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RACCOON GRADE SCHOOL STUDENT HANDBOOK

2026-2027

Student: _____

Teacher: _____

The mission of Raccoon Grade School, in partnership with our community, is to provide quality education in a safe and professional environment by utilizing all resources available to continually evaluate and improve.

To help you know what is expected at Raccoon Grade School, this handbook is prepared to give information about the school. Teachers, parents, and school board members have reviewed it. They have offered suggestions which have been included to confirm our partnership.

We believe good communication is important and expect the best of each student. During enrollment, parents will be given a copy of this handbook. Parents will be asked to sign that they have received it, which will ensure that they will read all information. Teachers will spend time at the beginning of the year going over the information to assure students are familiar with the handbook and know their responsibilities.

Thank you for taking the time to go through the handbook and discussing it with your child.

Mrs. Misty Johannes

Superintendent

THIS HANDBOOK WAS APPROVED BY THE RACCOON BOARD OF EDUCATION on **June 23, 2026**. IT WAS APPROVED AS ACCEPTABLE PROCEDURES, BUT SHOULD NOT BE VIEWED AS ILLINOIS SCHOOL CODE OR BOARD POLICY. CODE AND BOARD POLICY CHANGE CAN SUPERSEDE THIS DOCUMENT. IT IS SUBJECT TO CHANGE AT ANY TIME. PLEASE NOTE YOUR FAILURE TO SIGN THIS DOCUMENT DOES NOT IMPACT THE SCHOOL'S ABILITY TO ENACT POLICY AND PROCEDURE DURING SCHOOL HOURS AND EXTRACURRICULAR ACTIVITIES IN WHICH YOUR CHILD IS A PARTICIPANT. PLEASE GO OVER THIS HANDBOOK WITH YOUR CHILD.

Parent Signature: _____ Date:_____

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INTRODUCTION

FAMILY/SCHOOL COOPERATION

A school is just a building unless the staff and students work toward creating a good learning environment. At Raccoon Grade School (RGS), we recognize that your child will spend a large part of his/her childhood in our school community. Your child will have daily involvement with our staff and his/her peers during some of the most crucial years preceding his/her adulthood. Raising productive adults requires cooperation and communication between the child, the parent(s)/guardian(s), and the school. The desired cooperation between our school and your home might be better understood by outlining what parents/guardians have a right to expect of the school and vice versa.

PARENT/GUARDIAN EXPECTATIONS OF THE SCHOOL

1. The school will be operated in a professional and responsible manner with reasonable requirements administered in an unbiased manner.
2. A reasonably rigorous workload will be established for each student and academics will be given first claim on resources available to the school.
3. Parental inquiries and complaints will receive prompt and courteous attention. The school's response to these inquiries and complaints will reflect a constructive and helpful attitude which will be directed toward the best interests of the youth.
4. Teacher's grading will be fair and kept as objective as possible. The basis for grading shall be understood by students and parents. Grades will be kept current and within a one-week time frame.
5. A reasonable amount of assistance shall be given in class regarding lessons and assignments. Students may also receive individual help as resources allow, upon initiation by the student.
6. RGS administration will do their best to maintain a positive school atmosphere that is free of bullying and harassment. RGS will not permit any individual or small group to upset the image, reputation, or learning environment of the students who attend RGS.

SCHOOL EXPECTATIONS OF PARENTS/GUARDIANS

1. Student attendance should be regular and punctual. If a student is to succeed in school, attendance should be considered just as much an obligation as it will be for future employment.
2. For a child to be successful, he/she should also have a regular routine of home study. The amount of time the study schedule should reflect depends on the grade level of the student. The importance of regular home study is essential for future success.
3. Parental inquiry is welcome and encouraged. Parents/Guardians may contact their student's teacher, superintendent, nurse, or school counselor with any such inquiries.
4. Parents should demonstrate a positive attitude toward the school. A negative home climate toward the school may damage the student's outlook and negatively affect his/her behavior and success.
5. It is imperative that children have adults model healthy communication for them. Under no circumstances will verbal abuse, cursing, or threatening behavior toward school personnel either on the phone, through electronic communication, or in-person be tolerated. In the event this is violated, the police will be called and disorderly conduct charges will be filed as per Article 26 of Illinois State Law. The Raccoon School Board retains the right and authority to ban offenders from school property.

PARENT INVOLVEMENT IN EXTRACURRICULARS

Advertising

The superintendent must approve all advertisements placed in the school prior to their posting. The school shall endorse no commercial product. Advertisements for school-sponsored events or non-profit events sponsored by approved community agencies may be placed in the building or on the grounds, but must have prior approval.

Booster Club

Parent involvement is welcomed and heavily encouraged here at RGS. Our sports rely on the support of an enthusiastic and active booster club in order to financially support all sports programs at our school. The Raccoon Booster Club holds fundraisers and maintains all concessions at school events in order to raise money for our students. All parents are encouraged to support the Raccoon Booster Club.

Commercial Activities

All commercial activities designed for profit are prohibited on the school property except for those organizations that are school related and/or are approved by the board.

Parent/Teacher Organization (PTO)

Students grow exponentially when they see their parents working hand in hand with their school. At RGS, the PTO is the main fundraising body of the school. Proceeds from the fundraisers are used to purchase field trips and materials for the school. The PTO helps to organize events to foster community involvement and provide activities to support the students. RGS is very proud to have an active and supportive PTO. All parents are encouraged to have an active involvement in the Raccoon PTO.

Visitors

For the safety of our students, visitation of the school by parents, relatives, and others will be limited. All visitors are required to first make their presence known by pressing the call button in the main entrance vestibule. Once permitted into the building, all visitors are required to register in the main office. The superintendent is authorized to deny visitation rights when the visitor poses a threat or disruptive influence to the educational process. The superintendent is authorized to use legal means and authorities (at their disposal) to remove undesirable visitors from the school property.

Wellness Policy

RGS has a wellness policy in place in an effort to promote healthy eating habits in the lives of our students. Therefore, parents and others helping to organize classroom events and activities should be supportive in offering snacks and treats for students that are healthy and nutritious. Students are not permitted to bring energy drinks, soda, or protein powders to school unless prescribed by a physician and documentation is provided.

CHAIN OF COMMAND

While many school districts have no formal process established for appeal or grievances, by tradition, the chain of command for appeal at RGS is as follows:

1. Teacher
2. Superintendent/Principal
3. Board of Education

*School board policy states that steps 1 and 2 must be followed before an individual will be placed on the board agenda.

NON-DISCRIMINATION/TITLE VI, TITLE IX, & SECTION 504

Raccoon Grade School does not discriminate on the basis of race, religion, color, national origin, sex, age, sexual orientation, gender identity, homelessness, or disability in providing educational services, activities, and programs in accordance with Title VI of the Civil Rights Act of 1964, as amended: Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. All students shall be given equal opportunities in all educational programs and services.

SPECIAL EDUCATION SERVICES/RTI/TITLE I

Response to Intervention (RTI)
RTI is a state mandated program that allows progress monitoring for all students. Students will be tested at least three times a year to ensure academic success. Additional intervention services will be provided for students that test accordingly. Parents with struggling students are encouraged to call the school to learn more about available help for students.

Special Education
The district provides services for those students identified as having a disability. The intent of the school district is to ensure that students with disabilities are properly identified, evaluated, and provided with necessary educational services. Students may be referred for services by staff or parents. A full range of therapies and services are provided for students identified as having a disability. These services may include speech, occupational, physical therapy, and visually impaired services.

Title I
RGS provides support in reading and math for students identified as academically at risk.

ADMISSIONS

Resident Students
All children of school age permanently residing within the boundaries of District #1 are classified as resident students. It is the responsibility of the parent to provide proof of residency. Proof of residency will be required upon registration of the student. Residency is defined as the home where the student eats and sleeps on a daily basis, as well as where they spend 80% or more of his/her time. The school reserves the right to make unannounced home visits to determine there is no discrepancy with the student's residency. Illinois School Code prohibits students from residing with a non-guardian adult for the sole purpose of attending any given district. Guardians may be asked to provide proof of their guardianship.

Non-Residence Students
Any student not classified as a resident student who desires to attend Raccoon Grade School may make an application for non-resident student status. The student must have the written consent of his/her parents or legal guardian and of the Board of Education of the district of residence when the latter is to be responsible for all tuition payments. The amount of the tuition shall be based upon the previous year's per capita cost as determined by state law. Four installments of the tuition are to be paid as per arrangements with the school superintendent. Anyone attempting to or whom knowingly registers a student that is a non-resident of Raccoon C.S.D. under false pretenses shall be subject to criminal prosecution.

Entrance Requirements
Kindergarten: Children who will be 5 years old on or before September 1 of the current school year may enroll in the kindergarten program at the beginning of the school year. Accelerated placement is possible for advanced students. District testing measures will be used to determine early kindergarten placement.
First Grade: Children who will be 6 years old on or before September 1 of the current school year may enroll in the first grade at the beginning of the school year.

Required Registration Documentation

- **Birth Certificate**: An original birth certificate must be provided at registration as proof of age. A copy will be made for the student's file. Failure to provide a birth certificate within 30 days of enrollment will result in notification to the Illinois State Police, per Illinois state guidelines.

- **Physical Examinations**: Physical examinations for kindergarteners, 6th graders, and students who enter RGS for the first time are required by law. Such exams must be given by a licensed physician before registration. A complete dental examination is also *recommended.*
- **Immunizations**: Illinois State Law requires that students receive vaccinations against a number of diseases at specified intervals. School Code Section 27-8.1 from Public Act 100-0238 also requires that those students without proper vaccinations or valid waivers shall be excluded from school attendance after October 15th and until proof of vaccination or a valid waiver is received by the school. These absences are considered truancy. Students who register for school after October 15th will have 30 calendar days from registration to comply with the state regulations. After which, the student will be excluded from school attendance until compliance is met.
  *Valid exceptions are those based on medical reasons (documented by a healthcare provider) or religious reasons (documented by a parent/guardian and signed by a physician).
- **Vision Exams**: All incoming kindergarteners must have a vision exam conducted by a licensed optometrist prior to registration. Annual vision screenings will be conducted by the school for the following grades: Pre-K, K, 2, 8, special education population, transfer students, and any students referred by a teacher. Any religious exemptions of these services must be submitted in writing and signed by the parent/guardian.
- **Hearing Screenings**: Annual hearing screenings will be conducted by the school for the following grades: Pre-K, K, 2, 8, special education population, transfer students, and any students referred by a teacher. Any religious exemptions of these services must be submitted in writing and signed by the parent/guardian.
- **Dental Exams**: Dental exams are required by Illinois State Law and should be completed prior to registration for all students entering the following grades: K, 2, and 6.
- **Health Card**: By the first day of the school year, all students in kindergarten and 6th grade shall have a completed health card on file with the school office. The health card shall include the physician's examination and record of the immunizations as required by the Illinois School Code.

Transfer Students

Transfer students entering RGS shall have a completed health card on file with the school office within 30 calendar days of the initial date of enrollment. Students transferring into RGS from an out-of-state school must have an Illinois exam completed within 30 days.

Failure to Meet Registration Requirements

The failure to meet any of the foregoing requirements will result in the exclusion of the student until such deficiencies are corrected.

Fees

Fee Schedule for this school year:

Registration K-8 - $45.00

Waivers of School Fees (4:140)

Parents may apply for registration/book/electronic fee waivers and free/reduced lunch. Parents must provide proof of income and complete the application process to qualify for waivers. Fees for textbooks, other instructional materials, and driver education, as well as fines for the loss or damage of school property are waived for students who meet the eligibility criteria for a waiver. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees and fines, the Superintendent will recommend to the Board which additional fees and fines, if any, the District will waive for students who meet the eligibility criteria for a waiver. The Superintendent shall ensure that a notice of waiver applicability is provided to parents/guardians with every bill for fees and/or fines, and that applications for waivers are widely available and distributed according to State law and Ill. State Board of Education (ISBE) rule and that provisions for assisting parents guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee and fine waiver when:
1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program;
2. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; or
The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. S11434a).

ATTENDANCE POLICIES

Responsibility of Parents

The state aid, which is received by the school district, is determined by the average daily attendance of all registered students in the district. Therefore, it is imperative that an accurate record of attendance is kept for all students. Parents are urged to send their children to school regularly as long as they are healthy, unless they have a justifiable reason for being absent from school. It is the responsibility of the parent/guardian to ensure that children attend school in a regular, punctual manner. When a student is absent due to illness, the parent should notify the school's main office prior to **9:00 a.m**. on the day of the absence. If no notice of absence is received, the school is required by law to call the home of the absentee. If no contact is made with parent or guardian, the absence will be unexcused. If there is reasonable concern for the student's well-being, the school reserves the right to request a welfare check on the student's behalf.

School Day

Students are not allowed into the building prior to 7:40 a.m. If a student must arrive prior to 8 a.m., he/she will need to be seated with his/her class in a designated space in the gym until dismissed by school staff at 8 a.m. Students are required to follow the school's telephone usage policy (See "Telephone Usage by Students" in the Office Discipline section of this handbook) from the time they enter the building until they leave the building during a regular school day.

Absenteeism

If it is necessary for a student to be absent due to health concerns, please call the office to report the illness. Any student that is absent for a prolonged period of time, or with the accumulation of 7 excused absences, **will be required** to present a letter from a doctor stating the reason for the absence. Students that are absent 25 days will automatically be considered for retention. The Truancy Program administered by the Regional Office of Education will be followed by Raccoon School. Students missing 5% out of the last 180 days will be referred to the regional truancy officer. Student attendance marks may be tracked by the parent on their student's Teacherease portal. Absence from school will affect a student's ability to participate in extracurricular activities held on the same day. Please see the Sports Handbook for details.

Anticipated Absences

Students who have prior knowledge that they will not be in attendance should make arrangements prior to the date of absence by gaining approval from the superintendent. The student will be responsible for informing his/her teacher of his/her absence. Notice should be given one week prior to the first date out so that homework can be arranged. **Anticipated absences will still count toward the seven absences during the school year.** Administration reserves the right to approve or deny absence requests. The parent/guardian should also contact the office for attendance purposes before the absence.

Compulsory Attendance

The Illinois School Code requires all children between the ages of six and seventeen to attend the public school unless they are 1) attending private, home, or parochial school 2) disabled as certified by a licensed physician 3) excused, suspended, or expelled by the school authorities for cause.

Excused Absences

Parents/Guardians are required to call the school prior to or on the day of school for any absence. When it is determined that a student is absent from school for a valid cause, the absence will be considered excused. Excused students will be required to make up schoolwork for the timeframe they were excused. **Any documentation for**

absences must be turned into the main office within 24 hours of the absence. An excused absence is defined by one or more of the following:

1. Personal illness
   * Students must be fever free, without medication, for 24 hours before returning to school.
   *** Students who experience vomiting and/ or diarrhea due to illness must stay home and only return to school after they have been free from vomiting and/ or diarrhea for at least 24 hours.**
   * Doctor's note is required after 7 absences.
2. Professional health services appointments (doctor, dentist, behavioral health, etc.)
3. Family emergencies (family illness, death, etc.)
   * Students are typically allocated up to 3 days for family emergencies, per instance, unless otherwise arranged with the superintendent. Documentation from funeral services may be requested.
4. Observance of a religious holiday
5. Participation in a school-sponsored event
6. Court summons

Unexcused Absences

Unexcused absences will be recorded for the following and will be counted toward truancy:

1. No phone call or note to explain the student's absence
2. Missing the bus
3. Oversleeping/alarm problems
4. Lack of clean clothes (notify school counselor or nurse for assistance)
5. Car trouble/transportation issues
6. Unapproved vacations
7. Head lice after two days of absence
8. Personal appointments (haircut, shopping, etc.)
9. Other absences that are not reasonable as deemed by the superintendent

Truancy

Students are required, by law, to attend school every day. Students who are absent more than 5% of the last 180 school days will be subject to the following:

1. Students are required to supply a doctor's excuse after 7 days of absences. If a doctor's excuse is not supplied, the student's absence will be unexcused.
2. Administration will provide notification to the Truancy Officer at the Regional Office of Education after 5 unexcused absences.
3. Students who leave school or miss classes without permission will also be counted as truant.
4. At 9 unexcused absences, the Truancy Officer may file a petition for the parent and child to appear in court. A parent/guardian may be subject to court imposed sanctions, including fines, as a part of truancy proceedings.

A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days. Accumulated tardies may add up to truancy days and will be treated as such. The following supportive services may be offered to truant or chronically truant students:

- Parent-teacher conferences
- Student counseling
- Family counseling
- Referral to community services agency

Punitive Action Regarding Attendance

After a chronic truant has been identified as a truant minor in need of supervision, the student may be subject to any one or a combination of the following punitive actions:

1. Required to perform some reasonable public service work, such as, but not limited to, picking up litter or maintenance of school facilities.
2. Detention(s)
3. In-school suspension
4. Expulsion from school by the Board of Education; ordered to obtain counseling or other supportive services.

Tardiness

It is of the utmost importance to the work of each classroom that ALL students are on time. The main office will keep a detailed record of all student tardiness. Any student arriving at school after 8:20 a.m. will be considered "tardy" and must be accompanied by a parent to sign in at the main entrance vestibule before going to class. Work missed due to tardiness must be made up. Detention may be assigned to make up lost classroom time.

Late Work - Jr. High

Jr. high students, who choose not to turn in assignments by their designated due date without just cause will be given an opportunity to receive reduced credit for their work. However, students will receive 1 warning per year for the late assignment. After warning, students will only receive 60% for 1 Day late. 2 Days late will result in a zero for that assignment.

Make-Up Homework

Students will be required to make up all work missed as a result of their absence(s). Parents/Guardians may pick up homework for a sick child after 3:20p.m. Please request homework through the main office. Your child's homework is his/her responsibility to complete and turn into his/her teacher(s). Questions regarding homework should be directed to classroom teachers. Student homework and grade marks may be tracked on the student's Teacherease portal. In general, a student will be allowed two days to make up work for each excused absence and one day per each unexcused absence. Students serving out-of-school suspensions must turn in their completed work on the first day they return to school. This will require the parent to request and pick up the work from the office during the suspension period.

Perfect Attendance Awards

Perfect attendance awards will be presented to students at RGS who have perfect attendance for the entire school year. If a student has one-half day of absence indicated on the attendance records, the student would be considered ineligible for the perfect attendance award.

Excused Participation from P.E. Class

Students may be excused from participation in physical education classes a maximum of three consecutive days by the superintendent, after which a medical excuse from a licensed physician will be required.

ACADEMICS

Erin's Law

Erin's Law (105 ILS 5/10-23.13) requires schools to provide age-appropriate curriculum to address sexual abuse of children Pre-K through 8th grade. Raccoon Grade School contracts an outside agency that specializes in such instruction. Parents may choose to exclude their child from this presentation via written documentation.

Grade Promotion and Retention

The school administration and professional staff shall follow the established system of grading and reporting academic achievement to parents/guardians and students, as well as determine when promotion and graduation requirements are met. The criteria for promotion shall be the student's ability to meet district goals and state standards. Students who demonstrate a proficiency level below current placement shall be provided remediation. Failing 2 out of 5 core subjects (science, social studies, math, reading, english) and/or having a grade point average of 2.0 or lower will result in the consideration of retention. Student grade marks may be tracked by the parent/guardian on his/her student's Teacherease portal.

Grade Scale

Grades 1st – 8th

A	Excellent	90-100
B	Above Average	80-89
C	Average	70-79
D	Below Average	60-69
F	Failure	Below 60

Kindergarten

S+	Exceeds Expectations
S	Satisfactory/Meets Expectations
I	Improving/Approaching Expectations
N	Needs Improvement/Below Expectations

Graduation Requirements

All students who successfully complete the curriculum of the 8th grade and pass an exam on the Constitution of Illinois and the Constitution of the United States may graduate from RGS without deficiency. The superintendent may certify a student for graduation with deficiencies if such action is deemed in the best interest of the student and after consultation with the Raccoon School Board in Executive Session.

Graduation Honors

Students will be recognized at their graduation ceremony for having High Honors in grades 6, 7, and 8. Students with Honors in grades 6, 7, and 8 will also be recognized.

Graduation Ceremony

All graduates will participate in a graduation ceremony honoring their accomplishments. The date will be set by the superintendent and marked on the school calendar. All graduates will wear robes. The superintendent may deny participation in the ceremony to any student for just cause.

High Honor Roll/Honor Roll

Those students who, for any given grading period, have an academic grade point average of 4.0 shall be placed on the High Honor Roll for that grading period. All students having an academic grade average for any grading period of 3.25-3.99 shall be placed on the Honor Roll for that grading period.

Section 504 Rights

Section 504 of the Rehabilitation Act of 1973, commonly referred to as Section 504, is a nondiscrimination statute enacted by the U.S. Congress. The Act's purpose is to: (1) protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Dept. of Education (ED), and (2) ensure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

Illinois School Student Records Act

All student records at RGS shall be kept pursuant to the Illinois School Student Records Act, revised Statute of 1985, Chapter 122, par. 50. Records will be kept concerning a student by which the student may be individually identified. Records will be maintained by the school or at its direction, or by an employee of a school, regardless of how or where the information is stored.

Records Inspection and Release (105 ILSC 10/3)

A parent or any person specifically designated as a representative by the parent shall have the right to inspect and copy all school student permanent and temporary records of that parent's child. A student shall have the right to inspect and copy his or her school student record. A parent's or student's request to inspect and copy records must be submitted in writing.

Destruction of Student Records

No student records or information contained therein may be released, transferred, disclosed, or otherwise disseminated without written parental consent. Before any school student record is destroyed or information deleted, the parent shall be given reasonable prior notice at his or her last known address in accordance with

regulations adopted by the Illinois State Board. An opportunity to copy the record and information proposed to be destroyed or deleted shall be given in writing.

Pictures

A photographer designated by the superintendent may take individual pictures each year. Every student will have his/her picture taken in the fall. This picture will be used in the yearbook. A spring picture packet will also be offered for those individuals wishing to participate. Photos of students from fun activities may periodically be posted on the school's social media for parents and community members to enjoy. If a parent wishes for their child to not be included in these posts, they should communicate this concern to the superintendent in writing so that this information can be dispersed to school personnel as soon as possible.

TRANSPORTATION OF STUDENTS

Pick-Up Students

School is dismissed at 3 p.m. daily. Parents/Guardians who wish to pick up their student should notify the school that they will not be riding the bus prior to 1pm. Students who will be picked up by parents/guardians will be dismissed to the gym at 2:50 p.m. **Pick-ups will be dismissed at 2:50 on 3pm dismissal days and 1:50pm on 2pm dismissal days.** Pick-up students will be dismissed first and will be dismissed out of the cafeteria entrance doors. Parents picking up students should pull in the east end of the circle drive in two lines. School personnel will escort all pick-up students to vehicles. Parents entering the school may park on the south edge of the circle drive. There are no arrangements for student supervision after school except for school sponsored activities. Students are not to stay after school for sporting events or for practice unless they are to begin immediately after school or unless the coach has agreed to supervise the students for the period of time between dismissal and the time practice begins. No motorized vehicles may be driven to school by a student. Parents will be responsible to remove vehicles from premises. Students will have disciplinary consequences.**These policies are in place for the safety of all students.**

Bus Rider Students

Bus rider students will board the bus **out the cafeteria doors** after pick-up students are dismissed. Bus rider students will be dismissed from class and walked to the bus by their teacher at 2:55 p.m. Parents must notify the school if their student is not riding the bus on any given day. No one will be permitted to board a bus, take a student off, take a student out of line, or interfere with the safe loading of the buses.

Bus Rules/Expectations

All students are expected to know and follow the rules and regulations governing the buses. The bus driver has the authority to operate the bus in a safe and orderly manner. Buses are equipped with audio and video cameras. Bus tapes may be viewed by the drivers, superintendent, and law enforcement, as needed. Bus rules include:

1. Keep hands, feet, and objects to self
2. Be respectful to others
3. No eating or drinking
4. Remain seated while bus is in motion
5. Use a quiet voice with no yelling or screaming
6. Appropriate use of cell phone
7. No profanity
8. No vandalism to the bus (writing on seats, etc.)

Bus Discipline

Abiding by the bus rules is imperative to the safety of our students, drivers, and others. We rely on our bus drivers to follow a daily schedule that allows them to safely get students to and from school in a timely fashion. Students who disrupt this could be subject to discipline from the superintendent in accordance with the severity of the offense. This could include removal from the school bus for a period of time or the remainder of the school year.

GENERAL SCHOOL INFORMATION

Asbestos

Public Law 99-519 requires public elementary schools to inspect buildings for the presence of asbestos. RGS utilized the Illinois Department of Public Health in order to complete a three-year asbestos survey in November, 2021. Asbestos removal was completed for RGS in July, 2021. The asbestos plan is available in the main office.

Budget

RGS posts its budget on the school website as per Illinois School Code. The web address is www.raccoonschool.org. All parents and community members are encouraged to examine the budget and direct any questions to the superintendent.

Electronics on Buses

Devices may be taken on field trips with the permission of the classroom teacher or bus driver. **However, cellphones and electronic devices are not permitted to be used on the bus while traveling to and from the destination. Students will be given their devices when the destination is reached.** Students may not take pictures/video or post information of or about other students on social media sites during the school day or bus ride. Students are permitted (with parent/guardian consent) to use their cell phones and small gaming devices before and after school on their daily bus routes. However, the school reserves the right to revoke this privilege at any time due to just cause. The school is not responsible for any damaged, missing, or stolen items.

Emergency Procedures

In the case of an emergency requiring the evacuation of RGS, students will be transported to Kell Grade School at 207 N. Johnson Street, Kell, Illinois. Notification of the evacuation will be placed on WJBD (100.1 FM Radio and www.southernillinoisnow.com) and a text will be sent out.

General Rules

All students, staff, and visitors are expected to display appropriate behavior and good citizenship while at school. This includes on the playground, parking lot, bus, in the classroom, hallways, gym, cafeteria, offices, and restrooms.

Going Outside to Play

Students will remain indoors if the temperature is below 32. The wind chill factor will also be taken into consideration. When the temperature is above 32, all children will be expected to go outside unless they have a doctor's excuse. Appropriate dress is encouraged for the weather.

Gum Chewing

Gum chewing is prohibited on the school premises due to the damage it has caused to school property. Students caught chewing gum will be subject to the following disciplinary action:

1st Offense: Warning
2nd Offense: LD
3rd Offense: After School Clean Up (1 Hour)
4th Offense: Parent Meeting

Gym Shoes

Students will be required to wear a clean pair of non-marking tennis shoes for P.E. Flip-flop type shoes, Crocs, boots, and sock-covered feet are frequently dangerous for P.E. activity. Students who do not have appropriate shoe attire for P.E. will not be permitted to engage in physical activity and will be asked to work on homework or read. Students will also receive a deduction in participation points for the day.

Homeless Students (McKinney-Vento Homeless Act)

Students who are classified under the McKinney-Vento Homeless Act may be qualified for admission exemptions and other benefits as defined by the law. Please see the school liaison (counselor or nurse) for more information.

Insurance

Currently, the school carries accident insurance for all students enrolled at RGS. The school board does not, in any

way, acknowledge liability or even the responsibility for providing the protection. The school is not responsible for medical expenses resulting from an injury on school grounds or during school hours as per Illinois School Code. The insurance carried by the school has been elected by the Raccoon School Board and may not be renewed from year to year. Insurance maintained by the school for student injury is supplemental in nature and is always secondary to the coverage held by the parent whether provided by an employer, the government, or via a personal provider.

Invitations and Birthdays

Invitations to parties may only be passed out in class if there is one for every student. Rosters, names, addresses, and phone numbers for students cannot be given out. Students K-5 may bring store-bought, unopened treats for their classroom on their birthday (or at a prior agreed upon time with the teacher). Students should bring enough for every student in the class. Acceptable treats include cupcakes, cookies, granola bars, Capri Sun, etc.
*Parents, please check with the teacher regarding any food allergies in the classroom.

Locker Locks

Each junior high student, grades 6th -8th, will be assigned a school provided lock upon completion of registration. The cost for the yearly lock rental is included within the school registration fees. Students will be assigned a locker and lock code for the entirety of the academic school year. Students must keep their lockers locked. Students are not permitted to use their own personal locks. If a student loses or breaks a lock, they will be assigned an $8 lock fee in order to cover the replacement of the lock.

Mandated Reporter Law

All school personnel, including teachers and administrators, are required by law to immediately report all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services. School personnel are not required to report their concerns to the student's parents/guardians.

Meals

Breakfast and lunch are served at the school every day the school is in session, including early dismissal days. A menu is put out a week in advance of each coming month and will also be posted on the school website. RGS participates in the National School Lunch Program and offers the Community Eligibility Option which provides free meals for all students in the district. If a student brings their lunch, it should be a nutritious lunch (no soda, candy**,** energy drinks, **performance enhancing supplements** etc). Parents/Guardians sending sack lunches should attempt to provide a healthy, well-rounded meal. Should school personnel deem your child's lunch to be lacking in nutrition, they may offer your child a school lunch tray. If this is noted as being a repeated concern, the school counselor or nurse may contact you to create a plan of action on how to best move forward in meeting your child's dietary needs. **We recognize some children may have eating difficulties and we are here to assist you in any way we can.** Religious exemptions will be taken into account and accommodated.

Movies and Videos

All movies and videos shown during school and at evening activities will be screened for appropriateness. The district will show only those movies or videos with ratings of G or PG. Movies with the rating of PG 13 or greater will not be shown unless permitted as a portion of the curriculum and after written parental permission is received.

Notification of Pesticide Use (415 ILSC 65/3)

Illinois School Code provides for the notification of parents by the school district when the school is sprayed for pests in or around the building. This information and/or schedule will be provided upon written request.

School Closings

School closings due to inclement weather will be placed on WJBD (100.1 FM Radio and *www.southernillinoisnow.com*) and a school text will be sent out. If necessary, predetermined snow routes may be utilized during winter months. Please do not call the school, as the phone lines are very busy on such days.

Weapons

Guns, knives, and "look-alike" weapons shall not be brought to school. See "Discipline" item #3.

CLUBS AND EXTRACURRICULAR PARTICIPATION

Citizenship

Good citizenship must be consistently displayed in order for a student to attend field trips and participate in extracurricular activities. A student shall not be permitted to attend a field trip or extracurricular activity if his/her citizenship grade is 70% or below "C" average. Junior high conduct grades will be based upon the number of points earned in the quarter. Citizenship grades are not included in a student's overall GPA. Students will earn a weekly mark for citizenship that will be cumulative for the school year, affording the student the opportunity to correct his/her rating.

Evening Activities

At all athletic events, everyone needs to remain seated while the activity is in progress. At no time shall students be outside the confines of the gym, foyer, or restrooms. Tobacco products and/or smoking are prohibited on school property or where a school function is taking place according to Sections 10-20.5(b) and 34-18.11 of the Illinois School Code. You must go off school property to smoke. Students 5th grade and below must be accompanied by an adult at all times.

Pee Wee Association

Students in grades 3 and 4 may participate in an extracurricular basketball/cheerleading program. Students must meet eligibility guidelines outlined in the Raccoon Sports Handbook

Scholar Bowl

Junior high students may try out for the Scholar Bowl team. The team focuses on academic achievement and competes against area schools. All matches are after school. Scholar Bowl athletes must maintain a "C" average of 70% or better in order to maintain athletic eligibility. Students failing one core subject are ineligible for Scholar Bowl. Core subjects are english, math, social studies, reading, and science. Core academic averages will be checked every Monday at 3 p.m. and are based on the grade point earned to that point in the quarter. Eligibility will run from Tuesday to Monday. Core subjects with 4 or more grades posted in Teacherease will only be considered. Citizenship will be considered for eligibility and a student with a "C" average or below will not be permitted to compete. Students who earn Office Discipline Referrals while participating in Scholar Bowl are subject to the same provisions as student athletes and the provisions outlined in the Raccoon Sports Handbook.

Sports

Please see the Raccoon Sports Handbook for all rules concerning sports.

Student Leadership Club

The RGS Student Leadership Club serves to engage students in learning about leadership and assists with activities at RGS and its surrounding community. Members will learn to be role models and representatives for the student body. This club will help to build character, leadership, decision making, organizational skills, and responsibility. The RGS Leadership Club will consist of students in grades 6^{th} – 8^{th}. Members must complete an application and meet eligibility requirements. Eligibility includes maintaining at least a 70% or "C" average in citizenship and academics. Grades will be checked weekly and in the same manner as athletic eligibility. Students that are interested in joining must be:

- Flexible and exhibit the potential for leadership
- Display positive classroom behavior
- Have a genuine interest in the welfare of others
- Consistently portray qualities of responsibility, empathy, courage, integrity, and perseverance

Dismissal from the Student Leadership Club will occur in the following instances:

- Attendance – Not attending 3 or more monthly meetings will result in automatic dismissal.
- Attitude – Students should represent RGS in the best way possible at all times. Students should have a good/helpful attitude during events. Not doing so could result in dismissal.
- Conduct – Students who are issued an Office Discipline Referral will be put on probation for thirty days. The second Office Discipline Referral will result in automatic dismissal.

OFFICE DISCIPLINE (105 ILSC 5/10-20.14)

Student Conduct Violations

Immediate intervention will be conducted by the staff member who is supervising the student. If the violation occurs in the classroom, the teacher will invoke the Classroom Management Plan as approved by the building administration. For acts of misconduct involving behaviors whose frequency or seriousness tends to disrupt the learning climate of the school, the student will receive an Office Discipline Referral. Included in this are behaviors which do not represent a threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel. **Student discipline action applies to all before and after school activities including the bus, field trips, sports, and clubs.** Student discipline may affect a student's eligibility to participate in sports and other extracurricular activities. Please see the Raccoon Sports Handbook for specific details. Along with repeated disruptiveness, the following behaviors will result in an Office Discipline Referral:

1. Using, possessing, distributing, purchasing, or selling alcohol and/or illegal substances. This includes controlled substances, "look-alike" drugs, or drug paraphernalia. A "look-alike" drug is defined as a substance not containing an illegal drug, but one a student believes to be or represents to be an illegal drug or 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 or controlled substance. Students who are under the influence are not permitted to attend school or school functions and will be treated as though they have alcohol or illegal substances in their possession. Local authorities will be notified of the minor in possession **(See Disciplinary Procedures for Possession/Use of Alcohol, Tobacco Products, Vape Pens, Illegal Substances, etc.).**
2. Using, possessing, purchasing, or selling cigarettes, chewing tobacco, vape pens, and other tobacco products. Students under the influence or in possession of tobacco products or vape pens are not permitted to attend school or school functions **(See Disciplinary Procedures for Possession/Use of Alcohol, Tobacco Products, Vape Pens, Illegal Substances, etc.).**
3. Using, possessing, or transferring a weapon. A weapon is any object that can reasonably be considered, or looks like, a weapon that if used or attempted to be used to cause bodily harm, including but not limited to any gun, knives, brass knuckles, and billy-clubs. Any other item such as a baseball bat, pipe, bottle, lock, stick, pencil/pen is considered to be a weapon if used or attempted to be used to cause bodily harm **(See Disciplinary Procedures for Death Threats).**
4. Using personal electronic devices that are not issued by the school or for misusing school-owned electronic devices. Electronic devices include all smart devices such as phones, Ipads, smart watches, Chromebooks, etc. RGS does not and cannot ask students for passwords to social media accounts **(See Disciplinary Procedures for Internet Use Policy/Technology Violations).**
5. Disobeying Directives/Disrespect/Insubordination. Refusal to comply with the reasonable directives of school personnel and being defiant toward authority figures is an example of such.
   1st Offense: LD
   2nd Offense: 3 Days LD
   3rd Offense: ½ Day ISS
   4th Offense: 1 Day ISS and Parent Meeting
   5th Offense: 1 Day OSS
   6th Offense: Alternate Placement
6. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, excessive profanity, or other comparable conduct.
   1st Offense: 1 Day ISS & Parent Meeting
   2nd Offense: 3 Days OSS
   3rd Offense: Alternate Placement

7. Cheating. Students who cheat **will receive 0% for that assignment/ test . We are also monitoring AI Programs . If AI programs are used without teachers permission, this will be considered cheating.**
   1st Offense: LD
   2nd Offense: 3 Days LD
   3rd Offense: 1 Day ISS & Parent Meeting
   4th Offense: 3 Days ISS & Parent Meeting
8. Theft and Property Damage. Causing or attempting to cause damage to or stealing or attempting to steal school property or another person's personal property is strictly prohibited (See Disciplinary Procedures for Theft).
9. Other acts of misconduct that are seriously disruptive and/or create a safety hazard to students, staff, and/or school property. Disciplinary action will be determined at the superintendent's discretion and will be in accordance with the severity of the misconduct.
10. Involvement in gangs or gang-like activities including the display of gang symbols or paraphernalia.
    1st Offense: 3 Days ISS
    2nd Offense: Alternate Placement
11. Bullying, including cyberbullying, will not be tolerated and will be considered gross disobedience and misconduct **(See Disciplinary Procedures for Bullying/Harassment).**
12. Sexual harassment **(See Disciplinary Procedures for Sexual Harassment).**
13. Engaging in public displays of affection with another student anywhere on school grounds or while representing RGS at school and/or extracurricular activities. Public displays of affection include the following: kissing, hugging, holding hands, sitting on another person's lap, inappropriately touching another student, or any other behavior deemed inappropriate by school staff.
    1st Offense: 1-3 Days LD
    2nd Offense: ½ Day ISS and Parent Meeting
    3rd Offense: 1 Day ISS
    4th Offense: 1 Day OSS
14. 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 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. Anyone with information about incidents of teen dating violence should report them to any school staff member including, but not limited to, teachers, support staff, and/or district administration. School staff shall respond to incidents of teen dating violence by following the district's established procedures for the prevention, identification, investigation, and response to bullying and school violence. Similar consequences to those listed in the "Disciplinary Procedures for Bullying/Harassment" and "Disciplinary Procedures for Sexual Harassment" will be imposed at the superintendent's discretion.

<u>Nuisance Materials</u>

Students often bring items to school which cause a distraction to them, to other students, and/or to the teacher. Items such as trading cards, dolls, MP3 players, excessive jewelry, stuffed animals, fidgets, pop-its, gaming devices, squishies and toys are considered nuisance items. These items may be used if prior approval is given by the teacher(s) and/or superintendent. If these items are confiscated, they will be held until the end of the day and given back to the student. Repeated violation of this will result in an Office Discipline Referral.

1st Offense: LD
2nd Offense: 1-3 Days LD
3rd Offense: ½ Day ISS

<u>General Cafeteria Expectations</u>

1. Use appropriate voice tone and volume.
2. Use appropriate table manners at all times (no throwing or playing with food).
3. Leave the area clean and orderly (clean up any messes made).
4. Keep hands, feet, and objects to self.
5. Follow cafeteria supervisors' directions.
6. K-2 students are not permitted to use microwaves and should refrain from bringing lunches that need microwaved.
7. No sharing food

8. **No inappropriate language**
   1st Offense: LD
   2nd Offense: 2 Days LD
   3rd Offense: 3 Days LD
   4th Offense: ½ Day ISS

General Playground Expectations

1. No fighting.
2. No throwing snowballs or rocks.
3. No playing in puddles, mud, snow, etc.
4. No inappropriate language.
5. No contact sports.
6. Respect others and their property.
7. Follow playground supervisors' directions.
8. **Use playground equipment appropriately and safely (example- running up slides , jumping off swings).**
   1st Offense: LD
   2nd Offense: 2 Days LD
   3rd Offense: 3 Days LD
   4th Offense: ½ Day ISS

Office Discipline Reporting

Teachers and staff will make every effort to inform parents about a student's behavior before receiving an office referral, in order to see if the behavior can be corrected. Upon receiving a disciplinary report, **the teacher or staff member, along with the student, will call the parent or guardian.** The administrator will meet with the student and/or teacher. Students will be advised of the reason they are sent to the office and allowed to explain their behaviors. The administration will apply the most appropriate consequence. The administrator maintains a proper, complete, and accurate record of the offense and disciplinary action. Disciplinary actions may include but are not limited to:

1. Disciplinary conference
2. Conference with parent/guardian by phone or in person
3. Lunch detention (limited to 5 days per Office Discipline Referral)
4. Withdrawal of privileges (recess, trips, parties/play days, extracurricular activities, electronics, etc.)
5. Removal from class for a "cool down" time
6. Seizure of contraband (personal property will need picked up by a parent/guardian)
7. Probation and behavior contracts
8. In-school suspension, out-of-school suspension, and expulsion
9. Discussion of alternate academic placement

*Please be advised that notification to juvenile authorities will be given whenever the conduct involves illegal drugs, look-alikes, alcohol, and weapons.

Discipline Assigned by Administration

Students who fail to comply with their classroom teachers and other school staff will be subject to disciplinary action at the discretion of the administration. While most situations are listed, it is impossible to cover all scenarios. Disciplinary actions for those situations not specifically listed are at the discretion of the administration.

Detention

Lunch detention will be served in a location determined by the superintendent. Students are required to work quietly on homework or read during the detention period. If students fail to do so, they may receive additional detentions.

Discipline Key

LD – Lunch Detention
ISS – In-School Suspension
OSS – Out-of-School Suspension
Alternate Placement – meeting to discuss alternative learning environment for student

Out of School Suspension

A student may be suspended from school for any form of misconduct disturbing to the morale and disrupting the orderliness of the school at the discretion of the superintendent. The following guidelines will be followed:

1. The superintendent will send a letter to the parents or guardian within two days of the suspension stating the reasons for the suspension, the length of the suspension, the terms of reinstatement, and the parent's right to request a review of the suspension with the Board of Education.
2. The superintendent will present to the school board a copy of the letter sent to the parents.
3. The school board will act as a review board for all suspensions in which the parents request a review.
4. Review of suspension will be conducted in Closed Sessions. a) The school administration shall proceed first and then the student and/or parent may respond. b) Either side may provide witnesses to be called upon for testimony. c) All witnesses shall be subject to inquiry by both parties. d) The student and/or parents may keep a written record of the proceedings at their own expense. e) The actions taken by the Board of Education will be entered into the board minutes. f) The actions of the Board of Education will be final.
5. Student discipline may affect a student's eligibility to participate in sports and other extracurricular activities. Please see the Raccoon Sports Handbook for specific details.
6. Those students suspended must return to school with their homework completed. If homework is not completed, additional time will not be granted for work to be made up and zeros will be given for the work. Parents must pick up homework. Homework will not be sent home with other students unless the superintendent grants specific permission for homework to be sent home with siblings.

Expulsion

The Board of Education may expel a student when it is determined that the welfare of the school will be enhanced. The superintendent will make recommendations of the expulsion to the board. When conditions are warranted, the board may reinstate expelled students. The following procedures will be applied:

1. The superintendent will send a certified letter to the parents or guardian within two days of the decision to recommend expulsion stating the reasons for the recommendation and informing the parents of their right to appear before the board.
2. The superintendent will present to the board a copy of the letter sent to the parent or guardian.
3. All discussion of recommended expulsion at the meeting of the board would follow the guidelines as outlined in the school policy manual.

Chronic Misbehavior

Those students who display problematic behaviors and reach the end of the discipline process will be placed on an alternate discipline plan. This plan will be developed by a multidisciplinary team including teachers, parents, and administration. Alternate placement may result after prolonged and repeated misbehavior.

Disciplinary Procedures for Bullying/Harassment

Bullying is behavior that will not be tolerated at RGS. Bullying, cyberbullying, harassment, and intimidation diminishes a student's ability to learn and the school's ability to educate. Bullying is considered to be intentionally using negative actions against another student or staff by one or more students for the purpose of causing harm. Examples of bullying behaviors that are prohibited include, but are not limited to, the following:

- Name calling, or using derogatory slurs
- Stalking, dating violence, sexual aggression, etc.
- Causing psychological harm of any kind
- Threatening or causing physical harm, threatened or actual destruction of property
- Wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above

Students are encouraged to immediately report bullying to any staff member with whom the student is comfortable speaking to. 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 the 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 has 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. Disciplinary measures will be enforced for bullying/cyberbullying and are as follows:

1st Offense: LD
2nd Offense: 3 days LD
3rd Offense: 1 day ISS and Parent Meeting
4th Offense: 3 Days OSS, possible Alternate Placement

Cyberbullying

Cyberbullying is bullying through the use of technology or any electronic communication. It involves pervasive communications made in writing or electronically, directed toward a student or staff that has or can be reasonably predicted to have the following effects on an individual:

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.

(*Please refer to Disciplinary procedures for Bullying/Harassment)

Disciplinary Procedures for Possession/Use of Alcohol, Tobacco Products, Vape Pens, Illegal Substances, Etc.

Students are not to be in possession of or under the influence of any substances while at school or during school sponsored events. Students will receive the following consequences, including notification of the student's parents and local law enforcement:

1st Offense: 3 Days of OSS and Parent Meeting
2nd Offense: 5 Days OSS and Parent Meeting
3rd Offense: Alternate Placement

Disciplinary Procedures for Death Threats

The following procedures will be implemented with any student in grades 3-8 who threatens to kill another student or staff member. The following procedures (in no particular order) will also be initiated if a student brings or threatens to bring a weapon of any kind to be used against another person at school:

1. Confiscation of item (personal property will need picked up by a parent/guardian)
2. Notify parents
3. Automatic 3 days Out of School Suspension
4. Notification of incident to local police and Raccoon School Board
5. Conference with parent(s)/guardian(s) to discuss Alternate Placement

*Student's return to school is contingent upon parental written and verbal verification that the student does not have access to guns or weapons and is not, to their knowledge, currently in possession of a weapon.

Disciplinary Procedures for Dress Code

Appropriate attire must be worn during school hours and at extracurricular activities to promote success in the learning atmosphere. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. Students who disrupt the education process or compromise standards of health and safety must modify their appearance. Not acceptable at school or extracurricular activities are as follows:

- Halter tops, tank tops, undershirts, sleeveless cutout shirts, spaghetti straps, **off the shoulder tops** and midriff tops (showing tummies) and not allowed.
- **Shorts, skirts and dresses must be of an appropriate length and fit. They should extend to at least mid-thigh and must provide full coverage when standing, sitting, or participating in school activities.**
- **Pajamas** (unless on designated "pajama days")are not permissible for any grade **or at a sporting event**.
- Students are allowed to wear distressed jeans with holes, as long as any holes that are 3 inches above the knee have an intact fringe to conceal the student's bare skin. Otherwise, the student will be required to wear leggings or similar clothing underneath.
- No drug, alcohol, or weapon advertisements.
- No Inappropriate slogans.
- No cleavage will be shown and undergarments should not be visible.
- Any type of pants that sag or are excessively baggy is prohibited.

- Any tights, leggings, or jeggings may be worn as long as an appropriate long shirt, sweater or blouse covers the entire hip/buttocks area.

If there is a question or a student's attire has begun to impact the learning environment of other students, the superintendent will make the final determination. Students who are improperly dressed will be provided with a t-shirt and pants from the school. These items are clean. Calls home for acceptable clothes will not be permitted. The following discipline will be adhered to for repeated dress code violations:

1st & 2nd Offenses: Warnings
3rd Offense: LD
4th Offense: 2 Days LD
5th Offense: 3 Days LD
6th Offense: ½ Day ISS

Disciplinary Procedures for Internet Use Policy/ Technology Violations

All students must have a signed internet/network usage agreement on file before being allowed internet privileges. If a student violates the policy set forth in the usage agreement, his/her computer privileges may be revoked. The superintendent will investigate the alleged incident and will give consequences based on the severity of the misconduct. This can include the revocation of electronic use for the remainder of the school year.

Disciplinary Procedures for Sexual Harassment

Sexual harassment means any inappropriate behavior of a sexual nature which is intimidating, hostile, or offensive. Sexual harassment can occur female to female, female to male, male to female, male to male, student to student, student to staff, staff to student, and staff to staff. Those persons experiencing sexual harassment should report the incident to the school superintendent. The school counselor will also be available to discuss concerns with students regarding their own experience(s) with sexual harassment at school. Sexual harassment will result in an Office Discipline Report. The following discipline will be initiated:

1st Offense: ½ Day ISS
2nd Offense: 1 Day ISS
3rd Offense: 3 Days OSS
4th Offense: Alternate Placement

Search of Student's Property

The safety and security of all our students at RGS is of the utmost importance to us. We treat contraband in our school as a serious offense and as such, if there is reasonable suspicion that a student might be hiding items that are illicit, stolen, illegal, and/or dangerous, the faculty is authorized to search the student's locker or other property. Such search may be made after first being refused permission to search by the student. A faculty member in the presence of the superintendent or school authority may make such a search. School authorities are authorized to conduct reasonable searches of school property and equipment, as well as of persons and their personal effects. "School authorities" includes school counselors and other staff deemed appropriate by the superintendent. Law enforcement may be called in to assist with searches of students and their property.

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Search of Students

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

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. If illegal contraband is found, law enforcement will be notified.

Disciplinary Procedures for Theft

Any student found to be in possession of stolen items will be subject to the following discipline:

1st Offense: LD
2nd Offense: 3 Days LD
3rd Offense: 1 Day ISS
4th Offense: 3 Days OSS and Parent Meeting

Telephone/Smart watch/Smart Glasses/Smart Device Usage by Students

Students will not be called away from class to receive a phone call unless it is an emergency as deemed by the administration. Students may use the school telephones only with permission from the teacher before and after school or during lunch hour. Students who are 5th - 8th grades are to have their cell phones turned off upon entering the school building until 3:00p.m. The student must place their phone, Smart Device and/or Smartwatch in the locked storage cabinets of their homeroom teacher's classroom for the entirety of the school day. Students that are found to be in possession of their **cell phone/ smart watch/smart glasses/smart device** during the school day will be subject to the following discipline:

1st Offense: LD
2nd Offense: ½ day ISS
3rd Offense: 1 Day ISS, no longer allowed phone at school
4th Offense: 3 Days ISS and Parent Meeting

*After the student's 1st offense, a parent/guardian will be required to pick up the student's cell phone, Smart Device, or Smartwatch from the superintendent's office.

Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.For academic offenses, please see (Cheating)All other non-academic offenses will be determined case by case and the superintendent will have the final say in disciplinary actions.

Field Trips

The superintendent must approve all field trips, athletic events, or other school-sponsored trips. On occasions in which parents are permitted to attend, they will be expected to assume the role of chaperones. Parents who attend field trips may drive to the field trip location, but must accompany their child during the entire portion of the field trip with the rest of the student group. The parent will be expected to act in an appropriate manner and refrain from inappropriate language, smoking, tobacco use, and alcohol. Violation of the policy could result in a chaperone request being denied for future trips. Although students will be required to ride the bus to the field trip event, they may ride home with the parent after being properly signed out. Students who leave early from a field trip will be

counted as absent from school for the time they are not under the supervision of school personnel prior to school dismissal time. No extra children or guests will be permitted to attend field trips with a parent. If a parent requests for an immediate relative to chaperone in his/her place, written consent must be given to the school prior to the trip. Those wanting to chaperone on a field trip must fill out a chaperone request form. Filling out the request does not guarantee that a parent will be chosen to attend. Although we would like for all parents to attend trips with students, there are times when this is not possible.

The following guidelines will apply to all trips:

1. One or more teachers/sponsors must be in charge.
2. Transportation for school activities will be by approved bus and certified driver.
3. Trips should not require the students to be gone overnight unless approved by the Board of Education.
4. An estimated time of departure and arrival must be provided, along with alternate plans should something cause the activity to be changed.
5. Students must provide a permission slip signed by their parent/guardian before participating (a permission slip will be signed at enrollment to cover all field trips and information concerning all trips will be provided for parents prior to trips).
6. Students are permitted to attend their own class field trips. Students will not be permitted to attend a sibling's field trip.
7. Students who misbehave on a field trip will not be allowed to attend the next field trip.
8. Students must ride the bus to and from the field trip unless otherwise pre-arranged.
9. Students must have at least a **80%** citizenship grade in order to attend all field trips.
10. Administration has the final decision on all extracurricular trips and who attends.
11. No transportation will be provided for athletic events unless they fall during the early portion of the school day. Parents will be notified.
12. Chaperones must complete a District Chaperone Agreement form.

HEALTHCARE

Administration of Medicine (105 ILSC 5/10-20.14b)

Only those medications that are necessary to maintain a student in school and those which must be given during school hours shall be administered. For the protection of the children, before any child is allowed to take prescription and/or non-prescription medication at school, the following steps recommended by the State Board of Education and Illinois Department of Public Health must be followed:

1. The parents/guardians must obtain a written order for prescription and non-prescription medications from the child's doctor to be presented at school before the medication can be given. This order will be kept in the school health files (this includes over-the-counter medications such as Tylenol).
2. The parent/guardian must present a written request that the medication be given during school hours. It is the parent's/guardian's responsibility to bring the doctor's order and written request form with the medication to the school.
3. The medication must be in the original container or bottle properly labeled by the pharmacist. Over the counter medications shall be brought in with the manufacturer's original label with the child's name affixed to the container.
4. This medication will be kept in a locked space or container for safe storage. Refrigerated medication will be kept in a secure area of the refrigerator.
5. Each dose of medication shall be documented by the person administering the medication. If the medication is not given as ordered, the reason shall be documented and signed.
6. Students may not carry medication of any kind (except for approved inhalers) while at school or on the bus, including prescription and over-the-counter medications. If a student is found to be carrying medication, it will be confiscated and kept in the office until a parent can pick it up.
7. Requests by a parent/guardian for an herbal remedy (including essential oils) and/or an over-the-counter supplement to be given to a student which is not approved by the FDA will require a written order from a physician, physician's assistant, or nurse practitioner, along with written permission from the parent/guardian. The herbal remedy/over-the-counter supplement must be in an unopened, original container and delivered to the school by the parent/guardian.

The school retains the discretion to reject requests for administration of medication. All permission for any

medication shall be renewed at the beginning of each school year. Changes in medication shall have written authorization from the licensed prescriber. The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication. If medication has not been picked up by the end of the school year, the medication will be disposed of and documentation made in the student health file. Individual health plans will be developed as needed.

Self-Administration of Medicine

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an SMA Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/ guardian has completed and signed an SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. A student may also possess the supplies and equipment necessary to monitor and treat diabetes in accordance with the student's diabetes care plan and/or the supplies, equipment, and medication necessary to treat epilepsy in accordance with the student's seizure action plan.

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

School District Supply of Undesignated Medications

Per the State Law 105 ILCS 5/22-30(f), the school maintains the ability to administer the following medications: Albuterol, Epinephrine, and Narcan. Albuterol is used in situations when an individual is having difficulty breathing or showing asthma symptoms. Epinephrine is used during severe allergic reactions. Narcan is administered to an individual for opioid overdoses.

A trained personnel will administer the medication if an order is available, the medication is in stock, and an individual is assessed to need the medication. The medications will be available during school hours and at home extracurricular activities. A parent/guardian must write a letter to the school if they do not want their child to receive these medications, and which medication they do not wish their child to receive.

Bed Bugs

Upon the sighting or suspicion of sighting of bed bugs upon a student, personal belongings or area of student, the teaching staff will notify the school nurse. If able, staff will gather a sample of the bed bug and place it in a Ziploc bag. The nurse will then attempt to identify that the student has in fact had exposure to bed bugs. School personnel will attempt to help the student change into clean clothing and launder all items brought with them to school. Custodial staff will thoroughly clean areas which the student occupied once the children have dispersed for the day. Families will be notified of the incident and will be educated on the spread of bed bugs. The student's family will be provided resource information for pest control companies for bed bug eradication in their home.

Emergency Action Plans

If any student has been diagnosed with any of the following, but not limited to seizure disorder, asthma, anaphylactic reaction to allergies (requiring an Epi-pen), parents/guardians will be responsible for obtaining an emergency action plan filled out by the student's physician and returning it to the school to be kept in the student's medical file. The

parent/guardian will also be responsible for supplying the school with the emergency medications, necessary equipment, and the Medication Permit to be kept in the medical file.

Emergency Care

In the event of an accident or serious illness during the school day, the school will provide emergency care until the parents or the designated medical authorities assume responsibility. The school will notify the student's parents/guardians as soon as possible. Parents must leave the names of two individuals who may be contacted for emergency care in case the school is unable to reach the parents. If emergency numbers are not provided, students have not completed the registration process and will be denied attendance.

Head Lice

All students are to be lice and nit free to be in attendance. Students with head lice will be sent home for treatment. Students will be readmitted to school only after a follow-up check by the nurse or office staff to verify the absence of lice or nits. Two days will be permitted for the treatment of head lice. Absences after 2 days will be counted as unexcused. If the student has three separate instances of head lice, each following absence will be an unexcused absence. Students will not be allowed to ride the bus before this check. Proof of treatment must be provided (dated receipt/empty shampoo bottle). Also, parents should be advised that the school nurse, or other designated school personnel, will conduct lice checks on siblings and any other students who may reside within the home of the student who has a confirmed case of lice. If the siblings or other students do not have lice or nits present, they will be allowed to remain in school and will not be sent home.