2 Help Illinois: To anonymously report bullying, depression, self injury, or suicidal thoughts to school staff, please use the *Safe2HelpIL Helpline.*
    a. CALL: 844-4-SAFEIL
    b. TEXT: SAFE2, 72332
    c. EMAIL: HELP@Safe2HelpIL.com
    d. VISIT https://safe2helpil.com/

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, homelessness, or actual or marital status parenting status, 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; (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

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

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

Nondiscrimination Coordinator:
Brett Allen
Name
801 N. Deneen St.; Staunton, IL 62088
Address
(618) 635-2962
Phone Number
ballen@stauntonschools.org
Email Address

Complaint Manager:
Ryan Pirok
Name
801 N. Deneen St.: Staunton, IL 62088
Address
(618) 635-3831
Phone Number
rpirok@stauntonschools.org
Email Address

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.

DISCRIMINATION AND HARASSMENT ON THE BASIS OF RACE, COLOR, AND NATIONAL ORIGIN PROHIBITED (School Board Policy 2:270)

Discrimination and harassment on the basis of race, color, or national origin negatively affect 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 goal. The District does not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities, and it complies with federal and State non-discrimination laws.

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; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or

3. Sexual assault as defined in or stalking as defined in District policy and federal law.

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

Teen Dating Violence Prohibited

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

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

Making a Report or Complaint

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

Nondiscrimination Coordinator:

Brett Allen
Name
801 N. Deneen St.; Staunton, IL 62088
Address
(618) 635-2962
Phone Number
ballen@stauntonschools.org
Email Address

Complaint Manager:

Ryan Pirok
Name
801 N. Deneen St.; Staunton, IL 62088
Address
(618) 635-3831
Phone Number
rpirok@stauntonschools.org
Email Address

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

Investigation Process

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

Enforcement

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

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

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

Retaliation Prohibited

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

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

WEAPONS (School Board Policy 7:190)

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 at least one calendar year but not more than two (2) calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. §921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (721 ILCS 5/24-1).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club or any other object if used or attempted to be used to cause bodily harm, including "look a likes" of any firearm as defined above. Objects that may be deemed to be weapons if used or attempted to be used to cause bodily harm include, but are not limited to, pipes, bottles, scissors, baseball bats, locks, sticks, pencils, and pens. Look-alike firearms include but are not limited to, BB guns, airsoft pistols or guns and paintball guns.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

REQUIRED NOTICES

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

SEARCHES (School Board Policy 7:140)

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this Section produces evidence that the student has violated or is in violation of the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities.

SCHOOL SAFETY TIP LINE

1-800-477-0024

On September 7, 1998, the Illinois State Police activated a "School Safety Tip Line" for students to report threats of violence or weapons on school grounds or at school events. This toll free line will be answered at the Illinois State Police Communications Center in Springfield. Information from calls received will be provided to local sheriff or police departments who will notify local school officials of the threat. In the event local agencies are unable to notify school officials, the State Police District serving that area will make the notifications and provide appropriate assistance.

The TIP LINE is **NOT** intended as an emergency hotline to replace 9-1-1. The primary message for students will be to encourage them to report concerns to local officials, a teacher, or counselor if they have seen a weapon or believe a violent incident will take place. The Tip Line will be described as an option in those cases when the student fears reprisal and is unwilling to sacrifice anonymity or for some reason is uncomfortable in telling school officials.

SUSPICION-BASED DRUG AND ALCOHOL TESTING POLICY (School Board Policy 7:192)

The Board of Education recognizes that drug and/or alcohol testing of an individual student may be appropriate when there are reasonable grounds to suspect that the student is violating the Board of Education's policy prohibiting the possession or use of drugs or alcohol while on school grounds or at a school-related activity. The Board of Education authorizes drug and alcohol testing of students based upon such reasonable suspicion of drug or alcohol use.
The Administration shall establish rules and regulations to implement this policy in compliance with applicable laws governing drug and alcohol testing of students.

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.

UNIFORM GRIEVANCE PROCEDURE (School Board Policy 2:260)

Students, parents/guardians, employees, or Community members should notify any District administrator if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials and/or programs;
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students;
13. Illinois Whistleblower Act, 740 ILCS 174/.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
15. Employee Credit Privacy Act, 820 ILCS 70/.
16. Boy Scouts of America Equal Access Act, 20 USC 7905.
17. Age Discrimination Act.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to

the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

1. Filing a Complaint

   A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

2. Investigation

   The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

   Within thirty (30) school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

   Within five (5) school days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

   Within ten (10) school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within thirty (30) school business days, the Board of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five (5) school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

   This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two (2) Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Brett Allen
Name
801 N. Deneen St.; Staunton, IL 62088
Address
(618) 635-2962
Phone Number
ballen@stauntonschools.org
Email Address

Complaint Manager:

Ryan Pirok
Name
801 N. Deneen St.; Staunton, IL 62088
Address
(618) 635-3831
Phone Number
rpirok@stauntonschools.org
Email Address

PUBLIC NOTIFICATION

The following public notification is being released for compliance with the regulations of the Federal AHERA guidelines for the management of asbestos-containing materials:
The buildings of the Staunton Community School District No. 6 have been inspected for asbestos-containing materials by a licensed inspector. In addition, an Asbestos Management Plan has been prepared by a licensed Management Planner. The Inspection Report and Management Plan are on file in the Administrative Office and are available for public review during normal business hours. Individuals interested in reviewing the Management Plans are asked to submit a written request to the school district.

RIGHTS UNDER THE SCHOOL VISITATION RIGHTS ACT

Parents of students attending Illinois Schools who work for employers who employ at least 50 or more individuals in Illinois have certain rights under the School Visitation Rights Act (820 ILCS 147/1). Employed parents who have worked for an employer for at least six consecutive months, who work at least half-time, and who are unable to meet with educators because of work conflict must be given leave of up to 8 hours during the school year to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours. However, no more than 4 hours of this leave, personal leave, compensatory leave, and any other leave that may be granted to the employee has exhausted all accrued vacation leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer. The District will provide documentation for parents' use confirming the date and time of each school visitation upon a parent's request for such documentation. For regularly scheduled, non-emergency visitations, the District will make time available for visitation during both regular school hours and evening hours, when it is practicable and the District is readily able to do so.

SCHOOL GENERATED SURVEY POLICY

Periodically surveys or other activities generated by school personnel involving collection of information will be sent home that request personal information from students/families. The sole purpose of this information is to make decisions here at the school to provide better educational programs for the children. None of this information is given to others for marketing or for selling of information.

PROTECTION OF PUPIL RIGHTS ACT

Parents have the right to inspect all instructional materials, including teacher's manuals, films, tapes or other supplementary material, which will be used in connection with any survey, analysis, or evaluation of their child (such instruction materials do not include academic tests or assessments).

Parents shall have the right to inspect a survey created by a third party before it is administered and distributed to their student. Said surveys may be obtained by contacting the appropriate school office and/or teacher. Parents shall have the right to be informed of the arrangements made to protect student privacy with regard to surveys requesting particular personal information.

Parents shall have the right to inspect any instructional material used as a part of their child's educational curriculum by contacting the appropriate teacher to establish a mutually convenient time for viewing. Instructional material does not include academic tests or academic assessments.

Parents shall have the right to notification of any physical examinations or screenings, which the district may administer to the student.

Parents shall have the right to inspect any collection instrument used for the purpose of marketing or selling of personal information. Parents may opt-out of this process by filing with the appropriate school office a non-disclosure request form by September 1st of each school year.

Parents shall have the right to refuse consent for their child to submit to and/or request protections of student privacy for any survey that reveals the following information:

a. Political affiliations or beliefs of the student or the student's parent;
b. Mental or psychological problems of the student or parent;
c. Sex, behavior, or attitudes;
d. Illegal, anti-social, self-incriminating, or demeaning behavior;
e. Critical appraisals of other individuals with whom respondents have close family relationships;
f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
g. Religious practices, affiliations, or beliefs of the student or the student's parent; or
h. Income (other than that required by Illinois law to determine eligibility for participation in a program or for receiving financial assistance);

Any parent interested in further information concerning the exercise of these rights should contact the Superintendent.

PARENT'S RIGHT TO KNOW

At the beginning of each school year, a local educational agency that receives Title I funds shall notify the parents of each student attending Title I schools that the parents may request, and the Local Educational Agency will provide in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following;

a. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
b. Whether the teacher is teaching under emergency or other provisional status through or degree held by the teacher, and the field of discipline of the certification or degree.
c. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
d. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

SCHOOL PARENT COMPACT

It shall be the goal and purpose of Staunton Schools to achieve a high quality education in a supportive learning environment that enables the children served under Title I to meet the State's student academic achievement standards. Parents can foster this purpose by carefully monitoring attendance, homework, and behavior. Parents should stress the need to make learning a priority. Parents are encouraged to visit the school and become involved in their children's educational career; and are encouraged to be active in the educational decisions of the child and be supportive of extra-curricular participation of their children.

Students will be given the opportunity to be successful in school and life. They will attend classes taught by highly qualified staff and be given a curriculum which will help them to achieve an education which is second to none in Illinois. They will be assessed based on the Illinois Standards of Learning. Additional assistance will be provided to students who fall behind in educational endeavors. Services include, but are not limited to, tutoring and appropriate referrals to additional programs as indicated.

SEX OFFENDER AND VIOLENT OFFENDER NOTIFICATION

State law requires the District notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public. The Department of State Police maintains a statewide Sex Offender Database for the purpose of identifying sex offenders. Parents/guardians can access the Statewide Sex Offender database by going to the following website: www.isp.state.il.us/sor/. There is a users' agreement to accept and this will take you to this website: http://www.isp.state.il.us/sor/sor.cfm. Individual names can be searched by county or town.

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

PEST MANAGEMENT STATEMENT

Structural and landscape pests can pose significant hazards to people, property, and the environment. Pesticides can also pose hazards to people, property and the environment. It is therefore the policy of Staunton Community Unit School District No. 6 to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests.

Pests will be managed to:

- Reduce any potential human hazard or to protect against a significant threat to public safety
- Prevent loss or damage to school structures or property
- Prevent pests from spreading in the community or to plant and animal populations beyond the site
- Enhance the quality of life for students, staff, and others.

V. STUDENT BEHAVIOR/DISCIPLINE

GUIDELINES FOR STAUNTON UNIT SCHOOLS STUDENT BEHAVIOR (School Board Policy 7:190)

A goal of Staunton Unit Schools educational program is to encourage independence and responsibility that are characteristic of the mature person. Since an orderly atmosphere is essential if learning is to take place, these guidelines are for the personal welfare of the student as well as for the common good of the entire school district.

1. **A constant respect for persons whether they be teachers, students, staff, visitors, or others is a basic requirement for all.**
2. **A respect for personal property is a visible sign of respect.**

DISCIPLINARY MEASURES

The appropriate school administration shall use its judgment in determining the applicability of the disciplinary procedures.

DUE PROCESS GUARANTEES FOR STUDENT

The Superintendent shall implement suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The Board of Education must be given a summary of the notice, including the reason for the suspension and the suspension length.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After

presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

5. If the suspension is found to be unjustified or unreasonable, the student's record will be expunged of all remarks about the suspension, the absences will be excused, and all work may be made up within a reasonable time.

Student Behavior:

The following are guidelines only. The administration may impose more severe discipline for any of the offenses listed below where circumstances warrant.

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

Prohibited Student Conduct

Any offense that has not been covered in other Board policies, but which is felt to be serious enough in the opinion of the administration, could result in suspension or possible expulsion from school according to the procedures outlined in the suspension and expulsion policies.

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. **Absence:** Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
2. **Academic Dishonesty (Plagiarism):** Engaging in academic dishonesty, including cheating, intentionally plagiarizing, irresponsible use of artificial intelligence (AI), wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
3. **Additional Misconduct:** Any action not so stated that would be a detriment to the school, staff, students, programs, or activities causes a substantial disruption to the school environment or is deemed to be gross disobedience or misconduct will be subject to appropriate disciplinary action as determined by school administration.
4. **Alcohol:** 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.
5. **Criminal Law:** Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

6. **Damage/Stealing Property:** Causing or attempting to cause damage to, or stealing or attempting to steal, school property (including buses, buildings, and grounds) or another person's personal property. The board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.
7. **Disrupting School Environment:** Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
8. **Disruptive Behavior**: Teachers may remove a student from a class for disruptive behavior. Disruptive behavior is defined as, in the opinion of the teacher, behavior that is interfering with the educational process or physical well-being of the other students. Upon removal from the class, the student will be sent to the school office. The privilege of the student to return to the class will be determined by the principal. If the principal determines it necessary, he may have a conference with the teacher, student, dean of students, guidance counselor, and/or parent(s)/guardian(s).
9. **Dress:** Students will be expected to dress and conduct themselves in a manner that will not disrupt the learning process of the school.
10. **Drone:** Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
11. **Drugs:** Using, possessing, distributing, purchasing, selling, or offering for sale:
    a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
    e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    f. 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 tablet or powdered form.
    g. "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.
    h. 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.
    i. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

12. **Electronics:** Using or possessing an electronic paging device. Using a cellular telephone, smart watch, video/audio recording device, personal digital assistant (PDA), earbuds/headphones, smart glasses or wearable recording devices (including but not limited to Meta Glasses or similar devices), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, 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 phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight; cell phones specifically should be kept locked in the student's locker during the regular school day unless: (a) the building principal or supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
    i. The first time a student has an electronic device that is turned on or being used during school hours, such device will be confiscated and taken to the building principal's office. The student should go to the office following the dismissal of school for return of the device. The second and subsequent time a student has an electronic device turned on or being used during school hours, such device will be confiscated and taken to the building principal's office. Parental/guardian contact will be made immediately upon occurrence of the second violation. The parent/guardian will be required to retrieve the electronic device from the building principal's office at the conclusion of the academic day. All medical or disciplinary issues regarding a student in which a parent/guardian must be contacted will be made by appropriate school officials (principal or principal's designee).
13. **False Emergency:** In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); 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.
14. **Fighting:** Fighting or physically or verbally abusing another student, teacher, or any other employee of the school district.
15. **Forgery:** Any student that forges a teacher's or parent's/guardian's signature on a pass, alters a pass, or forges any school document will be subject to detention or suspension.
16. **Fraternity/Sorority:** Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. **Gambling:** Gambling on school premises is prohibited.
18. **Gangs:** Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
19. **Harassment:** No person, including a District employee or agent, or student, shall harass, threaten or intimidate a student on the basis of actual or perceived; race; color; nationality; 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; 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 or threatening conduct, whether verbal, physical, or visual, that affects 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, causing psychological harm, threatening or causing physical harm, threatened or actual destruction or property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.
20. **Hazing/Bullying:** Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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.

21. **Insubordination:** Insubordination shall be defined as the refusal by a student to comply with a request of a staff member, insulting, disrespecting, using profanity towards or verbally abusing any employee of the public schools. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
22. **Internet Threat:** Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
23. **Language:** Using profane or indecent language.
24. **Laser Pointer:** Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
25. **Pepper Spray**: Using or possessing pepper spray during school hours or at school sponsored events.
26. **Personal Differences:** Settling or attempting to settle personal differences, verbally or physically, at school or on the way to or from school.
27. **Public Displays of Affection:** Public displays of affection which include kissing, petting, prolonged embracing, touching of a sexual nature etc. is inappropriate at school or at school related functions. Students engaging in inappropriate displays of affection may be subject to discipline.
28. **Repeated School Violations**: Repeated violations of school rules may result in recommendation for suspension or expulsion.
29. **School Equipment:** All school issued equipment/uniforms will be returned to the proper coach/sponsor at the conclusion of the participant's season. Said student will NOT be allowed to participate in any future extracurricular activities, including summer programs, until all equipment is returned or restitution is made.
30. **Sensory Items:** unless documented in a student's Individualized Education Plan (IEP) or 504 Plan, sensory items are prohibited (i.e., fidget spinners, squishies/stress balls (NeeDoh), pop-its, etc.)
31. **Setting Off False Fire Alarms and/or Fire Extinguishers:** Any student setting off a fire alarm at any time other than when an actual fire exists will receive appropriate disciplinary consequences as determined by the administration.
32. **Sexting:** Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, 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 phone while at school or at a school related function.
33. **Sexual Activity:** Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
34. **Sexual Harassment:** Sexual harassment of students is prohibited. Any person, including a district employee, or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:
    1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
    2. Has the purpose or effect of:
        a. Substantially interfering with a student's educational environment;
        b. Creating an intimidating, hostile, or offensive educational environment;
        c. Depriving a student of educational aid, benefits, services, or treatment; or
        d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.
35. **Skipping Class:** A student is considered to be 'skipping class' if he/she never arrives or leaves their assigned classroom without permission from the supervising staff member.

36. **Teen Dating Violence:** 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. 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. Parents, staff or students who have concerns regarding an incident of teen dating violence may file a complaint pursuant to the District's Harassment Complaint Procedure. Teen dating violence, as described in Board policy 7:185, is prohibited.
37. **Tools**: Tools will not be worn during school hours or at school sponsored events. Tools are to be used in shop classes under the supervision of the teacher.
38. **Trespassing:** Entering school property or a school facility without proper authorization.
39. **Unexcused Tardiness:** Unexcused tardiness to class will not be tolerated. **Three (3)** unexcused tardies per class will result in a referral and discipline. **Oversleeping** and **car trouble** are **NEVER** an excuse for being late to school. Tardies will accumulate for each class per semester.
40. **Vapes/Tobacco/Electronic Cigarettes:** Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
41. **Weapon:** Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

Additional Information on Student Conduct:
The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person.

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event.

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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.

Disciplinary Measures

Disciplinary measures may include:
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 voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).

2. Disciplinary conference.

3. Withholding of privileges.

4. Temporary removal from the classroom.

5. Return of property or restitution for lost, stolen, or damaged property.

6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.

7. After-school study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.

9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.

10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.

11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.

12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

After-School Detention/Lunch Detention:

1. After-school detention begins 5 minutes after school is dismissed and is one (1) academic class period in length.
2. A student receiving a detention must serve it on the day given or the next day.
3. If a student fails to serve an after-school detention, he/she may receive the following consequences: an additional after-school detention, an AEP (ISS), a Late Stay, or Suspension out-of-school (OSS).

In School Suspension (ISS):

In School Suspension (ISS) will serve to isolate a student from the daily networking with other students and staff. This placement will allow the student to complete all assignments for educational credit. A student who is placed in ISS will be allowed to make up daily work (grades) missed during the school day while in ISS. The student will be given his/her assignments as well as any daily work that may be missed due to ISS. The student will be given the opportunity to do all work during the assigned ISS day only. The student will remain working on educational assignments during the length of ISS. There will be no talking, sleeping, eating, drinking, watching videos, or using chromebooks inappropriately during the assigned ISS.

A student who has an in-school suspension must turn in all school work missed at the end of the day of their in-school suspension in order to receive full academic credit for work missed (in-class assignments, homework, quizzes, tests, etc.). If the student needs additional help to complete the work, it is the student's responsibility to ask the in-school suspension supervisor for assistance. In addition, a student serving an in-school suspension will have the following behavioral interventions.

A student who has served an ISS for the school day may not participate in or attend any extracurricular activities that same evening.

Students receiving more than one (1) ISS in a semester will not be allowed to attend the dance scheduled for that semester.

A student who serves an ISS during a semester will not be permitted to attend the semester incentive/field trip at the end of that semester (see Appendix C).

Suspension (OSS):

Students who are suspended from school must have the opportunity to make up work for equivalent academic credit. 105 ILCS 5/10-22.6(b-30)

Since the students who are in attendance have already taken the test or quiz, a different test or quiz may be given at the discretion of the teacher to fulfill the requirements missed while on suspension.

Any student who is suspended shall not be on school premises during his/her period of suspension. Also, he/she may not participate in or attend any extracurricular activities.

A student who receives ANY OSS during a semester will not be allowed to attend the dance scheduled for that semester.

A student who serves an OSS during a semester will not be permitted to attend the semester incentive/field trip at the end of that semester (see Appendix C).

Out-of-School Student Suspensions:- A student who is suspended from school will have one (1) day to make up work missed (homework, in-class assignments, quizzes, tests, etc.) for full academic credit for every day of school the student is suspended out-of-school.

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.

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.

INTERVIEWING OF STUDENTS BY POLICE

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

DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS

Behavioral Interventions

Pursuant to Board Policy 7:230 behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. A copy of the board policy and procedure concerning behavioral interventions shall be available, upon request of the parents/guardians.

Discipline of Students with Disabilities

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

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.
Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer changing the student's placement to an appropriate interim alternative educational setting for up to 45 days, if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his

or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

A special education student who has inflicted serious bodily injury upon another person, as defined in the IDEA, while at school, on school premises or at a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

VI. ATTENDANCE AND HEALTH

Regular attendance including active participation in class is imperative for a student's success in school. An integral part of the learning experience is the interaction between students and teachers. Only in the classroom can the student take full advantage of fellow classmates' ideas, the teacher's explanations, and other enrichment activities. A good attendance record is also one indication of an individual's dependability. Students are more likely to have greater success in fulfilling their academic potential and meeting their educational goals with a good attendance record.

POLICY REGARDING ABSENTEEISM

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. 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.

Every student is expected to be in school every day and to attend every assigned class. Parents are requested to encourage good attendance habits. **Each day a student is absent (except for a suspension) a parent or guardian is to call the school.**

- Grades 6th through 8th call 635-3831 before 10:00 a.m. on the day of the absence.

In order for an absence to be considered ***excused*****,** a parent or guardian must call the school **the day of the absence.** Failure to give proper notification to the school will result in an absence being considered ***unexcused.***

It is highly recommended for parents to monitor their child's attendance information via Skyward.

Junior high school students who are out of school or know they will be out of school three (3) full days or more may contact the school secretary for assignments.

SIGNING IN/SIGNING OUT

Any student who arrives at school after his/her first scheduled class is to sign in at the vestibule or main office. Any student who leaves campus during school hours must be signed out by their parent, guardian, emergency contact, or designated individual per the parent/guardian's instruction/approval.

EXCUSED ABSENCE

Generally speaking, a student's parent or guardian may excuse him/her from school (for all or part of the day), and a parent phone call will be honored by the school. **If, however, a student's absenteeism becomes excessive (more than 10 absences per calendar year), a student must provide a doctor's verification for absences before any future absences are excused**. A student is allowed one (1) civic event attendance day. Documentation must be provided when the student returns to school in order to receive the excused day. A student is, also, allowed five (5) mental health days per year. After two (2) mental health days, the student will be referred to a counselor/mental health professional. Mental Health Days **cannot** be used for

vacation. The cooperation of a student's parent or guardian is requested in helping him/her maintain a good attendance record. Excused absences include: illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, 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, or other reason as approved by the building principal. All other absences are to be considered unexcused. **ALL REASONS WILL BE EVALUATED BY APPROPRIATE SCHOOL OFFICIALS.**

UNEXCUSED ABSENCE

Any absence determined "unexcused" by the administration will initially result in a grade of zero in the gradebook for any assignment covered that day in class. However, all teachers will allow 50% credit on any work that is made up before the deadline determined by the teacher. However, all work MUST be completed prior to the end of the current quarter. There may also be additional disciplinary action taken such as detention or suspension depending on the circumstances.

MAKE-UP WORK

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Make-up work within the aforementioned circumstances will be accepted for full credit as long as the student turns it in within the approved time frame, which is based on the length of their absence. The amount of days that a student is absent equals the amount of time that the student is eligible to make-up work upon his/her return for each isolated period of absence(s); in other words, this does not accumulate over time.

PROCEDURE FOR ALL STUDENTS WHO BECOME ILL DURING SCHOOL HOURS

1. A student must obtain permission from a teacher or the office to go see the school nurse.
2. The student must have a written pass.
3. The nurse will assess the student and consult with the parent/guardian to determine if the student should be sent home. If the nurse is unavailable, the high school office will contact the parent/guardian to determine if the student should be sent home.
4. All students must sign out before leaving school. Junior high students must have a parent/guardian present when signing out.

****Students are NOT allowed to text/call their parents from their personal phones and ask to be picked up for ANY circumstance. All contact must be made through the school office via the proper chain of command.**

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 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

Staunton CUSD #6 participates in the Macoupin County Truancy Program. The following is the procedure to be followed:

Absence Letters:

- 5th Absence (per school year) = first legal notification by mail to the parent/guardian.
- 10th Absence (per school year) = second legal notification by mail to the parent/guardian; intervention meeting with the school; referral to the Regional Office of Education Truancy Officer.

Unexcused Absences or Truant: Students who are truant, have an unexcused absence, or exceed their ten (10)

days of absence without a documented reason will have the following behavioral and disciplinary interventions:

Truant Students/Unexcused Absences - (1) The student will not be allowed to attend or participate in any home or away extra-curricular or co-curricular activities scheduled that evening. (2) For any day beyond the ten (10) days of absences without professional documentation, the student may be denied access to attending field trips and/or other days of organized student incentives/rewards (see Appendix C).

Violation and Penalties

It shall be unlawful for any Macoupin/Madison County student to be absent from attendance, without valid cause for absence, for all or any part of a school day in the Macoupin County School District in which the Macoupin/Madison County student is enrolled. It is the responsibility of the Parent/Guardian who has custody or control of any child between the ages of 7 and 16 to cause that child to: (1) enroll in one of the Macoupin County School Districts (thereby becoming a Macoupin County student); and (2) attend some public school in the district wherein that child/Macoupin County student resides the entire time it is in during the regular school term, and/or any summer or other special term in which the Macoupin County student may be enrolled. Any Macoupin County student violating, or Parent/Guardian of a Macoupin/Madison County Student violating, the terms of this Ordinance, which shall be punished as a petty offense, shall be subject to the following fines, not to exceed the limitations set forth in 55 ILCS 5/5-1113 upon conviction:

1. A fine of not less than $25.00 shall be imposed for the first violation by a student during a given school year.
2. A fine of not less than $50.00 shall be imposed for the second violation by a student during a given school year.
3. A fine of not less than $100.00 shall be imposed for the third violation by a student during a given school year.

ATTENDANCE FOR EXTRACURRICULAR ACTIVITIES

A student who is absent from school in the afternoon (11:30 a.m. and on) is ineligible as a participant or spectator for any extracurricular or athletic activity on that day unless the excused absence has been approved in advance by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended (ISS or OSS) 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, coach, or principal.

If a student is missing during the morning hours and they wish to participate in, or spectate, any extracurricular game or competition on that same day, they must return by the beginning of 5th period (11:30 a.m.). Exceptions include 1) pre-arranged medical absence; 2) death in the student's family or attendance at a funeral; 3) religious ceremony or event.

EXTRACURRICULAR ACTIVITIES/SCHOOL SPONSORED EVENTS/FIELD TRIPS

Any student that will be absent from school for a school sponsored activity or event must get a form from the office and take it to the teachers to sign (in advance of the school sponsored activity/event). The teacher will provide the student with the assignment for the day they are absent. All assignments must be turned in to the teacher the day following the event. Other factors (i.e., failing grade(s)) may determine a student's inability to participate in a school sponsored activity that takes place during the scheduled school day.

HOME AND HOSPITAL INSTRUCTION

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to three (3) months after the child's birth or a miscarriage. For information on home or hospital instruction, contact your building principal.

ADMINISTERING MEDICINES TO STUDENTS (School Board Policy 7:270)

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardians(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall 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(s)/guardian(s). No student shall 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 policy and its implementing procedures. A student may possess medication prescribed for asthma, or medication for the management of diabetes for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel.
Parent(s)/guardian(s) must indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.
The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

SELF-ADMINISTRATION OF MEDICATION

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel.
Parent(s)/guardians(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS

REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS (School Board Policy 7:100)

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

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

The required health examinations must include a diabetes screening questionnaire (diabetes blood testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning. All of the above must be included on the required Certificate of Child Health Examination form.

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 sixth (6th) grade 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 sixth (6th) grade 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) a completed eye examination, or (2) proof that an eye examination will take place within 60 days after October 15.

DENTAL EXAMINATION

All children entering sixth (6th) grade must present proof of having been examined by a licensed dentist before May 15 of the current school year. 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) 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. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. 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
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

STUDENTS WITH FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.
If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at (618)635-3831.

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

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

CARE OF STUDENTS WITH DIABETES

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

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Provide all supplies & equipment necessary for child's healthcare.
5. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

ANAPHYLACTIC PROCEDURE

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.

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. Information can also be obtained from the school guidance office.

District 6 has a student suicide awareness and prevention program. If a staff member has reason to believe that a child is at risk for suicide or engaging in activity that is physically harmful to that child (i.e., intentional cutting of skin) or another person, intervention will be provided by a trained member or members of the building Intervention Team (Guidance Counselor, Social Worker, Psychologist, Administrators). In some cases, students may be referred to private mental health counselors for assessment and/or counseling. Such expense shall be paid for by the parent(s)/guardian(s).

National Suicide Prevention Lifeline: 1-800-273-8255 **www.suicidepreventionlifeline.org**

FEMININE HYGIENE PRODUCTS

In accordance with the IL School Code, the Staunton School District has restrooms that contain free access to feminine hygiene products.

SCHOOL WELLNESS

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The superintendent or designee will ensure each school building complies with this policy, the policy is available to the community on an annual basis, and that the community is informed about the progress of this policy's implementation.

VII. TRANSPORTATION

VIDEO/AUDIO MONITORING

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

REGULATIONS FOR PUPILS RIDING SCHOOL BUSES

The right of all pupils to ride a school bus is dependent upon their behavior and observance of the following safety rules and regulations. All school rules described in the district's discipline code are applicable to students while riding school buses and school provided transportation. The school has no obligation to transport any pupil who cannot or will not behave on the bus. The following rules are for all Staunton CUSD #6 bus students. Contact the Director of Transportation for clarifications.

1 **At the beginning of the year, the Director of Transportation will designate the pick-up locations for students.**

All routes will start approximately one hour before school begins. Bus stops may be adjusted during the school year. The Staunton Community School Board policy states that "vehicle routes shall be established so that an authorized vehicle stop is available within a reasonable walking distance of the home of every resident student entitled to transportation services."

2 After three (3) No-Show days at a stop, the bus may no longer stop at that location or travel to that road.

In the interest of fuel consumption and conservation. Transportation should always look for ways to optimize bus routes. Parents should communicate with the transportation department if their child will not be riding for a few days. If a child has not been on the bus for several days, and desires to resume riding, parents must call the transportation department to reactivate that stop.

3 All students must be at their designated stop five (5) minutes prior to the scheduled arrival time.

It is important for students to be at their stops before the bus arrives, so that they will not cause the other students to be late for school. Also, when a school bus is stopped for any length of time, the wait causes an unsafe traffic buildup in front of and behind the bus. Students should be waiting in an orderly manner at least ten (10) feet away from the road prior to the arrival of the bus.

4 All students must ride their assigned bus to and from school.

Riding another bus is only permitted in emergency situations. Most buses are loaded to capacity with students assigned a specific seat. Additional students could cause an overloaded condition on the bus. The purpose is only to provide transportation service from the home to school and return. In an emergency situation, the parent must write or call the school explaining the emergency. If the school approves, the principal will sign a note to the student who in turn will present it to the school bus driver, allowing the student to ride a different bus. If the situation requires a student to ride on a bus that is not their assigned bus with another student, there shall be notes from the parents of both children.

5 Students may only board and disembark the school bus at their designated stop.

Walking to another bus stop within the route is dangerous and not allowed. Once students are on board, they may not disembark at any location other than their designated stop or at the school. There are safety and legal reasons for this policy. In certain situations where arrangements have been made in writing, by the parents and the school principal, a student may disembark at a different stop if the stop is within the same bus route.

6 Once a school bus is in motion, students will not be allowed to board the bus.

This is a safety measure designed to discourage students from running after and/or between buses in a loading (congested) area. Also, when one bus stops in a line of moving buses, the chances for a chain reaction accident increase considerably. Students who miss their bus at school should immediately report to the principal's office.

7 Assigned Seats.

Drivers may assign seats on the bus for all students or just to a single student based on safety and/or behavior. This is to ensure the safety of the passengers. Once students have been placed in an assigned seat, they are expected to sit in the assigned seat.

8 After boarding the bus students shall be seated immediately and remain properly seated for the duration of the bus ride.

Properly seated means that during the course of the bus ride students shall sit with their posterior on the seat bench and shall not change seats, stand up in/on their seat, or sit facing towards the rear of the bus. Unless seated three to a seat students shall not have any body part in the aisle of the bus.

9 Students are expected to behave accordingly on the bus and know the rules for riding the bus.

The drivers have the same authority in the bus as teachers have in the classroom. Loud and boisterous noise and improper conduct can cause a distraction to the driver which can lead to serious safety hazards on the bus. The students' conduct on the bus should be no different than what is expected in the classroom. If it is not allowed in the classroom, it is not allowed on the bus. Destructive behavior to the bus will not be tolerated, and students will be held responsible.

10 Food and Drink.

Eating and/or drinking on the bus is not allowed. All food and/or drink must be disposed of before boarding the bus.

11 Kindergarten students.

Kindergarten students will not be released from the bus without the presence of a parent, guardian, sibling, or appropriate adult caretaker at the bus stop.

12 The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus.

Any large object that cannot be held on a student's lap or placed safely on the floor in the space under the seat immediately in front of the student is not permitted on the school bus. Examples of such large objects include but are not necessarily limited to certain musical instruments, science fair and other types of projects, athletics and P.E. equipment, bags, flag poles, flowers, balloons and other such items that could pose a safety problem.

13 To ensure safety from objects rolling IN or UNDER a bus, objects must be secured in a bag or sack.

Students will not be permitted to bring games, toys, balls, etc., on a bus unless they are secured in a school bag, bag, or sack. At no time should students ever attempt to reach under a bus to retrieve an object.

14 Students are prohibited from bringing any potentially hazardous items, chemicals, animals, or breakable items on board the bus.

No animals or insects will be transported. Any object that could become a missile in an accident will not be transported. No flammable or hazardous chemicals will be transported. No glass or sharp objects are permitted. No Weapons of any kind are allowed on the bus.

15 Medicine.

Medicine may be brought on the bus only if it is in its original container and is accompanied by a note from the parent. Upon dismissal from the bus the medicine must be taken to the clinic of that school. The medicine can only be brought on the bus to school, not from school, and must not be opened at any time on the bus. This does not pertain to students with an IEP, as the IEP will instruct accordingly.

16 Any traffic in or near bus loading areas is hazardous.

All schools have designated areas for parents to drop off and/or pick up students along with designated traffic patterns. Parent and student drivers are asked to be careful when driving in these areas and should not drive around or pass buses that are loading and unloading children. School buses have the right of way on school property and all other vehicles should yield to school buses on school property. Parents who transport children to school in the mornings are encouraged to drop them off before the buses arrive. Parents should also wait until buses have departed in the afternoon before leaving with their child at the end of the day.

17 Cell Phones and the use of electronic devices.

Students are not to use electronic devices such as cellular phones, tablets, laptop computers, or video games in an inappropriate manner on the bus. Taking pictures or video recording on the bus is strictly prohibited.

18 Think safety, teach safety, and act safely.

If possible, students should carry a school bag or sack, which will allow them to organize their belongings. There are many accidents every year involving children who are pursuing dropped books or papers under school buses or children who run into traffic. High School students driving to school must be vigilant in bus loading zones and in school parking lots.

19 Daycares.

Staunton School's buses will only transport to and from daycares for those schools whose boundary the daycare is located and it must be a licensed facility in the State of Illinois. This is also based on availability with the bus. If the bus that accommodates the daycare becomes full or room is no longer available, parents and/or daycares will be responsible for the transportation to and from the daycare facility.

20 Buses will not travel cul-de-sacs shorter than .2 miles (one-way) or in areas where turning around is dangerous.

21 All SCUSD #6 buses use video recording devices with audio recording capability.

Staunton Community School District has installed safety and security cameras on all school route buses. Electronic video and audio recordings will be viewed to investigate incidents reported by a bus driver, administrator, supervisor, student or other person. They may also be viewed at random. Viewing and/or listening to electronic and/or audio recordings is limited to individuals having legitimate educational or administrative purposes. In most instances, individuals with legitimate or administrative purpose will be the Superintendent, administrator, including the Building Principal, transportation director, bus driver, and coach or other supervisor. An electronic video or audio recording may be reused or erased after 10 days (2 days if

the bus is equipped with a VCR recording device) unless it is needed for an educational or administrative purpose. It is our hope that the installation of these cameras will help to improve our students' safety and security while riding student transportation.

22 It is very important to remember that the Bus Driver is in charge.

Like the teacher in the classroom, the Bus Driver is the adult in charge and has rules that need to be followed for the student's safety. The driver has the same authority as a teacher in a classroom and must be respected as such.

23 It is the parent's responsibility to ensure the safety of the student from home to the bus stop & from the bus stop to home.

SCUSD #6 will ensure the safety of every student on the bus. With parental cooperation, we can ensure the safety of our students from home to school and school to home. It is advisable to be with your student at the bus stop each morning and meet your child at the stop every afternoon.

24 By riding the bus, it is implied that all students and parents understand these rules and will abide by them.

Stating that they did not know the rules does not excuse a student from mis-behavior or infractions of the rules.

Please remember that the main job of the driver is to drive the bus safely. Even with rules and seating assignments set in place, things can happen on the bus that the driver will not see. Should an issue arise that you are concerned about, please talk with your driver right away. He or She will be more than happy to assist.

TRANSPORT OR NOT TRANSPORT

We would love to be able to transport everything for the students' successful career in school. However, we cannot. Many items are not allowed on a school bus for safety and health reasons. Below is a list of items that we cannot transport on a school bus:

- Glass objects of any kind
- Food or Drink
- Balloons of any kind
- All Plants & Dirt
- Animals, insects, reptiles
- Large Band Instruments that cannot be held on the lap of the student.
- Large School Projects that cannot be held on the lap of the student.

SUSPENSION FROM 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.

BUS STOP CHANGE REQUEST GUIDELINES

1. **Bus stop change requests must be submitted at least five (5) days before the requested date of change.**
2. **Bus Stop Change must be a permanent, everyday change.** Transportation cannot accommodate intermittent or every-other day requests.

3. **Bus stop change requests must be within the boundaries of attending school.**
4. **Requests due to daycare needs will be based on room available on the bus.** It must be noted should room on the bus be needed for regular riders, parents of daycare students will be responsible for transportation needs.
5. **Change requests for front door pick-up cannot be accommodated.** Many of our sub-divisions do not have sidewalks and are poorly lit. Parents are responsible for the safety of their children to and from the bus stop.
6. **Submitting this form does not automatically guarantee approval.** Transportation will send you an email stating approval or denial.

FAN BUS

A student fan bus may be provided for athletic events. Students who choose to ride must register for the bus and pay the set fee in the school office. All students who ride to an event are required to ride back to Staunton on the same bus. It is the practice of the Staunton CUSD #6 that parent/guardian must submit a release form (available in school office) to be able to transport his/her own child from any away extracurricular event. Parent/Guardian can only transport another student if given prior administrative approval and submit a release form (available in the school office). Each coach/sponsor will receive an approved listing of students whose parents/guardians have submitted a release form to the building principal. It is the parent/guardian responsibility to locate the coach/sponsor and sign the "sign-out" form in the presence of the coach/sponsor before their child is allowed to leave the extracurricular event. There will NOT be any variation to this policy.

FREQUENTLY ASKED QUESTIONS

How are bus stops and routes determined? Every Staunton School student who is eligible for transportation is assigned a specific bus stop and route number. The Director of Transportation determines required bus stops, considers bus seating capacity, student data, zoning information, and safety variables during processing to create the safest, most efficient bus routes possible. We strive to place bus stops no more than 1/4 mile from each rider's home, although the distance to most stops is far less. Bus stops are located at street corners and/or every 600'. Even though we may pass your house during the route, we cannot stop at your house.

Why does our bus stop change from year to year? Each year students move in and out of the school district, plus, students advance in grade levels. Therefore, stops change to accommodate all students in the area. Our Transportation Department calculates all students in the area and walk distances to each stop—then determines the safest location for all students.

The bus passes by my house on the way to a stop up the street. Why can't it just stop and pick up my child at home? Please remember that we transport several hundred students every day, so it is impossible to provide door-to-door service to everyone, and do it in a timely manner. It is more efficient to pick up several students in one stop, usually at a corner or other mid-way point for the students.

Our bus stop does not have sidewalks and is poorly lit. How can I get the stop moved closer to our home? Most of the bus routes in our district do not have sidewalks and the lighting may be poor in many areas. When developing our routes we try very hard to place our bus stops at the safest location possible. But, it is very important to remember that it is the parent's responsibility for the safety of the child to and from the bus stop.

The pick-up time on the website says one time but the driver needed to change it to an earlier time. WHY? Our routing techniques calculate the mileage of the route, the number of stops along the route, and the speed limits of the roads to determine the "approximate" pick up and drop off time. What we cannot do is calculate the traffic conditions, weather, and road conditions along the route. Therefore, it becomes necessary for the driver to make adjustments. When the adjustments are

needed, the driver must contact our office and the students in advance to let them know of the change. Our office will contact the school and send a letter home with each student explaining the new time of pick-up. The afternoon drop off can vary some depending who is riding, traffic conditions and weather. If you feel the bus is running later than usual, 15 minutes or more, please call the school and see if the bus was delayed for any reason, or call our office @ 618-635-2962.

The bus was late dropping off my child by 15 minutes or more. Why didn't I get a phone call informing me of the late bus? Each bus carries 50-70 students every day to and from school. It would take a great amount of time to call each house informing them of a bus running 15 minutes late. Please do not hesitate to call our office or the school if you have a concern.

Why does my child have to sit in an assigned seat? There are several reasons for this, the first would be safety. An assigned seat on the bus helps the driver know who is on the bus. It also eliminates the child trying to find a seat at the stop, thus allowing other students the ability to deny a seat to your child. Assigned seats also help with deterring acts of vandalism on the bus.

Things are happening on the bus that the driver doesn't do anything about—why? The driver's first and foremost responsibility is to drive the bus! They cannot see everything that is happening on the bus at all times. If something is happening on the bus that concerns you and your child, please contact the principal of your school or call our office so we can assist. Most often the driver is not aware there is a problem. However, each driver is happy to assist and make every child's bus ride a safe and enjoyable experience.

My child is being threatened by another student on the bus. What Should I do? First, please make the bus driver aware of what is taking place. In addition, all school bus discipline problems should be immediately reported to the Principal of your child's school. Students who continue to cause problems can be removed from the bus for a period of one to ten days, or permanently, depending on the nature of the disciplinary problems.

My Child was running towards the bus and the driver looked at him/her then drove off. Why? While it might look as though the driver "looked at the child and drove off" it is simply not the case at all. Drivers must check all the mirrors on the bus before moving. By looking at the mirrors it may seem as though the driver looked at the child, however; the driver never saw the child. The best way to make sure your child does not miss the bus is to be at the stop earlier, about 5 minutes before the scheduled stop.

We were late this morning and my child went running after the bus, but the driver never stopped. Never—Ever--let your child run after a moving bus! This is just dangerous! If your child misses the bus, please call our office and we may be able to have the bus come around.

What qualifications must bus drivers have to drive a school bus for Staunton Community Schools? In order to qualify to drive a school bus in Staunton Community Schools, a person must be at least 21 years old, possess a valid Illinois Class B Commercial Driver License (CDL) with Passenger (P), school bus driver (S) and air brake endorsements, and must maintain a safe driving record. In addition, prospective drivers must pass the State Department of Education approved physical examination from an approved physician.

Drivers must also complete a comprehensive School Bus Driver Training Program provided by the state of Illinois and the Staunton Schools Transportation Department. Each year, drivers are evaluated on their driving skills and attend regular safety and training meetings.

Bus driver candidates also undergo a thorough criminal background check through the Police Department, Illinois Bureau of Investigation, and Federal Bureau of Investigation. This investigation will check applicants for any criminal history.

How many people can ride the bus? There is no specific number. Under Illinois law, the maximum number of students that can be transported in a school bus corresponds to the seating capacity designated by the manufacturer of the bus. Thus, a 71-passenger bus can carry 71 students, regardless of their age or size. Federal regulations govern how manufacturers determine seating capacity, using a 15-inch block for each designated seating position and rounding up to the nearest whole number. Most school bus seats are 39 inches wide; dividing 39 by 15 produces 2.6, which rounds up to three seating positions per seat.

Clearly that formula is not appropriate for all students. While state law does not limit the number of students per seat, it does require that aisles and exits be free of obstruction. This means that students cannot be hanging off the seats into the aisles, and their belongings cannot block emergency exits. A further consideration is that the passive restraint system called compartmentalization works only for students who are completely contained within the seating system; a student who is partially off the seat is not fully protected. Therefore, the number of students that can safely sit on a school bus seat is the number that fits entirely on the seat.

What are bus drivers allowed to know about student records? The Family Educational Rights and Privacy Act (FERPA) imposes significant obligations on local school units in regard to how they treat student education records. The state of Illinois has fully incorporated the requirements of FERPA into its own laws dealing with student records. These laws limit, in a comprehensive manner, the person who may access student records without parental consent; specifically, school officials who have a legitimate educational interest in a specific student may have access to student records without the parent's permission.

Under these laws, a school bus driver is defined as a school official, and if that driver operates the school bus in which that specific student rides, it is recognized that the school bus driver has a legitimate educational interest in those parts of a student's record relating to transportation. The "legitimate educational interest" is applicable whenever a school official needs to review an education record in order to fulfill his or her professional responsibility, for example, a school bus driver needs to be informed if a student on the bus is likely to have a seizure or is allergic to bee stings in order to fulfill his or her professional responsibility to that student. Likewise, if a student has a cognitive disability, such as autism or ADD, and the disability is likely to manifest itself on the school bus ride, the driver needs to be familiar with appropriate responses to this behavior in order to fulfill his or her professional responsibilities to all the students on the bus.

VIII. CODE OF CONDUCT FOR ATHLETICS AND EXTRACURRICULAR EVENTS

CONDUCT AT ATHLETIC AND EXTRACURRICULAR EVENTS

Section 24-24 of the Illinois School Code states that school boards may make and enforce reasonable rules on conduct and sportsmanship for athletic and extracurricular school events. Any person who violates such rules may be denied admission to school events for not more than one year.

Students of the Staunton Community Unit Schools are expected to conduct themselves in an orderly and proper manner at all school events. Students' conduct at an extracurricular event is to be the same as during the school day.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

(School Board Policy 7:330)

It is understood that participation in extracurricular activities is on a voluntary basis. Everyone who participates does so at his own volition and in so doing, automatically accepts the rules and regulations promulgated by the coach or sponsor, the school, and the Illinois Elementary School Association. Student participation in extracurricular activities is a privilege and as such, a high standard of conduct is to be upheld at all times.

Staunton Jr. High School offers many opportunities for our students. Staunton Jr. High School recognizes the following sports and activities:

Fall Athletic Season	Winter Athletic Season	Spring Athletic Season	Extracurricular Activities
Boys Baseball	Boys Basketball	Boys Track	FFA
Girls Softball	Girls Volleyball	Girls Track	Student Council
Girls Basketball	Scholastic Bowl		Fan Club
Cross Country	Cheerleading		Drama/Musical

EXTRACURRICULAR ACTIVITY COMPACT

In the Staunton Community Unit #6 Schools, our mission is to provide positive extracurricular opportunities to enhance the academic experiences of our students. While we hope that students will participate in these activities, participation is a privilege, not a right. The Extracurricular Compact defines the roles and responsibilities of the student, coach/sponsor, and parent in these activities. With this agreement and commitment by all parties, we hope to provide a more positive learning experience – not just for our students, but for all involved. This Compact must be signed by the student, parent, and coach/sponsor involved before the activity begins. A copy of the compact is available online and will be provided by each coach/sponsor.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES (School Board Policy 7:305)

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
    a. The Board must appoint or approve member(s) of a ConcussionOversight Team for the District.
    b. The ConcussionOversight Team shall establish each of the following based on peer reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
        i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.

ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to learn protocol.

c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.

d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.

e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.

f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.

g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.

2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association (IHSA), including its Protocol for Implementation of NFHS Sports Playing Rules for Concussion, which includes its Return to Play (RTP) Policy. These specifically require that:
    a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
    b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
    c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
4. Require all student athletes to view the IHSA video about concussions.
5. Inform student athletes and their parents/guardians about this policy in the Agreement to Participate or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
6. Provide coaches and student athletes and their parents/guardians with educational materials from the IHSA regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.
8. Include a requirement for staff members to distribute the Il. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.
9. Include a requirement for certified athletic trainers to complete and submit a monthly report to the IHSA on student-athletes who have sustained a concussion during: 1) a school-sponsored activity overseen by the athletic trainer; or 2) a school-sponsored event of which the athletic director is made aware.

ACADEMIC ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES AT STAUNTON JUNIOR HIGH

Extracurricular activities can valuably augment pupils' studies in the district's academic curriculum. Participation in school sponsored extracurricular activities is a privilege, not a right. Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the district's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school sponsored or school supported athletic or extracurricular activity, a student must satisfy the Staunton Junior High School Scholastic Policy, which requires a student to achieve a passing grade in all course work on a weekly basis. Any student participant failing to meet these academic criteria shall be suspended from the activity for 7 calendar days or until the specified academic criteria are met, whichever is longer.

Eligibility for extracurricular participation of students having an individualized education program, or receiving reasonable accommodations pursuant to 504 of the Rehabilitation Act of 1973, shall be subject to this policy, unless otherwise determined by the student's educational team.

It shall be the responsibility of the building principal to determine the eligibility of students who wish to participate, or to continue their participation in that activity.

EXTRACURRICULAR ATHLETICS (School Board Policy 7:330)

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the Board policy on school sponsored extracurricular activities.
2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility for the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.

TRANSPORTATION FROM AN AWAY INTERSCHOLASTIC EVENT (SJHS)

It is the practice of the Staunton CUSD #6 that a parent/guardian must submit a release form to be able to transport his/her own child from any away extra-curricular event; this release form is filled out with registration paperwork at the beginning of the school year, or when a new student enrolls. This permits the legal parent/guardian to sign their student out from any away interscholastic events. In the event that a parent/guardian is unable to transport their child home from an away event, and the student is not returning on the school-provided transportation, then the parent must complete and submit the form entitled ***Release to Leave with Someone Other Than a Parent or Guardian from an Away Interscholastic Event*** **at least (1) day in advance of the away event that is taking place.** Please note that the student may ONLY be released to the designated individual that has been listed on the form as long as it has been pre-approved by the building principal. In rare circumstances when a student must be transported both TO and FROM an away extra-curricular/co-curricular event, a parent/guardian must submit the *Transportation Release of Liability Waiver and Indemnification Agreement* form to the office **at least one (1) day in advance of the away event that is taking place**. Each separate event requires a form to be completed and submitted to the office, if it meets the above criteria; one filed form does not cover or waive a student's transportation for all events. Once a form has been turned in to the office and signed/approved by the building principal, the coach/sponsor will receive communication from administration of the approved student(s) whose parents/guardians have submitted a release form to the building principal. It is the parent/guardian's responsibility to locate the coach/sponsor and sign the "sign-out" form in the presence of the coach/sponsor before their child is allowed to leave the extracurricular event; the same procedure is to be followed if a student has an alternate transporter other than their legal parent/guardian. If this policy is not followed and completed in advance, then the student(s) will be expected/required to travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. There will NOT be any variation to this policy.

STAUNTON UNIT SCHOOLS ACTIVITY CODE

The Board of Education and staff of Staunton Unit Schools believe in the educational value of school sponsored extracurricular activities. Participation in such activities develops a student's social prowess, time-management skills, self-discipline, and leadership qualities. Since participants in such activities are official representatives of Staunton Unit Schools, it is the philosophy of the Board of Education and staff of Staunton Unit Schools that participation in school sponsored extracurricular activities are a privilege and not a right. Therefore, strict adherence to the rules and policies set forth in the school activity code is a responsibility which accompanies the privilege of participation. The purpose of this code is to communicate to the students and parent(s)/guardian(s) the conditions under which such privileges may be curbed or lost if participants fail to meet this responsibility and to outline the procedures for such measures.

Any activity participant in grades 6-8 at Staunton Junior High shall be defined as a student who participates in baseball, softball, cross country, girls basketball, boys basketball, volleyball, track & field, cheerleading, band, chorus, student council, school musical, scholastic bowl, and/or FFA.

Any activity participant at Staunton Unit Schools will be subject to disciplinary action if he/she commits any of the following violations:

- Use or possession of vaping devices, tobacco products and/or electronic cigarettes**.**
- Use or possession of alcohol, marijuana, other illegal drugs, prescription drugs when not prescribed for the student by a licensed physician, or attendance at activities or in a vehicle where alcohol, marijuana, or illegal drugs are present.
- Distribution of alcohol, marijuana, other illegal drugs, or prescription drugs, or attendance at activities where distribution of alcohol, marijuana, other illegal drugs occurs.
- Breaking any School District Policy as listed under the *Student Behavior* section of the Staunton CUSD #6 Handbook.
- Breaking any law/ordinance at the local, state, or federal level.

Sufficient police documentation of the above may include, but is not limited to, the following:

- Issuance of a citation or arrest or Notice to Appear for illegal consumption, possession, or transportation of drugs or alcohol.
- Written verification by any law enforcement personnel specifically identifying students using, possessing, or distributing alcohol, marijuana, other illegal drugs, prescription or non-prescription drugs, or attending an activity where the use, possession, or the distribution of such occurs.
- Written verification by a school district administration detailing the incident in which the student violated the Staunton CUSD #6 Handbook.

Police documentation is considered sufficient, but is not required, to substantiate violations of this code.

It should be understood that this code does not contain a complete list of inappropriate behaviors for a Staunton Unit School activity participant. In addition to those behaviors listed, a Staunton Unit Schools participant is expected to demonstrate excellent conduct in the classroom, in his/her activity(s), and in the community. As a result, the coach/sponsor, after consultation with the principal/athletic director, may discipline a participant for other inappropriate behavior.

Any athletic code violation of the stated policy will result in one of the following:

Alcohol/Drugs/Tobacco/Vaping/Other Violations (i.e. Citation or Handbook Violation) – **First Offense:** Suspension of 25% of the contests or activity(s). If the student is not currently in an activity, the penalty will start at the beginning of his/her next activity. **Second Offense**: Suspension from all activities for one calendar year; or, at the student's option, 50% of the activity(s) with counseling. If this option is chosen, the student would be reinstated at the end of 50% and counseling. **Third and Subsequent Offenses** shall result in nonparticipation for one calendar year from the most recent violation of the Activity Code.

The rules set forth in this Activity Code are always in effect throughout a calendar year. These rules also apply to all participants whether or not they are actively engaged in an activity at the time of the violation.

Any participant who commits an offense but then remains within the limits of the code for one calendar year from the date of the infraction will be given a clean slate. A student's grade will not be adversely impacted by a violation of the Activity Code.

If a student seeks help from certified school personnel because he/she has a problem with alcohol or drugs, the student will receive full cooperation and assistance from school district personnel.

When a violation(s) occurs, there will be a meeting of the Activities Board, which is comprised of the building principal, athletic director, and coach(s) or sponsor(s) of the activity(s) in which the student(s) is currently participating in or will be participating in.

The facts will be presented, and after the case is discussed by all individuals present, a decision will be made for disciplinary action. The violation(s) and disciplinary action will be discussed with the student(s). The parent(s)/guardian(s) will be notified by phone and a letter. The letter will list the specifics of the suspension (contest, activities, dates, etc.) and the dates of the probation period.

If a student is suspended from participation in an extracurricular activity, the student and/or parent(s)/guardian(s) shall have the right to request a review with the Activities Board. This request must be submitted in writing to the building principal within five (5) school days from the notification of the suspension.

At the time of the review, the student and parent(s)/guardian(s) may present to the Activities Board any relevant information concerning the alleged violation(s) and the related suspension. At the conclusion of this review, the student and parent(s)/guardian(s) may present to the superintendent any relevant information concerning the alleged violation(s) and the related suspension.

Adopted April, 1991 / Revised April 15, 2002; May 29, 2013; June 19, 2017

DANCES

Dances are presented exclusively for Staunton Junior High School students, and they are generally put on by the Student Council. Students are expected to follow all school rules governing SJHS students. Appropriate dress is required for admission to any dance. Students are expected to stay for the entirety of the dance, **unless** a parent/guardian notifies the Student Council sponsors and/or administration of their child needing to leave early or an emergency arises. Once a student leaves the dance, he/she is not permitted to return.

Attendance at school-sponsored dances is a privilege.

- Only students who attend Staunton Junior High School and are considered full time students may attend school-sponsored dances.
- Accumulating more than one (1) in-school suspension (ISS) within a semester will result in the immediate forfeiture of eligibility for a student to attend the scheduled school dance for that semester
- Receiving any (1 or more) out-of-school suspension(s) (OSS) within a semester will result in the immediate forfeiture of eligibility for a student to attend the scheduled school dance for that semester.
- All students must attend the full, regular school day in order to attend. An absence must be cleared by administration in advance.
- All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.
- Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

IX. STUDENT RECORDS

STUDENT RECORDS (School Board Policy 7:340)

Notification of Rights of Parents and Students

Rules concerning student records at Staunton Schools are based on requirements of the federal Family Educational Rights and Privacy Act, the Illinois School Student Records Act, and on the Board of Education's Student Records Policy.

The Student Records Policy may be reviewed in the Principal's office. Questions concerning the policy, the information provided below, or particular student records should be directed to the building principal.

Permanent and Temporary Records

A student's permanent record consists of:

1. Basic identifying information, including the student's and parents' names and addresses, student birth date and place, and gender.
2. Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance exams.
3. Attendance record.
4. Accident reports and health record.
5. Record of release of permanent record information.

All permanent school records will be destroyed 60 years after the student graduates or permanently withdraws from school.

A student's temporary record consists of:

1. Family background information.
2. Intelligence test scores and aptitude test scores.
3. Reports of psychological evaluations, including information obtained through test administration, observation or interviews.
4. Elementary and secondary achievement level test results.
5. Teacher anecdotal records.
6. Disciplinary information.
7. Honors and awards received, and participation in co-curricular and extracurricular activities.
8. Special education files including the report of the multidisciplinary staffing on which placement (or non-placement) was based.
9. Any verified reports or information from non-educational persons, agencies or organizations and other verified information of clear relevance to the education of the student.
10. Record of release of temporary record information.

Student temporary records will be destroyed five years after a student graduates or permanently withdraws from school.

Directory Information

The following information is designated as directory information and shall be released to the general public, unless the parent requests in writing, delivered to the building principal by October 1st or within 30 days of initial enrollment, that any or all such information not be released:

1. Identifying information, including the student's name, address, gender, telephone listing, photograph, grade level, birth date and place, and parents' names and mailing addresses, electronic mail addresses and telephone numbers.
2. Academic awards, degree and honors.
3. Information in relation to school-sponsored activities, organizations, and athletics.
4. Period of attendance in the school.
5. Photographs, videos, or digital images used for informational or news-related purposes (whether by 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, except that no photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student as applicable; and no image on a school security video recording shall be designated as directory information.

PARENT AND STUDENT RIGHTS IN REGARD TO STUDENT RECORDS

Parents, or a student who has become 18 years old ("eligible student"), have the right to:

1. Inspect and copy the student's education records within 15 days of the date the District receives a request that identifies the records which the parent or eligible student wishes to inspect. The principal will make arrangements for access and will notify the parent or student of the time and place where the records may be inspected. There will be a charge of no more than 35 cents per page for copies.
2. Request the amendment of student records that the parent or eligible student believes are inaccurate or misleading, by writing to the school principal. The written request should clearly identify the part of the record sought to be changed, and specify why it is inaccurate or misleading. If the District determines not to make the requested changes, the District will notify the parent or student of its decision, of the right to a hearing regarding the request for amendment, and of the procedures for such a hearing.
3. Receive, upon request, copies of records proposed to be destroyed. The school will notify parents and students of the records destruction schedule.
4. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that disclosure without consent is authorized by state or federal statute.
    a. Among the types of disclosure without consent allowed by statute is disclosure to a school official with legitimate educational interests, meaning a person who needs to review an education record in order to fulfill his or her professional responsibilities. The term "school official" may for these purposes include an administrator, certified or support staff member (including health or medical staff and law enforcement unit personnel), school board member, or person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or diagnostician), or a parent or student serving on a school-established disciplinary or grievance committee.
    b. The District will disclose a student's education records without consent to a school in which the student seeks or intends to enroll, upon request by that school, subject to the right of the parents (or student, as applicable) upon notice of the proposed transfer to inspect and copy the records and to seek amendment of their contents using the procedure described above.
5. File a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of the Family Educational Rights and Privacy Act. The address of the agency that administers the Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

There is a Limitation on right of access where a court order of protection exists.

No person who is prohibited by a court order of protection from inspection or obtaining school records of a student shall have any right of access to the school records of that student, if the school's principal or the principal's designee has been provided a copy of such order.

Other protections
A parent or student may not be forced by any person or agency to release information from the student's temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

Student Biometric Information Collection
The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice or facial recognition or iris retinal scans. Before collecting student biometric information, the District shall obtain written permission from the person having legal custody of

the student or the student (if over age 18). Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

ACCESS TO DISTRICT PUBLIC RECORDS

Full access to the District's public records is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures.

The Superintendent, Building Principals, and the Human Resource Coordinator shall serve as the District's Freedom of Information Officers and are assigned all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated. The Superintendent or designee(s) shall report any FOIA requests and the status of the District's response to the Board at each regular Board meeting.

The District's public records are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by , received by, in the possession of, or under the control of the School District.

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. All requests for inspection and copying shall immediately be forwarded to the District's Freedom of Information Officer or designee.

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within five (5) business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the delay, and (2) either inform the person of the date on which a response will be made or agree with the person in writing on a compliance period. When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall retract exempt material from the record before complying with the request.

Persons making a request for copies of public records must pay any applicable copying fee. The Freedom of Information Officer shall, as needed, recommend a copying fee schedule for the Board's approval. Copying fees, except when fixed by statute, are reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. No fee shall be charged for the first 50 pages of black and white, letter or legal size copies. No fee shall be charged for electronic copies other than the actual cost of the recording medium.

The inspection and copying of a public record that is the subject of an approved access request is permitted at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer. Many public records are immediately available from the District's website including, but not limited to, a description of the District and the methods for requesting a public record.

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (3.g.a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a

request. Unless its individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING

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

X. EMERGENCIES

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

SEVERE WEATHER/DISASTER DRILLS

When the severe weather/disaster alarm sounds, all work should stop immediately. Students are to leave all books and materials on their desks and leave the room. The students should walk rapidly but not run to the designated areas in the building. Students should walk in a single line and follow instructions and maps posted in the classrooms. It is expected that during a crisis situation, staff will reference their Crisis Management Plan to ensure the safety of students.

FIRE DRILLS

When the fire alarm sounds, all work should stop immediately. Students are to leave all books and materials on their desks and leave the room. The students should walk rapidly but not run. They should walk in single file from their room and down the stairs, where necessary. Students should walk in a single line and follow instructions and maps posted in the classroom. It is expected that during a crisis situation, staff will reference their Crisis Management Plan to ensure the safety of students.

CRISIS MANAGEMENT PLAN

The Staunton School District has developed a crisis response plan. This plan is on file in case of a dangerous circumstance or situation. The staff reviews this plan annually to assure safety for all students and staff. Please contact the building principal if you are interested in reviewing this document.

THREAT ASSESSMENT

Staunton Community Unit School District #6 has developed a Threat Assessment Response procedure. This process is activated by appropriate staff when any threat is made towards the school district, its staff, or students. The goal of the process is to mitigate the threat and ensure the safety and well-being of all staff and students.

AUTOMATED EXTERNAL DEFIBRILLATOR

Staunton CUSD #6 has Automated External Defibrillators located within each building of the school district. The Automated External Defibrillators are maintained by school district staff per the manufacturer recommendations. We comply with all state mandates as it applies to Automated External Defibrillator devices.

LOCATIONS OF AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

- High School Hallway – Principal's office
- Library Hallway – Superintendent's office
- Main Gym Lobby
- Elementary Hallway of the 3rd grade wing (by the Art Room)

- Multipurpose Room – Northeast door
- Elementary School Hallway – Community Room

SUDDEN ILLNESS TO STUDENTS

Unit #6 has developed procedures to deal with injuries or sudden illness to students. All staff members have these procedures and they are reviewed annually to assure the safety of all of the students. Please contact the building principal if you are interested in reviewing this document.

ILLNESS OR ACCIDENTS AT SCHOOL

All accidents and illnesses which occur at school or at a school function are to be reported to the office. If they are considered serious or if the accident or illness remains in question to the school nurse or office staff, parents will be notified.

The Illinois General Assembly does not require school districts to carry student accident insurance. If a student is injured at school or during a school activity, the parent/guardian's health insurance company should be contacted for coverage.

Additionally, the State of Illinois All Kids health insurance program is available to all children in the state regardless of income level. This program provides health insurance for children, which includes accident insurance. Information about the All Kids program can be found at: www.illinois.gov/hfs/medicalprograms/allkids

Insurance – Students are offered the opportunity to enroll with an insurance company in a plan that covers student accidents. Information on this plan is sent to the parents at the beginning of the school year. Parents/Guardians are responsible for completing and sending enrollment forms. For additional information, please refer to the insurance enrollment form.

EMERGENCY CLOSING INFORMATION

In the event of inclement weather or unforeseen circumstances parents will be notified of school closings via automated phone message, radio/TV, school website, emails, and other district social media sites. Parents should make every effort to keep school informed of current phone numbers.

E-LEARNING

Staunton CUSD #6 has an E-Learning Plan that provides detailed information about procedures and expectations on remote learning days. An e-learning day is defined as an educational program designed to provide continuation of learning for students under conditions that prohibit the learner and instructor from being in the same physical space.

The e-learning plan provides educators, students, and families information for remote learning focusing on two key areas: instruction and grading. These recommendations acknowledge that each school building in our district is different and serves students of different ages and needs. As a result, we have honored building autonomy to set guidelines that best meet the needs of their unique students.

A detailed e-learning plan is available for review online at www.stauntonschools.org.

SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

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

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

STAUNTON COMMUNITY UNIT
SCHOOL DISTRICT #6

801 North Deneen Street
Staunton, IL 62088
(618)635-2962

INTEGRATED PEST MANAGEMENT PROGRAM

For the safety and health of the faculty and students, preventative pest control treatments may be done periodically throughout the school year. In most cases these treatments do not require the use of pesticides. However, on occasion the need for pesticide usage may be needed. If you would like to be notified before any pesticide treatment, please fill out the form below and return to the school office.

Thank You,
School Administration

(Please fill out and return the portion below to the school office.)

INTEGRATED PEST MANAGEMENT PROGRAM

Date: _____

Parent/Guardian Name: _____

Student Name(s): _____ **Grade:** _____

_____ **Grade:** _____

_____ **Grade:** _____

_____ **Grade:** _____

Phone #: _____

Address: _____

Signature of Parent/Guardian: _____

APPENDIX A Updated 4/21/21

STAUNTON COMMUNITY UNIT
SCHOOL DISTRICT #6

801 North Deneen Street
Staunton, IL 62088
(618)635-2962

ASBESTOS MANAGEMENT PROGRAM PUBLIC NOTICE

Notice is hereby given to Parents, Teachers and Employees of Staunton Community Unit School District No.6 that the Asbestos Management Plan developed in compliance with AHERA rules and regulations is available for public inspection in the office of the Superintendent of Schools,

801 North Deneen Street, Staunton, Illinois.

APPENDIX B

Updated 6/1/22

Staunton Junior High Academics and Behavior Rewards Policy

Eligibility for semester rewards will be based on academics, behavior, and attendance. The policy runs each semester, which means the data used to determine eligibility will refresh at the beginning of each semester.

The SEMESTER rewards include:

- Semester 1—Winter Break Fun Day
- Semester 2—End-of-Year Celebration

To qualify for the reward for EACH SEMESTER, students must meet the following requirements:

- C average in ALL core classes at the cutoff date (Core classes are English/LA, Math/Algebra, Science, and Social Studies)
- No more than 1 referral/semester
- No in-school suspensions in a semester
- No out-of-school suspensions in a semester
- No unexcused absences

*****Please note that the administration may make changes as needed.*****

Cutoff Dates:

- Students will be notified on the following dates regarding their ability to participate in semester rewards.
    - Semester 1: Winter Break Fun Day: TBD
        - Cutoff Date: 1 week before the scheduled day of the trip/party
    - Semester 2: End-of-Year Celebration: TBD
        - Cutoff Date: 1 week before the scheduled day of the trip/party

Referral Guidelines

- Referrals may be given for repeated negative behaviors and choices that continue after the classroom teacher has used other options or have continued to occur with more than one staff member repeatedly. Referrals may be for behavior or academic (i.e. homework) issues.
- Referrals may also be given immediately. Immediate referral examples include but are not limited to:
    - Insubordination or cursing at teachers
    - Fighting, physical harm, or threatening students or teachers
    - Destroying or tampering with property
    - See the Student Handbook for other possibilities
- The administration will determine referral consequences. The Student Handbook will be used as a guide.

Junior High Mathematics Placement

As students study mathematics, some will learn math concepts more quickly than others. In some instances, it is in the student's best interest to accelerate their study of mathematics. Staunton Junior High School offers an accelerated math course sequence of Pre-Algebra in 7th grade and Algebra I in 8th grade to address the needs of students that demonstrate a high level of math content mastery. Parents and the student should be aware that taking the accelerated math sequence puts a student on a path to complete Calculus their senior year and to pass Pre-Calculus in order to meet high school graduation requirements.

Both the traditional and advanced math classes cover the same middle school math standards and give students the foundation for Algebra I and Geometry. Placing a student into the class that challenges them but does not lead to high levels of frustration will promote confidence, engagement in mathematics, and a continued interest in mathematics.The following criteria have been established to provide appropriate placement into the accelerated math courses.

<u>Criteria for Placement Into 7th Grade Pre-Algebra:</u>

To be enrolled into Pre-Algebra in 7th grade, a 6th grade student must meet the following criteria:

- Meet the following math grade and winter math STAR score guidelines:
    - Earn at least an A- each quarter of 6th grade and a winter STAR score of at least 60 **OR**
    - Earn at least a B- each quarter of 6th grade and a winter STAR score of at least 70 **OR**
    - Earn at least a C- each quarter of 6th grade and a winter STAR score of at least 80
    - The STAR score must be maintained on the spring STAR test.
- Earn a passing grade for all other courses each quarter.
- A waiver of one of the above criteria can only be determined by the agreement of the School Principal, School Counselor, AND 6th grade math teacher. The waiver form must be signed by all parties.

*Transfer student math placement will be determined by the School Counselor and can be adjusted by the School Counselor as needed.
*A student's placement into Pre-Algebra can be changed to 7th grade math by the School Counselor if they are unable to maintain a C or higher in Pre-Algebra quarterly.

Criteria for Placement Into 8th grade Algebra I:

To be enrolled into Algebra I in 8th grade, a 7th grade student must meet the following criteria:

- Meet the following Pre-Algebra grade and winter math STAR score guidelines:
    - Earn at least an A- each quarter of Pre-Algebra and a winter STAR score of at least 60 **OR**
    - Earn at least a B- each quarter of Pre-Algebra and a winter STAR score of at least 70 **OR**
    - Earn at least a C- each quarter of Pre-Algebra and a winter STAR score of at least 80
    - The STAR score must be maintained on the spring STAR test.
- Earn a passing grade for all other courses each quarter.
- A waiver of one of the above criteria can only be determined by the agreement of the School Principal, School Counselor, AND 7th grade math teacher. The waiver form must be signed by all parties.
- In rare circumstances, a student may be placed into Algebra I from 7th grade math by meeting ALL of the following criteria:
    1. Earn a minimum of an A for each quarter of 7th grade math.
    2. Achieve a minimum winter STAR math score of 70.
    3. Pass all other courses each quarter of 7th grade.
    4. Be recommended for placement into Algebra I by the 7th grade math teacher.

*Transfer student math placement will be determined by the School Counselor and can be adjusted by the School Counselor as needed.

*A student's placement into Algebra I can be changed to 8th grade math by the School Counselor, if they are unable to maintain a C or higher in Algebra I quarterly.