

Villa Grove Elementary  
Student and Parent Handbook

2021-2022



Mr. Beck, PK-6 Principal

**VILLA GROVE CUSD #302**  
**Elementary Student and Parent Handbook**

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### **Educational Philosophy**

We want the students of this district to learn to read and write, to learn mathematics, history, science, music and art, and much more. However, such knowledge is only part of our goal. More important are the skills and attitudes necessary for success in coping with the world. Some of these are gained in the classroom, but others come from interacting with teachers and fellow students throughout the educational environment.

We want our students to learn many things during their time here at school, but at a minimum when they leave this district we would like them to be skilled in:

- Comprehending written material
- Self-expression
- Mathematics
- Gathering the data necessary to solve problems
- The reasoning needed for making decisions

We would hope they develop the following attitudes:

- Honesty and fairness in all personal dealings
- A worthy self-concept and character
- Mature, independent judgement
- An appreciation of our country's history and our democratic form of government
- An appreciation for a healthy mind, body and environment
- An appreciation of art, music and language

### **Mission Statement**

Our mission, as a school district, is to provide a safe environment to enable students to think critically, solve problems, make decisions, and develop necessary skills for productive citizenship and a lifetime of learning.

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***Administration reserves the right, as circumstances dictate, to waive or alter any portion of this handbook as deemed appropriate or necessary for the welfare or safety of the students at Villa Grove Schools.***

# **I. GENERAL INFORMATION**

## **A. Building Hours**

On regular school days, the building will be open to parents and students from 8:00 a.m. until 3:30 p.m. Many teachers like to work in their room free from interruption before and after these hours. Therefore, students are not to be in the building before or after these hours, unless under direct supervision of a teacher or other staff member.

## **B. Visitors**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the Unit 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 to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the office and sign out before leaving the school.

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.

Parents and other caregivers are asked to make arrangements to meet children outside in front of the school or on the playground outside behind the school. Please remember the playground is closed to the public from 8:00am to 3:30 PM unless supervised by a staff member.

## **C. Cancellation of School**

In the event school is called off due to bad weather please do not call your teacher and/or principal. All students and school employees will be notified by the School Messenger system, watching Channel 3 (WCIA), or listening to radio stations WHMS (97.5 FM), WDWS (1400 AM), WIXY (100.3 FM). This information will be given to the station prior to 7:00 AM, if possible.

## **D. Resolving a Problem/Parent-Teacher Communication**

The starting point for resolving a problem or securing an answer to a question should be your child's teacher. If the matter pertains to the school as a whole, or it requires further resolution, it should be taken to the principal. If a question or problem still exists, it should be directed to the Superintendent. If problems cannot be resolved with the administration, steps for taking matters to the Board of Education are available. Every effort will be made to find fair and equitable solutions to all problems.

Sometimes information pertaining to a student or school-related situation is such that it requires a conference. Parent(s) are encouraged to contact the teacher on his/her school extension to schedule a conference. Requests for conferences should be made at least one day in advance. An attempt will be made to schedule conferences at a time that is convenient for both the parent(s) and the teacher, which will normally be scheduled before or after school. Classes will not be interrupted for conferences.

## **E. Discrimination**

The policy of this Board shall prohibit discrimination against any individual for reason of race, color, religion, handicap, national origin, age, sexual orientation or socioeconomic status. This policy includes extra-curricular activities and all residents between the ages of 5 and 21 are accorded the right and opportunity to a free and equal education. For questions or to report a violation of this policy, contact the Elementary Principal, 400 N. Sycamore Villa Grove, IL 61956.

## **F. Fines, Fees and Charges – Waiver of Student Fees**

The School Board may establish fees and charges to fund certain school activities. School fees may include, but are not limited to: required textbooks and instructional materials; charges and deposits for use of school property; charges for field trips; charges for uniforms or equipment; charges to participate in extracurricular activities; charges for supplies of particular classes; graduation fees; school record fees; and driver's education fees.

The Board recognizes that some students will be unable to pay these fees. However, students shall not be denied educational services or academic credit due to the inability or unwillingness of parent(s) or guardian(s) to pay fees and charges.

Students whose parents are unable to afford student fees may receive a waiver of the fees, including lock rental. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment.

At the beginning of each school year, the school district's waiver of school fees policy will be given in writing to each student's parent(s) or guardian(s). A fee waiver application form shall be included with the notification. The notification shall be in English or the home language of the parent(s) or guardian(s).

Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee on an application form available from the Building Principal.

A student shall be eligible for a waiver of a fee when at least one of the following prerequisites are met:

1. The student is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children).
2. The student is currently eligible for Free or Reduced Price Meals pursuant to Ill. Rev. Stat., ch. 122, para. 712.1 et seq.

The Building Principal will give additional consideration for fee waiver will be given by the Building Principal where the following factors are present:

1. illness in the family;
2. unusual expenses such as fire, flood, storm damage, etc.;
3. seasonal unemployment;
4. emergency situations.

The parent or guardian shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student.

School Personnel will notify the parent(s) or guardian(s) within thirty (30) calendar days as to whether the fee waiver request has been granted or denied. A denied request shall state the reason for denial and give information regarding an appeal process, including timelines.

A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent or his/her designee within fourteen (14) calendar days of the denial. An appeal shall be decided within thirty (30) calendar days of the parents' or guardians' request for an appeal. The Superintendent will notify the parent(s) or guardian(s) in writing of his or her decision. A denied request shall state the reason.

No fee shall be collected from any parent or guardian who is seeking a fee waiver in accordance with this policy until the Building Principal has acted or the Superintendent has acted on an appeal, if any, and the parent(s) or guardian(s) have been notified.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

## **G. Homeless Students**

The Villa Grove School District shall provide an educational environment that treats all students with

dignity and respect. Every homeless student shall have equal access to the free and appropriate educational opportunities as students who are not homeless. This commitment to the education right of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available.

A student is considered "homeless" if he or she is presently living:

In a shelter

Sharing housing with relatives or others due to lack of housing

In a motel/hotel, campground, or similar situation due to lack of housing

At a train or bus station, park or in a car, or abandoned building

Temporarily housed while awaiting DCFS foster care placement

**All Homeless Students Have Rights To:**

**Immediate school enrollment.** *A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residency.*

**Enroll in:**

- The school he/she attended when permanently housed (school of origin)
- The school in which he/she was last enrolled (school of origin)
- Any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.
- Participate in a tutorial instructional support program, school related activities, and/or receive other support services.

**Remain enrolled** in his/her selected school for as long as he/she remains homeless or, if the students become permanently housed until the end of the academic year.

**Priority** in certain preschool programs.

**Obtain information** regarding how to get fee waivers, free uniforms, and low-cost or free medical referrals.

**Transportation services:** A homeless student attending his/her school of origin has a right to transportation to go to and from the school of origin as long as he/she is homeless or, if the student becomes permanently housed, until the end of the academic year.

**Dispute Resolution:** If you disagree with school officials about enrollment, transportation or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. The school district must refer you to free and low cost legal services to help you, if you wish. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. Every Illinois Public School has a Homeless Education Program Liaison who will assist you in making enrollment placement decisions, providing notice of any appeal process, and filling out dispute forms.

If you have questions about enrollment in school, or want more information about the rights of homeless students in Illinois Public Schools, call the Area 4 Regional Homeless Education Liaison at 815-694-0607 or call the Illinois State Board of Education at 1-800-215-6379.

## **H. Sex Offenders**

Public Act 94-004: Sex Offender Registration.

This legislation requires that principals and/or teachers of public or private elementary and secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).



## **I. Flowers and Balloons**

The school strongly discourages the practice of having flowers/balloons sent to individual students while classes are in session. These deliveries not only disrupt the learning atmosphere, but the "handling and storage" creates a real hardship for school personnel. We would ask that these congratulatory gestures be handled outside of the school.

## **J. Gifts**

Students are asked not to bring gifts to their teacher for Christmas or birthdays. Although the faculty appreciates the thoughtfulness behind these acts of generosity, it may create hardships for children unable to afford gifts.

However, if parents feel strongly about giving the class something, a library book, a parlor game for indoor play, or any other item that can be enjoyed by the entire class would be appreciated.

## **K. Outside Food from Home**

Life-threatening food allergies among school children are on the rise in recent years. The majority of these allergies are caused by unintended exposure, commonly during the school day. When a person has a life-threatening allergic reaction to a food, it is sometimes a medical life threatening emergency that can result in serious consequences. To keep all students in Villa Grove schools safe, we are no longer allowing students under any circumstance to bring homemade food to share with others. All food that is brought to share must be commercially pre-packaged having a label identifying the ingredients and must be checked in at the main office.

# **II. ATTENDANCE**

## **A. Policy (Attendance)**

When a student is absent, a parent/guardian must, if at all possible, call the office at 832-2261 before 9:00 AM reporting the truthful reason for the absence. This call is the responsibility of the parent/guardian. Thus, if the parent/guardian calls, no written note is required. The office may also make calls to the parents/guardians of students who appear on the absence report if the office has not been notified of the absence. If phoning the office is impossible, upon return to school the student must bring a written note from the parent/guardian stating the truthful reason and date(s) of absence. It is the student's responsibility to bring this note to the office prior to returning to classes.

The school seeks and appreciates the honesty, assistance, and cooperation of the parents/guardians when reporting student absences.

## **B. Absence --- Excused/Unexcused**

The progress of a student in school, in which all parents are sincerely interested, depends upon the punctuality and regularity of his/her attendance. Students with excessive absences miss class instruction, discussion, and activities, which are extremely important for academic success. Excessive absences may require a doctor's note. Students who miss more than 3 days in a row or miss over 5 days in a quarter will need to acquire a doctor's note. In addition, excessive absences whether excused or unexcused may warrant a conference to develop a solution to improve your child's attendance. Students with unexcused absences may be referred to a truancy program through the Regional Office of Education and further local interventions will be implemented as needed.

### **1. Excused absences may include:**

- a. Personal illness or illness in the immediate family.
- b. Religious holidays for a family.
- c. Death in the immediate family.
- d. School related and/or sponsored trips.
- e. Accidents, emergencies, and other situations beyond the control of the student will be handled individually.



- f. Doctor/Dental appointments.
- g. Other reasons for absences will be handled on an individual basis as they arise.

**2. Unexcused absences**

- a. These include all absences not included in item #1.
- b. The student is given no opportunity to make up missed work for credit. Repeated unexcused absences may lead to suspension and eventually expulsion.
- c. No student shall leave the school property without the WRITTEN CONSENT of the principal or his designee. Failure to check out, regardless of the reason, will result in an unexcused absence.
- d. Parents and students must weigh the importance of absence from school with the class work missed.

**C. Make-up Work**

- 1. Students with excused absences, will be given 1 day for each day they are absent to make up all missed classwork. Special cases of prolonged absences will be handled individually.
- 2. Make-up privileges will be granted, denied, or modified in terms of the nature of the individual case with a heavy emphasis on the general attitude and attendance pattern of the student involved.
- 3. Make-up assignments will be granted or denied as follows:
  - a. Excused/Unexcused absence -- The student must make arrangements to make up all work if credit is to be given for the work missed.
- 4. Students who are absent with an anticipated absence (such as a vacation) must have all homework completed on the day they return to school from the absence. Parents are strongly encouraged to plan vacations on regularly scheduled school breaks. It is not possible to re-create lessons and activities missed.

**D. Tardiness**

A student is tardy when they are not in their seat when the tardy bell rings (8:15 AM).

- 1. Students who are late to school must sign in at the office prior to reporting to the class.
- 2. Students who are tardy due to a late bus are excused.
- 3. Each tardy is cumulative.

**E. Early Departure**

No student may leave during the school day, except during lunch with special permission filed in the principal's office, unless he/she has permission from the school office. If a student becomes ill, he/she should report to the office or the nurse's office. If a student needs to leave school for **any** reason, he/she must report to the office to "sign out" prior to leaving the building. Failure to comply may result in disciplinary action being taken.

**F. Truancy**

**TRUANT** - a child subject to compulsory school attendance who is absent without cause from such attendance for a school day or portion thereof.

**CHRONIC or HABITUAL TRUANT** - a child who is subject to compulsory school attendance and is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.

**TRUANT MINOR** - a child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in cessation of chronic truancy or have been offered and refused.

Using the definitions cited, the school district shall determine if the student is truant, chronic or habitual truant or a truant minor. The superintendent, or his/her designee, shall direct the appropriate school district staff to develop diagnostic procedures to be used with the student who is truant, chronic or habitual truant or a truant minor. The diagnostic procedures may include but not be limited to counseling services to the student and the student's parents/guardians, a health evaluation by the school nurse, use of peer groups and clinical evaluations by local and/or state agencies.

One or more of the following supportive services may be offered, where appropriate, to a student who is

experiencing an attendance problem:

- student conferences; parent-teacher conferences; counseling
- services by social workers or school psychologists;
- psychological testing/Special Education evaluations and staffings; alternative education programs; state/county agency services.

When supportive services of the school district have been offered to the student, and these measures prove ineffective, or if such services are offered and refused, and the behavior persists, the building principal shall refer the matter to the superintendent. The superintendent may call upon the resources of outside agencies such as the Truant Office of the Educational Service Region No. 11. The superintendent, school district administrators and teachers shall assist and furnish such information as they have to aid the Truant Officers in the performance of their duties.

No punitive action, including out of school suspensions, expulsions or court action shall be taken against chronic truants for such truancy unless available supportive services and other school resources have been provided to the student, and have proved ineffective, or have been refused by the student and/or his/her parent/guardian.

#### **G. Residency of Student(s)**

It shall be the policy of Villa Grove Community Unit School District #302 to limit attendance in the District's schools to those students domiciled within District boundaries. In the event a question arises concerning the domicile of a child, the District shall:

- a. Require the child's parent/guardian to complete a questionnaire in order the District may determine domicile. Such questionnaire shall be routine at the time of original enrollment, and may be required at such other times as the administration deems necessary;
- b. Conduct an informal investigation to acquire information which may aid the District in determining domicile;
- c. Provide the child and/or parents/guardians of the child an opportunity to present pertinent information to the building principal which would aid in determining residency;
- d. Permit the child and/or parents/guardians of the child to appeal unfavorable domicile determinations by the building principal to the superintendent of schools, save that the superintendent's domicile determination, after hearing, shall be final and binding; and
- e. Allow the child to attend Villa Grove schools until the District makes a final determination of the child's domicile, provided, however, the child's parents/guardians shall be responsible for payment of the costs (tuition equivalent) incurred by the Villa Grove schools for this interim period of time the child was permitted to attend Villa Grove schools if the child is ultimately determined to be domiciled in some school district other than Villa Grove. If a child has been placed in a home other than his/her parents by operation of law or order of court, the District may require a written copy of such placement order before allowing the child to attend Villa Grove Schools. If such placement was made primarily so the child could attend school in Villa Grove on a tuition-free basis, the child shall not be admitted to Villa Grove schools tuition-free.

#### **H. Transfer**

Students moving out of the school district should:

1. Contact the office and complete the "transfer/withdrawal" form and return it to the office prior to leaving campus.
2. Turn in all books that belong to the school (textbooks and library books), athletic equipment, music equipment, and any other items belonging to the school. These are to be returned to the teacher/sponsor involved.

#### **I. Change of Address/Phone**

It is important to the school that our files contain the accurate current address and phone number of each student. It is the parent's responsibility to report any and all changes promptly to the office.

### III. SCHOOL HEALTH

#### A. School Health Program

If your child has been ill and you feel he/she needs to stay indoors at recess time, you may request in writing to your child's teacher that he/she be kept inside. Your request will be accepted for up to 3 days. After 3 days, you must send a doctor's statement for your child to be kept inside at recess time. Usually, if your child has recovered sufficiently from an illness to return to school, being outside at recess time is a good way to get some fresh air and will not cause a relapse. Asthma problems may be an exception.

#### B. Vision Screening Notification

##### **TITLE 77 ADMINISTRATIVE CODE SECTION 685.110**

"Vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an eye examination has been administered within the previous 12 months"

These are programs offered at school:

1. **Hearing Screening** – Grades EC, K, 1, 2, 3, special education students and new students. Students in additional grades may be screened.
2. **Vision Screening**- Grades EC, K, 2, 8, special education students, and new students. Students in additional grades may be screened.

#### C. Communicable Diseases – Students

When students come to school sick, they are not able to participate in the learning process, and they expose others to illness. The following guidelines should be followed to keep our school a healthy environment.

General Guidelines:

**FEVER:** Students who have a temperature of 100° or higher cannot attend school. They are not allowed to return until they have been fever-free for 24 hours, without the use of fever-reducing medication (Tylenol or Ibuprofen).

**PINK EYE/CONJUNCTIVITIS:** Students cannot attend school and may return 24 hours after treatment has begun.

**STREP THROAT:** Students cannot attend school and may return 24 hours after treatment has begun; provided fever has been absent for 24 hours.

**DIARRHEA:** Student cannot attend school and must stay home until diarrhea has been resolved for 24 hours. If persistent, a physician's statement that no viral, bacteriological or parasitic condition exists is required.

**VOMITING:** Student cannot attend school. They may return once they are able to eat and keep food down for 24 hours.

**IMPETIGO:** Student may return 24 hours after treatment has begun. Upon return to school, lesion must be covered and dry at all times.

**RINGWORM:** Student may return 24 hours after treatment has begun. Upon return, the lesion must be covered at all times until healed.

**HEAD LICE:** If detected at school parent/guardian will be notified. Student is allowed to complete the school day. Student may return to school after treatment has begun. School Nurse will recheck hair for live lice upon returning to school. If more than one student is affected in any class, the School Nurse will provide information about head lice to all parents/guardians of students in the class.

**MONONUCLEOSIS:** No restrictions unless running a fever, if so, follow the above 'fever guidelines'.

**Methicillin-resistant Staphylococcus aureus (MRSA):** May return 24 hours after the initial dose of medication and lesion begins to shrink, unless the lesion can be covered.

**CHICKEN POX:** Student cannot attend school and must stay home for at least 5 days after the appearance of last vesicles, or until vesicles are dry and crusted over; as directed by health department.

**Respiratory Syncytial Virus (RSV):** May return once fever-free for 24 hours.

**SCABIES:** Can return after first scabicide treatment.

**FIFTH DISEASE:** Student may attend school.

The above guidelines are in accordance with the recommendations of the Illinois Department of Public Health and the Illinois State Medical Society. For illnesses not listed, please contact your school nurse.

**Emergencies and Illness:** The school will make every attempt to contact the parents/guardians. Parents/guardians must designate someone who may be contacted in the event that the parents/guardians cannot be reached. Any child who becomes ill at school must be picked up by a parent/guardian or other adult designated by the parent to do so.

Students who come to school with mobility devices (such as crutches, walking boot/shoe, wheelchair, splints, or casts) for an acute episode need to submit a note from the doctor that states the activity restriction that warrants the use of the device at the school, including the time frame for the restriction.

## **D. Health Records**

1. All students entering grades Early Childhood, Kindergarten, 6th, and 9th must have physical examinations as required by state law. Exam forms may be obtained from the school offices or downloaded and printed from the school website. These forms should be completed by the student's physician and returned to the nurse prior to the start of school in the fall. Physical examinations become a part of each student's permanent health record.
2. Dental exams are required for students in K, 2, and 6. This exam must be performed and signed by a licensed dentist. Proof of a dental exam is required by May 15<sup>th</sup> of the school year. School dental exams must have been completed within 18 months of the May 15<sup>th</sup> deadline. Parents may complete a waiver form for eye and dental exams-if you are unable to obtain the exam for the reasons given. Any student not having met physical and immunization requirements by October 15<sup>th</sup> will be excluded from attending school until the requirements have been met. Failure to submit required dental and eye exams will result in holding the student's report card.
3. All students entering Kindergarten or enrolling for the first time will be required to have a comprehensive eye exam. The exam must take place within one year of starting school. Proof of the exam must be submitted by October 15<sup>th</sup> of the current school year. Additionally, eye exams at various grade levels may be required when deemed necessary by school authorities.
4. In cases where a student may appear to have a communicable disease, such student will be sent home from school with a notification to the parents as to the reason for his/her exclusion. Exclusion

will be for the State Board of Health specified isolation period and/or until return is approved by the family physician.

5. Illinois laws regarding health records mandate a much closer review of our physical forms for proof of routine shots and vaccines. The month, day, and year must be given for each shot the child has received since birth. The school must exclude students whose records are not up to date. These records will be audited by the Illinois Department of Public Health and schools with students not in compliance with these laws face loss of state financial aid. The school needs and appreciates your cooperation in properly handling this matter.
6. The office of the School Nurse is located next to the unit office and is available to those needing the services of the nurse for first aid or other immediate attention.
7. The nurse's office is a first aid center and if you need to come to the office due to injury or illness you will be "excused" for the time you spend in the nurse's office.
8. Students who must leave school because of illness (or any other reason) are required to obtain permission from the office prior to leaving campus.

## E. Medication at School

All medications given in school, **including non-prescription (over the counter medications)**, shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status.

In addition to the licensed prescriber's order, a written request shall be obtained for the parents or guardian requesting the medication be given during school hours.

The request must include the name of the student, the parents or guardians name and phone number in case of an emergency.

It is the parents or guardians responsibility to ensure the licensed prescriber's order, written request and medication (**both prescription and over the counter medications**) are brought to school.

1. A written order for **Prescription Medications** must be obtained for the student's licensed prescriber. The order includes:
  - Student's name
  - Date of Birth
  - Prescriber, signature and date
  - Prescriber Phone and Emergency Numbers
  - Name of Medication
  - Dosage
  - Route of Administration
  - Frequency and time of administration
  - Diagnosis requiring medication
  - Intended effect and side effects
  - Other medications student is receiving
  - Time interval for Re-evaluation
  - Approval for Self-administration
  - Approval for students to carry emergency medication on their person (i.e. inhaler, Epi-pen)
2. **Prescription Medication:** Must be brought to the school in a container labeled appropriately by the pharmacist or prescriber.
3. **Over the Counter Medication:** Must be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.

Students will not be allowed to carry medication with them at school except under special circumstances as described below. Therefore, students may not have any medication on their person, in their lockers, in book bags or purses, or in their car, which is parked on school property.

- Exceptions will be made for asthma medication, including inhalers, which by law students may

carry, and diabetes medication, Epi-Pens, and in case-by-case special situations. Those students carrying these medications must have a plan on file with the nurse that has been approved and signed by both parent and physician. These medications must be carried in the original prescription container or box.

- Parent and physician medication permission forms for administration of medication at school must be renewed annually **AT THE BEGINNING OF EACH SCHOOL YEAR**. Short-term medication like antibiotics should not require a dose at school. In the unusual event that an antibiotic is prescribed 4 times a day, a dose is necessary at noon, and parents may send the medication to school in the original bottle, accompanied by a parent note indicating the reason for the medication and how it is to be administered.
- Narcotic medications will not be administered at school. It is our opinion that any student who requires narcotic medications should not be at school, including those taking narcotic medications in the morning before school.
- Medication sent to school that does not meet the rules for administration by the nurse will not be administered, must be picked up by parents or will be discarded.
- Asthma Action Plans, Food Allergy Action Plans, Seizure Action Plans, and Diabetic Medical Management Plans must be completed for any student diagnosed with these medical conditions.
- It is the responsibility of parents to remove leftover medication from school at the end of the school year or when treatment is finished. The school nurse will dispose of any medication left at school.
- Failure of students to comply with these expectations may result in disciplinary action.

#### **F. Notice Required By Law Concerning Asbestos**

You are hereby notified that the required Asbestos Hazard Emergency Response Act (AHERA) inspection and management plans for Villa Grove Community Unit School District Number 302 has been completed and submitted to the Illinois Department of Public Health (I.D.P.H.) as of October 12, 1988. Asbestos Real Estate Consultants, Chicago, Illinois, conducted the inspections and developed the management plans. Copies of the reports are available for inspection in the Administrative Offices of said School District.

Notices have been posted in both the high school and central offices. Our Maintenance Supervisor has been alerted to inspect for any damaged or broken containment or encapsulation.

Please accept this statement as notice that all friable asbestos in the buildings of Villa Grove Community Unit School District No. 302, to the best of my knowledge, is in compliance with federal regulations.

#### **G. Notice of Pesticide Application**

As required by The Structural Pest Control Act (225ILCS 225/1 et seq.), all parents desiring two day notification of pesticide treatments are asked to notify the school. The school will then set up a parent registry to be notified two days prior to application of pesticides. If parental numbers are such that the school deems that all parents will be notified, such notification will be done through memorandum handed out to students during the school day.

### **IV. STUDENT SERVICES**

#### **A. Internet Access Policy**

##### **1. Authorization for Internet Access Policy**

- a. Each student and his or her parent(s)/guardian(s) must sign a copy of the *Parental Consent Form* before being granted Internet access. Please read this document carefully before signing the *Parental Consent Form*. If you have any questions, please contact the school. The *Parental Consent Form* can be found at the back of the handbook as Exhibit A.
- b. All student use of the Internet shall be consistent with the school's goal of promoting educational excellence by facilitating educational resource sharing, electronic communication, and improving methods for learning and research. This authorization includes examples of rules about network and Internet use. It does not attempt to state all that may be required of users, or prescribed

behavior. **The failure of any user to follow the terms and conditions of Internet access will result in the loss of those privileges, and may result in disciplinary action. Student misuse of computers, networks, or the Internet may result in legal liability of the students and/or his or her parent(s)/guardian(s).**

- c. The purposes of providing Internet access in the school environment are to provide access to new means of gathering information, to provide research experiences, and to teach responsible use of computers, networks, and the Internet. To that end, the Villa Grove Community Unit School District #302 reserves the right to limit access by students, and to prohibit student access to network resources, Internet files, information or sites which certified employees believe are not appropriate to the educational activity assigned or permitted.

## **2. TERMS AND CONDITIONS**

- a. Access – Access to the Internet must be for the purpose of education or research, and be consistent with the educational objectives of the school. Access to any use of Villa Grove Community Unit School District #302's Internet connection is subject to such limitations as may be established by the administrators of the system, and may be changed from time to time.
- b. Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. School personnel responsible for providing networking services and school certified employees have the right to make all decisions regarding whether or not a student has violated acceptable rules, and may deny, revoke, or suspend student access at any time.
- c. Unacceptable Use – A student is personally responsible for his or her actions and activities involving school computers, the network or the Internet. The Board of Education, Administration, and individual teachers may make additional rules at any time regarding student use of computers, the network or the Internet. Some examples of unacceptable uses of school computers, the network or the Internet are:
  - 1. Any illegal activity.
  - 2. Violation of copyright, intellectual property rights, or unauthorized use of property of others.
  - 3. Downloading of a file without authorization, regardless of whether the file is software or data, or whether it is copyright or devised.
  - 4. Using or downloading a file for a purpose other than that authorized.
  - 5. Use for commercial or private financial gain.
  - 6. Wastefully using resources such as file space, processor time or network time, including any use that hinders, delays or obstructs others in their use of computers, networks, or Internet.
  - 7. Gaining or attempting to gain unauthorized access to resources, including but not limited to computers, networks, databases, and files, or information contained therein.
  - 8. Invading the privacy of others.
  - 9. Using or attempting to use another user's account or password or other identification.
  - 10. Posting material authored or owned by another without his or her consent.
  - 11. Posting anonymous messages.
  - 12. Use for commercial or private advertising.
  - 13. Submitting, posting, publishing or displaying any material which is defamatory, intentionally inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or harassing. Accessing material, which is obscene, profane, or sexually oriented.
  - 14. Use or attempted use while privileges are suspended or revoked.
  - 15. Failure to follow network security rules.
  - 16. Incurring telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs or other access charges without written permission of the Villa Grove Community Unit School District #302.
  - 17. Attempted or actual use, possession or creation of any computer virus or other software, or physical or electronic device intended to or capable of causing damage to any computer, network, or file. Computer and network vandalism is prohibited. Vandalism is defined as any act of a user which intentionally or recklessly causes



damage or attempts to cause damage to any person, entity, computer, computer component, file, or network.

18. Use of computing facilities knowingly to disrupt the work of another student, faculty member, school official or any other person or entity.
  19. Use of computing facilities knowingly to disrupt normal operation of any computing system.
  20. Posting of messages or material under a false name. The deletion, examination, copying or modification of files and/or data belonging to another user is prohibited.
  21. Use of computers, network or the Internet to engage in any theft or fraud.
  22. Accessing material related to illegal drugs and/or illegal drug paraphernalia is prohibited unless the material directly relates to assigned, current coursework and prior, specific approval has been given by the teacher of the course.
  23. E-mailing without a teacher's permission.
  24. These rules may be supplemented at any time in the discretion of the Villa Grove Community Unit School District #302. Any supplemental rules will immediately be binding upon all students.
- d. Network Etiquette – While using the Internet, students are required to abide by the generally accepted rules of network etiquette. These include, but are not necessarily limited to, the following:
1. Be polite; do not become abusive in your messages to others.
  2. Use appropriate language. Do not swear or use vulgarities, or any other inappropriate language.
  3. Do not reveal the identification, password, personal addresses, or telephone numbers of others.
  4. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of violations of school rules may result in discipline; those relating to illegal activities may also be reported to law enforcement authorities.
  5. Do not use the network in any way that would disrupt its use by other users.
  6. Consider all communications and information accessible via the network to be private property.
- e. No Warranties – The school makes no warranties of any kind, whether expressed or implied, regarding the use of computers, the network, the Internet, or the accuracy, correctness, completeness or reliability of any information, files or software. The school is not responsible for any damages for any of the foregoing, including loss of data, non-deliveries, missed deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the Internet is at the user's own risk. The Villa Grove Community Unit School District #302 specifically denies any responsibility for the accuracy or quality of information obtained through the use of the network, or Internet.
- f. Indemnification – The parent or guardian, by signing, in consideration of the Villa Grove Community Unit School District #302 providing his/her student with network and Internet access agrees to indemnify the Villa Grove Community Unit School District #302 for any losses, costs, or damages, including reasonable attorney fees, incurred by the Villa Grove Community Unit School District #302 relating to, or arising out of, breach of these or other School Rules by the student in using computers, the network, or the Internet.
- g. Security – Network security is a high priority. If a student identifies a security problem or failure on the school computers, the network, or the Internet, the student is required to notify the building principal. The following rules apply to network security:
1. Students must not demonstrate any security problem or security defeating technique to any other users.
  2. Students must keep accounts and passwords confidential. A student providing an account or a password to another, or using or attempting to use another individual's account or a password violates this rule.
  3. Attempting to log onto or use school computers, the network or the Internet using any other person's account, password or identification is a violation of these rules.
- h. Telephone Charges – The Villa Grove Community Unit School District #302 assumes no

responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. Ordinary Internet and local network access and use will incur no such charges. Any such charges are the responsibility of the Parent or Guardian signing the *Parental Consent Form*.

- i. Privacy – Electronic communications and downloaded materials may be monitored or read by school officials, who may edit or remove any material they, in their sole discretion, believes may be unlawful, obscene, abusive, or otherwise objectionable.
- j. Sanctions – Sanctions may be enforced for students who fail to follow one or more of the above policies.
  1. Violations may result in a loss of user privileges and network access.
  2. Removal from course.
  3. Restriction/prohibition from taking future courses.
  4. Additional disciplinary action may be affected by the user's grade level in line with existing practice regarding inappropriate language or behavior.
  5. When applicable, law enforcement agencies may be involved.

## **B. Cafeteria**

The hot lunch program provides "class A" lunches to all students and operates on a non-profit basis. These meals are nutritionally balanced and are served at a reasonable price. All students are expected to observe the following rules to make the lunch period enjoyable for everyone.

1. All lunches are to be eaten in the cafeteria. This includes students who carry their lunch to school as well as those who purchase their lunch here at school.
2. Students bringing their lunch to school may purchase milk from the school.
3. Students are not permitted to run, push, or "cut" into the serving line.
4. Students are expected to eat within a reasonable amount of time then properly dispose of the leftover food and place their trays in the proper location for the cafeteria employees to clean.
5. While in the cafeteria, talk in a conversational tone so as not to disturb others.
6. Leave the table and floor in a neat, clean, and orderly condition.
7. Deposit all paper products in the containers provided.
8. All books and book bags are to be left in your lockers or the designated area in the cafeteria.
9. Students must stay in the cafeteria during lunch time.

### FREE OR REDUCED LUNCHES AND BREAKFAST AVAILABLE TO QUALIFIED PERSONS

Revised federal guidelines are received annually, usually in August. All parents are sent application forms and an explanation cover letter. Parents who feel they qualify are encouraged to complete the application form and return it to the Superintendent of Schools.

### BREAKFAST PROGRAM

The Villa Grove Community Unit School District #302 will offer a breakfast program for students. Breakfast must be paid for on the day the student eats. Procedures for students eating breakfast are as follows:

1. Non-bus riding students should enter the building through the front main doors at 7:45 a.m. and go directly to the cafeteria.
2. Bus riders may go directly to the cafeteria through the main east doors immediately upon arrival (approximately 7:55 a.m.)
3. Students eating breakfast must remain in the cafeteria until the 8:00 AM bell.
4. All students should be in their classrooms by 8:15 AM and ready to start their day.
5. Rules of proper cafeteria behavior will be enforced.

## **C. Drills -- Fire and Disaster**

1. Fire -- Signaled by repeated blasts of our alarm system. You should proceed to the nearest exit, at your teacher's direction, with the rest of your class. You are not to return to the building until directed to do so by your teacher. Walk at all times!
2. Disaster/Tornado -- The School District is in constant contact with the Civil Defense officials. We will be warned in ample time if a tornado or disaster is imminent to our safety. A disaster/tornado warning is

signaled by three (3) quick blasts on the alarm system. Your teacher has been instructed on the various areas of safety within the building. Stay with your teacher and members of your class at all times during the alarm. Pay close attention to the directions given by your teachers and follow those instructions closely for your safety. Walk at all times! Do not leave your designated safety area until directed to do so by your teacher.

3. Your cooperation during drills, fire and disaster/tornado, is important to the overall safety and success should an actual disaster and/or fire occur.

#### **D. Insurance**

The Villa Grove Community Unit School District provides accident coverage for all students. Only accidents which occur during school sponsored and supervised activities, including participation in interscholastic activities, are covered. This plan of insurance is excess only. It will not duplicate benefits paid or payable by any other insurance or plan including HMOs or PPOs.

#### **E. Speech and Language Services**

Speech and Language screening will be conducted at the beginning of the school year for students who are suspected of having a disability or have a known speech and language disorder in the past. Parents will be informed of the results of this screening by the speech-language pathologist. If the screening indicates that more testing would be helpful to further assess the child's speech and language skills, parents will be asked to give consent in writing. Should speech and language services be recommended following testing, a conference will be arranged to discuss this with parents. Speech and language services are part of the special education program in the district and can be provided from ages 3-21 years who demonstrate a communication disorder

### **V. STUDENT TRANSPORTATION**

#### **A. School Traffic**

1. The drive in front of the school will be one way - North to South.
2. The South drive will be one way - West to East - between 7:30 and 8:30 a.m. and 3:00 to 4:00 p.m. At all other times it will be two way.
3. Please do not Double Park in the front drive. Please pull over to the sidewalk and have students exit the vehicle on the right side of the vehicle.
4. Parents are asked not to park along the highway in front of the school for student pickup.
5. Please obey state laws regarding fire zones and handicap parking.

#### **B. Bicycles**

1. Bicycles are not permitted on the playground areas during school. They are to be parked at one of the two bicycle racks located on the southeast and northwest corners of the school grounds. Children who are riding bicycles to school are to make sure that their bicycles are locked securely.
2. All rules of the road for bicycles apply to insure safe pupil transportation for bicycle riders and pedestrians.
3. With the narrow walkway across the bridge, and the congested foot traffic in front of the school before and after school, students are reminded to walk their bicycles in those areas.
4. Bicycles should never be ridden on the west-side (H. S. parking lot). Automobile and bus traffic make that area very dangerous to bicycle riders.
5. Violation of bicycle rules may result in the loss of the privilege to ride bicycles to school.

#### **C. Pedestrian Traffic**

1. Students are to stay on the sidewalks and out of the grassy areas near the classroom windows.
2. The steps in front of the high school are off limits to elementary students before and after school.
3. Elementary students may enter the building in the morning at the front main doors or the back doors.
4. Skateboards/Rollerblades/Scooters will not be allowed on school property.

#### **D. Buses -- General Information**

1. Student safety is a major concern of all persons responsible for student transportation. Because

- improper behavior on a school bus can contribute to accidents, state and local regulations must be obeyed. State law authorizes denial of riding to those students guilty of violations.
2. Parents are responsible for the supervision of their child until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.
  3. Once a student boards the bus -- and only at that time -- does he/she become the responsibility of the School District. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day.
  4. In cases when a student does not conduct himself/herself properly on a bus, such instances are to be reported to the Transportation Director by the driver. The Transportation Director may inform the student and parents of the misconduct and request parental cooperation in improving the conduct of the student.
  5. Students who become serious disciplinary problems on the school bus may be referred to the Principal and have their riding privileges suspended and/or revoked. In such cases, the parents of the student involved become responsible for seeing the student gets to and from school safely.

#### **E. Buses -- Rules and Regulations**

It is very difficult for the bus driver to maintain good order and not sacrifice his/her attention from his/her sole purpose of driving the bus in a safe manner. Knowing that you are interested in your own safety, we are asking your cooperation by studying the listed "bus rider rules" so as to impress upon you the absolute necessity of your cooperation.

1. The driver is in complete charge and must be obeyed.
2. Students will occupy assigned seats if deemed necessary.
3. Be on time at the designated bus stop in order to keep the bus on schedule.
4. Stay off the road at all times while waiting for the bus.
5. Wait until the bus comes to a complete stop before attempting to board the bus.
6. Be careful when approaching the spot where the bus stops.
7. Keep hands and head inside the bus at all times while you are on the bus.
8. Assist in keeping the bus safe and sanitary at all times. Paper and rubbish should be placed in the nearest container and not on the floor of the bus.
9. Remember that loud talking and laughing or unnecessary confusion diverts the attention of the driver and may result in a serious accident. Unnecessary conversation with the driver is to be avoided.
10. Never tamper with the bus or its equipment.
11. Any damage to the bus is to be reported to the driver immediately.
12. Never leave books, lunches, or other articles on the bus.
13. Help look after the safety and comfort of smaller children.
14. Do not throw anything out the window of the bus.
15. Do not leave your seat while the bus is in motion. Getting off or on the bus while it is in motion is prohibited.
16. Assist the driver at all times through courteous consideration.
17. Do not ask the bus driver to stop at places other than the regular bus stops; he/she is not permitted to do so unless he/she has prior authorization from a school official.
18. At a discharge point, if it is necessary to cross the highway, go to a point at least ten (10) feet in front of the bus where traffic, in both directions, may be observed. Wait for permission from the driver before crossing.
19. On other trips, respect the wishes of the chaperone/sponsor.
20. Keep books, packages, coats, and all other objects out of the aisle.
21. Be absolutely quiet when approaching and crossing railroads.
22. In case of a road emergency, remain in the bus until the driver gives instructions.
23. Be alert to a danger signal from the driver.
24. No eating is allowed on the bus.
25. Students will refrain from using inappropriate language and gestures on the bus.

Students who ride buses to attend out-of-town school sponsored activities or ride student fan buses to athletic contests are expected to return on the bus. Sponsors may allow students to return with their parents or grandparents provided the request is made in person by the parents or a written request is

presented by the student to the sponsor.

## **VI. SEXUAL HARASSMENT**

### **A. Employee Sexual Harassment of Students - Findings and Intent**

It is the policy of the Board of Education to provide for its students an educational environment free from unwelcome sexual advances, unwelcome requests for sexual favors or other verbal or physical conduct or communications of a sexual nature constituting sexual harassment as defined and prohibited in this policy

Definitions -- "Sexual harassment" committed by an employee against a student is defined for purposes of this policy as:

Any unwelcome sexual advances or requests for sexual favors made by an employee to a student, or any conduct of a sexual nature exhibited by an employee toward a student, when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment; or when the employee either explicitly or implicitly makes the student's submission to such conduct a term or condition of, or uses the student's submission to or rejection of such conduct as a basis for determining:

1. The educational performance required or expected of the student;
2. The attendance or assignment requirements applicable to the student;
3. To what courses, fields of study or programs the student will be admitted;
4. The quality of instruction the student will receive;
5. What extracurricular teams the student will be a member of or in what extracurricular competitions the student will participate;
6. Any grade the student will receive in any examination or in any course or program of instruction in which the student is enrolled;
7. The progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; or
8. The student's access to any entitlement from which the student would otherwise benefit.

For purposes of this policy "employee" means and includes the Superintendent, a Building Principal or other administrator, any certified instructional or instructional support employee including counselors, teacher aides, nurses, and all classes of educational support employees employed by the District but expressly excludes independent contractors and volunteer personnel.

#### Prohibited Conduct

It shall be a violation of this policy for any employee:

1. To make any unwelcome advances or requests for sexual favors to a student or to engage in any conduct of a sexual nature for any purpose or when such conduct has the purpose of interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment.
2. To explicitly or implicitly make the student's submission to such conduct a term or condition of or use the student's submission to or rejection of such conduct as a basis for determining:
  - a. The educational performance required or expected of the student;
  - b. The attendance or assignment requirements applicable to the student;
  - c. To what courses, fields of study or programs the student will be admitted;
  - d. The quality of instruction the student will receive;
  - e. What extracurricular teams the student will be a member of or in what extracurricular competitions the student will participate;
  - f. Any grade the student will receive in any examination or in any course or program of instruction in which the student is enrolled;
  - g. The progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; or

- h. The student's access to any entitlement from which the student would otherwise benefit.

#### Duty to Report

Students have the responsibility to immediately report all instances of sexual harassment. However, the Superintendent, Building Principal or Coordinator for Nondiscrimination shall not fail to fully investigate a claim of sexual harassment solely because such claim was not promptly reported.

#### Retaliation

The District shall not in any way retaliate against an individual who reports alleged sexual harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint; nor shall the District permit any employee or student to do so. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### Grievance Procedure

1. Any student who is the victim of sexual harassment may directly inform the person engaging in sexual harassment that such harassment is unwelcome and must stop. Any employee who is so informed to stop engaging in sexual harassment shall do so immediately. The Board recognizes, however, that power and status disparities between the alleged harasser and victim may make such a confrontation impossible.
2. Students shall report any sexual harassment to the Building Principal, Superintendent or Coordinator for Nondiscrimination or Counselor. If the claim of sexual harassment is against the Building Principal of the student, then the student shall report the instance to the Superintendent. If the claim is against the Superintendent, then the student shall report the instance to his or her Building Principal, who shall report the claim to the President of the Board of Education. The President of the Board of Education is hereby authorized to appoint any administrator to fully investigate any claim of sexual harassment against the Superintendent. Any person so appointed shall have the same power to investigate the claim as if he/she were the Superintendent, and shall report his or her findings to the Board of Education.
3. The Superintendent, or his/her designee, or the Administrator appointed by the President of the Board of Education shall fully investigate all claims of sexual harassment, and as part of such investigation, shall conduct interviews of all persons involved. Upon the conclusion of the investigation, the person conducting the investigation shall reduce his or her findings and determinations in writing and provide a copy thereof to the student who has complained of sexual harassment.

If the person conducting the investigation determines that there is no basis for the claim of sexual harassment, no further action shall be taken. If the student complaining of harassment disagrees with the findings of the person conducting the investigation, he or she may bring the matter to the attention of the Board of Education for its review. Such review shall be commenced by the student making written exceptions to the findings and determinations of the person who conducted the investigation. Such exceptions shall be delivered to the Superintendent for transmittal to the Board of Education; except if the Superintendent is the person complained of, the exceptions shall be delivered to the person conducting the investigation for transmittal to the Board. The Board may consider the exceptions at a regular or special meeting. If the Board of Education agrees with the exceptions, or disagrees with the findings and determinations of the person conducting the investigation, it shall commence appropriate steps to discipline the employee complained of.

#### Corrective Action

If, after a full investigation of the matter, the Superintendent determines that sexual harassment occurred, he or she may take such disciplinary measures as may be appropriate. If serious misconduct has occurred, the Superintendent shall refer the matter to the Board of Education, which may impose whatever discipline it deems appropriate, including, without limitation, taking such steps as are necessary to effectuate the dismissal of the employee.

If the Superintendent is the subject of the claim of sexual harassment, the administrator appointed by the President of the Board of Education shall, following a full investigation of the matter, report to the

President of the Board of Education. The President shall then convene a meeting of the Board of Education to consider the matter. The Board may then impose whatever discipline it deems appropriate, including, without limitation, steps leading to the dismissal of the Superintendent.

#### Sexual Harassment by Non-employees

The Board of Education will not tolerate, condone or permit sexual harassment committed against students by non-employees who conduct business with the District. The Board of Education encourages reporting of all incidents of alleged sexual harassment, regardless of whom the offender may be, and will promptly investigate all reported incidents, when the alleged offender is not an employee of the District. The School Administration, in consultation with the complaining person, will review the Complaint and attempt to identify and implement a reasonable remedy if sexual harassment has been confirmed.

#### Sexual Harassment as Criminal Conduct

Under certain circumstances, sexual harassment may constitute criminal conduct. In such situations, the District shall comply with its reporting and other legal obligations.

#### Dissemination of Policy

The Superintendent shall communicate the substance of this policy to all students by means likely to inform students of their rights and responsibilities under this policy. The Superintendent shall further provide a copy of this policy or communicate its contents to new students at the time of their first enrollment in the District.

Source: 42 U.S.C. 2000e, et seq.

29 C.F.R. 1604.11

775 ILCS 5/1-101, et seq.

### **B. Student Sexual Harassment of Students - Findings and Intent**

It is the policy of the Board of Education to provide for its students an educational environment free from unwelcome sexual advances, unwelcome requests for sexual favors or other verbal or physical conduct or communications of a sexual nature constituting sexual harassment as defined and prohibited in this policy.

#### Sexual Harassment Defined

"Sexual harassment" committed by a student against another student is defined for purposes of this policy as:

Any unwelcome sexual advances or requests for sexual favors made by one student to another student, or any conduct of a sexual nature exhibited by a student toward another student, when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment.

#### Prohibited Conduct

It shall be a violation of this policy for any student to sexually harass a student as defined herein.

Sexual harassment of a student, as defined above, may include, but is not limited to, the following:

1. Pressure for sexual activity with sexual or demeaning implications
2. Repeated remarks to the student with sexual or demeaning implications;
3. Unwelcome and deliberate touching;
4. Inappropriate cornering, patting or pinching;
5. Intentional brushing against a student's body;
6. Uninvited comments of a sexual nature regarding physical or personality characteristics;
7. Uninvited sexually oriented kidding, teasing, jokes or questions;
8. Uninvited letters and telephone calls;
9. Uninvited sexually suggestive looks and gestures; and
10. Attempted or actual rape or sexual assault.

#### Duty to Report

Students have the responsibility to immediately report all instances of sexual harassment. However, the



Superintendent, Building Principal or Coordinator for Nondiscrimination shall not fail to fully investigate a claim of sexual harassment solely because such claim was not promptly reported.

#### Retaliation

The District shall not in any way retaliate against an individual who reports alleged sexual harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint; nor shall the District permit any student to do so. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### Grievance Procedure

1. Any student who is the victim of sexual harassment may directly inform the person engaging in sexual harassment that such harassment is unwelcome and must stop. Any student who is so informed to stop engaging in sexual harassment shall do so immediately. The Board recognizes, however, that power and status disparities between the alleged harasser and victim may make such a confrontation impossible.
2. Students shall report any sexual harassment to the Building Principal, Superintendent, and Coordinator for Nondiscrimination or Counselor.
3. The grades, attendance or assignment requirements or other conditions of school participation of any student who complains of sexual harassment shall not be affected by so complaining.
4. The Superintendent or his or her designee shall promptly and thoroughly investigate all claims or sexual harassment, and as part of such investigation, shall conduct interviews of all persons involved. A student who fails to cooperate fully in an investigation or supplies false information may be subject to discipline. Upon the conclusion of the investigation, the investigator shall reduce his or her findings and determinations in writing and provide a copy thereof to the student who has complained of sexual harassment.
5. If the person conducting the investigation determines that there is no basis for the claim of sexual harassment, no further action shall be taken. If the student complaining of harassment disagrees with the findings of the investigator, he or she may bring the matter to the attention of the Board of Education for its review. Such review shall be commenced by the student making written exceptions to the findings and determinations of the person who conducted the investigation. Such exceptions shall be delivered to the Superintendent for transmittal to the Board of Education. The Board may consider the exceptions at a regular or special meeting. If the Board of Education agrees with the exceptions, or disagrees with the findings and determinations of the person conducting the investigation, it shall commence appropriate steps to discipline the student complained of.
6. If, after a full investigation of the matter, the Superintendent determines that sexual harassment occurred, he or she may take such disciplinary measures as may be appropriate. If serious misconduct has occurred, the Superintendent shall refer the matter to the Board of Education, which may impose whatever discipline it deems appropriate, including, without limitation, taking such steps as are necessary to effectuate the expulsion of the student complained of.

Where a hostile, intimidating or offensive educational environment has been found to exist, the Superintendent shall take reasonable steps to eliminate the conduct creating such environment.

#### Sexual Harassment as Criminal Conduct

Under certain circumstances, sexual harassment may constitute criminal conduct. In such situations, the District shall comply with its reporting and other legal obligations.

#### Dissemination of Policy

The Superintendent shall communicate the substance of this policy to all students by means likely to inform students of their rights and responsibilities under this policy. The Superintendent shall further provide a copy of this policy or communicate its contents to new students at the time of their first enrollment in the District.

Source: 42 U.S.C. 2000e, et seq.

29 C.F.R. 1604.11 775 ILCS 5/1-101, et seq.

## **VII. ACADEMICS**

### **A. Grading System --- GPA, Grades, Report Cards**

1. Report cards are issued at the end of each nine-week session. The nine-week (quarter) sessions are listed on the school calendar. Midterm reports are given to the students midway through each nine week period. Parents are encouraged to make personal contact with teachers any time progress information is desired. Normally report cards are distributed one week after the nine weeks period ends.
2. In Grades 1-6, letter grades are used to designate a pupil's progress. The report card issued is to be signed and returned to the pupil's homeroom teacher.

The grading system is as follows:

A = work is excellent in quality and quantity (90 - 100%).

B = work is good and above average (80 - 89%).

C = work is average (70 - 79%).

D = work is poor and below average. Failure may occur unless immediate improvement is made (60 - 69%).

E = work is completed and credit is "assigned" due to student effort.

F = work is unsatisfactory and student "fails" (0 - 59%).

INC = work is incomplete and a deadline for completion and credit is set.

S = Satisfactory work.

U = Unsatisfactory work.

The grade point scale for each letter grade is:

A = 5; B = 4; C = 3; D = 2; E = 1; F = 0

3. In Kindergarten, the grading scale is as follows:

E = Excellent

S = Satisfactory

P = Progressing

N = Needs Improvement

### **B. Grade Change**

1. Grades may be changed only for the following reasons: clerical error, calculation error or misinterpretation by the teacher.
2. The following steps shall be used when a grade is questioned:
  - a. Teacher is informed of the alleged error.
  - b. Teacher reviews the situation.
  - c. Teacher makes the decision to change or not change the grade.
  - d. Teacher informs the person questioning the grade of the decision.
  - e. If the teacher's decision is still in question, the building principal shall be informed.
  - f. The building principal shall then make the final decision.

### **C. Honor Roll**

A student must have a 4.5 or above grade point average for High Honors. A student will be eligible for Honors with a 4.0 grade point average. Grades four through eight will be compiled at the end of the school year.

### **D. Homework**

From time to time, your child will have assignments to complete outside of school. It is important for you to cooperate with your child's teacher to see that they get done. Homework assignments may be given at any level from kindergarten through sixth grade for a wide variety of reasons:

1. To reinforce what was learned in class.
2. To practice what was learned in class.
3. To finish what was started in class.

4. To research a topic chosen in class.
5. To study independently a topic started in class.
6. To visit the library.
7. To explore new fields.

**You help your child when you:**

1. Check each day to see if your child has a homework assignment and if he/she understands how to do it.
2. Schedule a specific time for doing the homework without interruption, preferably in the afternoon or early evening.
3. Provide a quiet place in the home for study.
4. Reinforce what was taught by the same method used in school.
5. Check the work to make sure he/she understands what he/she did.
6. Ask your child to tell you what he/she has been studying, what he/she has learned.
7. Check to see that all borrowed school materials are returned promptly and in good condition, and that the homework is completed on time and taken to school.

**You hinder your child when you:**

1. Do his/her homework for him/her.
2. Disagree with or criticize the teacher.
3. Argue over homework.
4. Show little interest.

## **E. Physical Education**

The school will recognize a parent's written request for the modification of a student's physical education activities for a period of not more than two days. Students wishing modification in physical education for a longer period of time will be required to obtain a note from a licensed Illinois physician stating the reason(s) why the student is unable to fully participate in physical education classes, and the date the student may return to class on a regular basis. The physician's note should also include some type of suggested restriction and/or activity for the student. **If a student is excused from daily Physical Education, they will not be able to participate in any activity time (recess) or any extra-curricular activity during the time they are being excused from Physical Education.**

## **F. Placement of Transfer Students from Non-Public Schools**

The building principal shall place an incoming student at the grade level deemed appropriate based upon available information and student records. This placement may be altered at any time. Students who have been homeschooled will be required to take grade level placement assessments and will be placed by the building administrator.

## **G. Records**

Student, permanent and temporary. The School will maintain the temporary records of each student for a minimum of five years. The School may also provide a broad disclosure of student records to "juvenile authorities" without parental consent. Pursuant to Chapter 122, Article 50, of the Illinois State School Code, all student handbooks must include the following information:

1. Permanent student records shall consist of:
  - a. Basic identifying information, including students' and parents' names and addresses; students' birthdate and birthplace; and gender;
  - b. Academic transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance exams;
  - c. Attendance record;
  - d. Accident reports and health records;
  - e. Record of release of permanent records information
  - f. Honors and awards received; and
  - g. Information concerning participation in school sponsored activities or athletics, or offices held in school-sponsored organizations.
2. Temporary Records may consist of:

- a. Family background information;
- b. Intelligence test scores, group and individual;
- c. Aptitude test scores;
- d. Reports on psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews;
- e. Elementary and secondary achievement level test results;
- f. Participation in extracurricular activities including any offices held in school sponsored clubs or organizations;
- g. Honors and awards received;
- h. Teacher anecdotal records;
- i. Disciplinary information which includes information concerning "serious disciplinary infractions" which are defined as infractions involving drugs, weapons or bodily harm to another resulting in expulsion, suspension or the imposition of punishment or sanction.
- j. Special education files including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals;
- k. Reports or information from non-educational persons, agencies or organizations;
- l. Other verified information of clear relevance to the education of the student; and,
- m. Record of release of temporary record information.

### **3. Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- a. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the District official to whom the request was submitted does not maintain the records, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
- b. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify where it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- c. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- d. The right to file a complaint with the U. S. Department of Education concerning alleged failures

by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D. C. 20202-4605

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he/she does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

You will want to make the information in these records available to prospective employers and colleges during the senior year and later. You will want to do your best to present an acceptable record. Remember: You make your own record, the school only keeps it for you and your future.

## **H. Student Progression**

The Villa Grove Community Unit School District is dedicated to the best total and continuous development of each pupil enrolled; therefore, students will progress from level to level based on their successful completion of the curriculum and the mastery of basic skills. Students will progress from task to task and level to level based upon evaluation and diagnosis of individual achievement. To ensure uniformity of evaluation and decisions with regard to promotion or retention of students, the following policy will be adhered to.

### **1. Grades K- 6**

- A. Promotion shall mean that the student's needs can best be met at the next grade level. Retention shall mean that the student's needs can best be met at the present grade level.
- B. The teachers and principal will consider the following factors in evaluating a student's progress for promotion;
  - 1. proficiency in basic skills necessary for successful performance at the next grade level
  - 2. performance on standardized tests, teacher observation and evaluation, and amount of work successfully completed or other criteria as established by the Board of Education
- C. The level of proficiency that will be used in determining student progression will be:
  - 1. Students in grades K-6 who have not mastered the basic skills in mathematics and language arts, which includes reading, writing, spelling, and English, will not be promoted to the next grade level.
- D. Students may have the opportunity to participate in summer school (if offered) and other programs to accelerate student performance to meet the requirements for promotion. If additional instruction or summer work is done outside the Villa Grove School District, it should be approved in advance by the building principal.
- E. When a student demonstrates a lack of proficiency in basic skills, the classroom teacher, principal, other appropriate staff, and parents will confer regarding the student's academic progress.
- F. When retention is being considered, the principal, and staff will review the student's progress with the parents. Based on the above criteria, the principal will make the final decision about the next year's assignment and notify the parents.

### **2. Academic Acceleration**

#### **A. For clarification purposes we are defining**

- 1. *"Acceleration" as – the expediting of a student's academic progress toward completing the graduation requirements at Villa Grove High School.*
- 2. *"Sending" teacher as – the teacher of the class, which the student is leaving and/or*

*for which they are taking the proficiency test.*

3. *"Receiving" teacher as – the teacher of the class to which the student will move if they meet the criteria and/or pass the proficiency test.*

- B. Any student who accelerates their academic program and is not successful (this is not limited to grades) in the receiving class may be assigned to the sending class. This review and recommendation must involve the same personnel, including the principal, who were involved in the original decision to grant the acceleration.

#### **I. Textbooks**

Students assume full responsibility for books entrusted and assigned to them. Any item belonging to the school district that is maliciously destroyed/damaged or lost by any student(s) will be paid for by the student(s) involved.

### **VIII. DISCIPLINE**

#### **A. Disciplinary Expectations**

Good discipline in schools is extremely important to all of us - teacher, principal, superintendent, board of education, and parents. In the end, good discipline is important to the students most of all, for upon it depends the kind of schooling they will receive. Without good discipline, the schools cannot discharge their primary function of guiding the development of new citizens. Without it, students cannot realize their greatest opportunities for growth.

### **PBIS (Positive Behavioral Interventions and Supports)**

**DISCIPLINARY EXPECTATIONS:** Behavior is a matter of choice. Students are expected to behave in an orderly and appropriate manner with regard to respecting the rights of others, the rules and regulations of the school district, the directives of school personnel, and all existing laws. Any conduct that prevents teaching, hinders learning, causes a disruption to the educational environment, or endangers the safety/well-being of others will be subject to disciplinary action, regardless of intent. In all matters relating to the discipline and conduct of the school and its students, school personnel stand in relation with parents and guardians to the students. This relationship extends at all times while students are on school property, traveling to and/or from school, and engaged in school-related activities.

Several degrees of disciplinary intervention exist at Villa Grove. Consequences will vary depending on the infraction and frequency of occurrences. The purpose of assigning consequences is to change problematic behavior for the better. Consequences may include, but are not limited to conferences, written misconduct referrals, classroom removals, loss of privileges, behavioral reflections, after school and lunch detentions, or internal/external suspensions for one to ten days.

A *Dependable Devil Matrix* has been developed to further assist students in understanding school-wide behavioral expectations. Copies of the behavior matrix are posted throughout the school in common areas are available to students in classrooms and the main office.

### **BE RESPECTFUL - BE RESPONSIBLE - BE PREPARED**

The Purpose of being a Dependable Devil at Villa Grove Elementary is to promote a positive learning community in a consistent manner by:

- Teaching clearly defined school-wide expectations
- Teaching responsible decision-making

- Teaching ownership of choices

## **What is PBIS?**

PBIS (Positive Behavioral Interventions and Supports) is a systems approach to preventing and responding to classroom and school discipline problems. PBIS develops school-wide systems that support staff to teach and promote positive, appropriate behavior in all students. This process focuses on improving the positive behavior of all students. Emphasis is directed toward developing and maintaining safe learning environments where teachers can teach and students can learn.

## **How does it work?**

A key strategy of the PBIS process is prevention. The majority of students follow the school behavioral expectations, however, are rarely acknowledged for their positive behavior. Through instruction, comprehension and regular practice, all stakeholders use a consistent set of behavior expectations and rules.

At Villa Grove PBIS Building Teams are composed of representatives from each grade level, social workers, staff members, and administrators. The Building PBIS Team meets regularly to analyze behavioral data, create visuals to advertise school expectations, develop behavioral matrixes, create "cool tools" or lessons for staff to use with students; develops and maintains a building-level reinforcement system; informs parents and community members about PBIS activities; assists the administration in developing a continuum for managing inappropriate behaviors and serves as cheerleaders for the PBIS process in the school.

Teachers implement the plans developed by the Building Team. They actively work with students in understanding classroom rules based on the Villa Grove expectations of being respectful, responsible and safe. They further teach the "cool tools" to students, monitor student behavior and acknowledge and reward appropriate behaviors with "Devil Dollars."

## **Matrixes**

The PBIS Building Team has developed the Villa Grove "Be a Dependable Devil" Behavior Matrix for appropriate behaviors which are expected of all children within the classroom as well as in non-classroom situations, e.g. hallways, bathrooms, cafeteria, bus. These expectations are taught to students through "Cool Tools" which are explained by the classroom teacher. The matrixes are to help address problem areas seen in each building.

## **Cool Tools**

Cool Tools are lessons that have been designed to teach children appropriate behaviors. Schools have cool tools for expected behaviors in the classroom, cafeteria, hallways, bathrooms, playground, bus, and other non-instructional areas.



<b>Blue Devil Values</b>	<b>Classroom</b>	<b>Hallways</b>	<b>Cafeteria</b>	<b>Extra-Curricular</b>	<b>Playground</b>	<b>Computer Lab</b>	<b>Bathroom</b>	<b>Bus</b>	<b>All Areas</b>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• Be ready to start your day at 8:15</li> <li>• Listen while others are talking</li> <li>• Listen and follow directions</li> <li>• Work quietly</li> <li>• Bring required supplies</li> <li>• Use your inside voice</li> </ul>	<ul style="list-style-type: none"> <li>• Use walking feet</li> <li>• Walk in a straight line, face forward</li> <li>• Plan ahead for bathroom and locker stops</li> </ul>	<ul style="list-style-type: none"> <li>• Get all of the items I need before sitting down</li> <li>• Eat my own food</li> <li>• Clean up after myself</li> <li>• Respond to quiet signals</li> <li>• Keep all food and drinks in the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>• Say positive things about the Blue Devils</li> <li>• Be prepared for your activity</li> <li>• clean your area after your activity</li> <li>• Arrive on time</li> <li>• Maintain academic eligibility</li> </ul>	<ul style="list-style-type: none"> <li>• Line up promptly when whistle is blown</li> <li>• Dress for the weather</li> </ul>	<ul style="list-style-type: none"> <li>• Use computer and internet for academic purposes only</li> <li>• Notify supervising adult when computer is not working</li> </ul>	<ul style="list-style-type: none"> <li>• Return to class quickly</li> <li>• Flush when finished</li> <li>• Place trash in the trash cans</li> <li>• Be Quick, Be Quiet, Be Clean</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your area clean</li> <li>• Take all your belongings with you</li> </ul>	<ul style="list-style-type: none"> <li>• Observe school handbook rules including assembly etiquette</li> <li>• Follow directions the first time they are given</li> <li>• Accept responsibility for your actions</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Use classroom supplies appropriately</li> <li>• Maintain a clean and organized work area</li> <li>• Use kind and appropriate words</li> </ul>	<ul style="list-style-type: none"> <li>• Walk on the right side</li> <li>• Face forward</li> <li>• Maintain physical space</li> <li>• Use a quiet voice</li> <li>• Keep hands, feet, and other objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in my seat</li> <li>• Walk in the cafeteria</li> <li>• Raise your hand before getting up</li> <li>• Keep 2 hands on the lunch trays</li> <li>• Listen to adults</li> </ul>	<ul style="list-style-type: none"> <li>• Stay with your group or in your assigned area</li> <li>• Listen to your advisor/teacher/chaperone</li> <li>• Keep an eye on your "buddy"</li> </ul>	<ul style="list-style-type: none"> <li>• Report problems to the teacher</li> <li>• Use equipment properly</li> <li>• Keep hands, feet, body, and toys to myself</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and exit in an orderly manner</li> <li>• Push in chairs</li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands with soap when finished</li> <li>• Report any problems to your teachers</li> <li>• Use fixtures the way they should be used</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to your driver</li> <li>• Follow directions</li> <li>• Use kind words and actions</li> <li>• Follow 0-1-2 rule</li> <li>• Keep hands, feet, and other objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions from all adults</li> <li>• Be attentive and courteous listener</li> <li>• Follow 0-1-2 rule</li> <li>• Keep hands, feet, and other objects to yourself</li> </ul>
<b>Be Kind</b>	<ul style="list-style-type: none"> <li>• Use your manners</li> <li>• Help others when needed</li> <li>• Be patient, and wait your turn</li> <li>• Encourage others</li> <li>• Include others in your group</li> <li>• Be honest</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of others in the hallway</li> <li>• Pick up trash or other items in the hallway</li> <li>• Give a big smile</li> <li>• Look for ways to help others</li> </ul>	<ul style="list-style-type: none"> <li>• Use an inside voice</li> <li>• Keep your area clean</li> <li>• Use kind words</li> <li>• Use manners</li> </ul>	<ul style="list-style-type: none"> <li>• Say nice things to others</li> <li>• Say thank you to adults who help you</li> <li>• Help others/visitors who are new to our building</li> </ul>	<ul style="list-style-type: none"> <li>• Play fair</li> <li>• Take turns and share</li> <li>• Make sure everyone plays</li> <li>• Follow directions</li> <li>• Follow good sportsmanship</li> <li>• Use school appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>• Use your inside voice</li> <li>• Honor everyone's privacy</li> <li>• Be polite</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated</li> <li>• Keep aisle clear</li> <li>• Use an inside voice</li> </ul>	<ul style="list-style-type: none"> <li>• Speak using the appropriate volume</li> <li>• Say you are sorry if you bump into someone</li> <li>• Smile at everyone</li> </ul>

**BE A DEPENDABLE DEVIL**

## Data Management

To monitor the effectiveness of our program, the school inputs information into a database regarding negative behavior occurring throughout the school day. This data is analyzed by the Building Team and shared with teachers and staff. From the analysis of the data, the Building Team makes suggestions, revisions, or adjustments to the program.

## Does it make a difference?

PBIS is based upon sound educational practices grounded in psychological and sociological theory. It began as a joint initiative by the University of Oregon and the federal Department of Education. Currently, PBIS is implemented across the United States and in many foreign countries

The PBIS model is a research-based strategy that is supported by over 900 schools in the state of Illinois. The 3-tiered approach reduces problem behavior as a barrier to student achievement. Public schools have 180 days each year to advance academic progress, so instructional time is very valuable.

## What about parents?

Parents are an important part of PBIS implementation. We encourage parents to use the same expectations and rules that the school teaches. This common language creates consistency and a unified support for expected student behavior. Parents are asked to discuss the common rules and expectations and post them at home for easy reference. Students thrive when they have consistent, predictable expectations and consequences. Parents and schools alike agree that by reducing time students spend with behavioral disruptions and increasing academic time, student achievement improves.

## PLAYGROUND RULES

1. Watch what you say! No name calling or foul language allowed.
2. Keep your hands and feet to yourself. No fighting, pushing, kicking, and NO TACKLE FOOTBALL!
3. Use all playground equipment properly. Share all equipment.
  - a. No twisting or double swinging, no saving swings; swing with your bottom in the seat only.
4. Stay in play areas. We like to know where you are! If you need to use the restroom, ask permission to go inside, BUT it's better if you use the restroom before going out! Ask permission from the duty teacher before going into the parking lot or road to get a lost ball.
5. Stay off all fences, backstops, dugout roofs, trees and from underneath the bleachers.
6. The north wall of the little gym is the only place throwing balls against the wall will be allowed. Stay in the designated area. Use soft balls, tennis balls, etc. No hard balls allowed in any area of the playground. Kicking balls are allowed in the grassy areas only, not on blacktop.
7. No guns, knives, sharp sticks, or any other harmful item allowed on the playground at any time!
8. Please keep your battery operated toys at home.

We want our playground to be fun and SAFE for all students!

If you **BREAK** the rules:

- 1<sup>st</sup> time: Warning
- 2<sup>nd</sup> time: 5 min. sitting out at recess
- 3<sup>rd</sup> time: Ten min. sitting out at recess.
- 4<sup>th</sup> time: Principal and parent will be contacted.

## **B. Cellular Phone and Smartwatch Possession and Usage**

Cell phones are **not to be used** on school buses, prior to school, or during the school day. All cell phones are expected to be **turned off** from the time a student gets on a school bus to the time that school is over in the afternoon or a student arrives home from his/her bus ride. All cell phones are to be turned off and **kept in** backpacks, pockets, or purses when on a school bus. Cell phones are to be **left in lockers or backpacks** during the school day and turned off. (7:45-3:02)

**The only time that cell phones can be used is after school. The only place that cell phones can be used is outside or in west hallway outside the gym.**

### **Cell Phone Misuse and Disciplinary Consequences**

If you choose to bring a cell phone to school, you are expected to abide by the rules. Cell phones must stay in the locker during the day. They may NOT be carried on the person or in a purse, for example. If it is taken anywhere it is not supposed to be or is out on a school bus, it does not matter whether it is on or off (or rings or does not), the following consequences will occur.

Consequences for violating cell phone expectations are provided below. **ONLY the voice feature of a cell phone can be used on school grounds before and/or after school or on buses to/from athletic events (only with coach's permission) – no games, cameras, video, PDA, texting or other features.**

A Cell Phone NOT stored away during the day appropriately, left on in a Locker, or On the Bus -

**1<sup>st</sup> time** - detention and confiscated – returned to the student at the end of the day.

**2<sup>nd</sup> time** - detention and confiscated – parent picks it up, loss of privilege to bring a cell phone to school for 30 days.

**3<sup>rd</sup> time** - phone is confiscated, parent picks it up and the loss of privilege to bring a cell phone for one calendar year.

**Only items required for class may be at student's desk. All other items (bags, purses, etc.) must be left at the teacher-designated location in the classroom.**

### **A Cell Phone in the Bathroom or Locker Room**

Cell phones with camera features are particularly a problem in these two areas. If there is any proof that a picture was taken, it may result in immediate disciplinary action and possible police involvement. Students who use this feature will lose the privilege of bringing a cell phone to school. The camera feature of a cell phone is **NOT** to be used at school bus stops, on buses, on school grounds or anywhere in the school building.

There are phones in the teacher's classrooms and also a phone in the office for student emergency use with teacher or office staff permission.

Reference: Illinois School Code – 105ILCS 5/10-20.28

**Smartwatches** are not allowed in classrooms. They are to be left in lockers, book bags, etc and will be treated like a cell phone in misuse and consequences.

## **C. Bullying**

The school district shall respond promptly and appropriately to address “students who have demonstrated behaviors that put them at risk for aggressive behavior, including without limitation, bullying.”

Bullying shall be defined as any behavior, which causes, attempts to cause or risks physical and/or psychological harm to someone else, or urges or encourages others to engage in such conduct. Prohibited behavior includes any act of violence, force, noise, coercion, threats, intimidation, fear or other

comparable conduct.

In the event school officials identify bullying or aggressive behavior occurring at school or when such bullying or aggressive behavior has a legitimate school connection, parents and/or legal guardians may be notified.

School officials may involve and employ such district and community-based resources as in the sole discretion of school officials are deemed appropriate in instances of bullying or aggressive behavior including but not limited to:

1. Notification and involvement of the school counselor, social worker, psychologist or other school support service provider;
2. Application of the school district's discipline procedures;
3. Notification and involvement of appropriate law enforcement authorities;
4. When appropriate, evaluation or referral for special education services;
5. Notification and involvement of community-based support organizations or services.

Leg. Ref. 105 ILCS 5/10-20.14(d) eff. January 1, 2002

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Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate images, or website postings (including blogs) which has the effect of:

1. Physically, emotionally, or mentally harming a student or staff member;
2. Placing a student or staff member in reasonable fear of physical, emotional, or mental harm;
3. Placing a student or staff member in reasonable fear of damage to or loss of personal property; or
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

The use of any school computer or electronic device for the purpose of cyber-bullying is strictly prohibited. Cyber-bullying using home-based or off-campus devices that results in a material and/or substantial disruption to the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation.

#### **D. Building -- Care & Use**

Students are expected to care for school property as their parents expect them to care for their home furnishings. It is both a moral and legal responsibility to do so. Students owe it to the people of the community, and more importantly to themselves, to take care of the school and its equipment.

We are judged individually by the appearance of our school; therefore, each student is expected to refrain from littering the halls or marking on walls or desks. Each student is also responsible for keeping an orderly locker and/or desk.

Markings on desks or walls or discarded candy and gum wrappers on the floor are common indications of the absence of consideration for others. If furniture is marred, window glass broken, the building defaced, or equipment damaged, you may be required to pay for the damage replacement. Students who deliberately damage, break, or deface the building or any of its contents face immediate suspension and possibly expulsion and prosecution.

Students are expected to respect the right of property owners in the vicinity of the school and should use for recreational purposes only those facilities provided for them. To keep our building attractive will require the efforts of everyone. Let us keep it in such condition we can all be proud so anyone coming into the building will be impressed with its cleanliness and orderliness.

## **E. Clothing and Student Attire**

1. Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching and learning environment. Dress or grooming which is not in accord with reasonable standards of health, safety, modesty, and decency, will be considered inappropriate.
2. The standards should be consistent with good judgment, common sense, decency, respectability and community standards.

Students need to follow the guidelines stated below:

1. Spaghetti-strap tops, halter-tops, and tube tops are not permitted, nor is any shirt or top that shows cleavage.
2. A garment may not expose the torso under any conditions. Shirts, blouses, and tops, which are not tucked in, must be long enough to cover the midsection when the student is in a sitting or standing posture.
3. No garments may be worn which advertise illegal drugs, alcohol, tobacco, sex or gangs.
4. No garment or accessory may be worn that is sexually suggestive. (ex. Hooters)
5. Patches and or decorations may not be suggestive or degrading in nature and may not be suggestive in their location on clothing. No writing on the seat of the pants. Tears below the knee are acceptable as long as the jeans are not a safety concern.
6. Shoes must be worn on school premises at all times.
7. Pants or shorts must be worn at the waist and must not at any time, reveal underwear, or under shorts.
8. Students may not wear pajama bottoms/tops, or house slippers.
9. Unusual or "costume" dress is not acceptable
10. Shorts, skirts, or skorts must be of reasonable length and fit (mid-thigh)
11. Hats and sunglasses are not to be worn in the building during the school day or exiting the school at the end of the class day.
12. Chains of any length are not acceptable. They are potentially hazardous to student safety and can cause damage to property. They can also be a disruption to the learning environment.
13. Clothing must not be exceptionally tight or too baggy.
14. Tights must be worn with a top that is at least thigh length.

Students wearing unacceptable attire will be asked to change into acceptable attire. Violators will be sent home to change or asked to cover up inappropriate attire with another garment. Time spent changing will be unexcused. Students may be assigned detention for the first offense. Teachers and administrators are responsible for monitoring the dress of the student body. If you have any questions regarding the acceptability of a particular item of clothing, check with one of the administrators before you wear the item to school.

## **F. Detentions**

There will be times when a teacher or administrator will assign a student detention(s). The student will be given the option of one day of grace which allows him/her time to inform his/her parents that he/she must remain after school and to make plans for transportation home.

Students, who serve detentions, are expected to be at the designated location at the designated time with study materials in hand. They are expected to study and/or read during the entire detention time and cooperate with the requests of the teacher/administrator.

Failure to serve assigned detentions, in a timely manner, and/or meet the above mentioned expectations may result in additional detention time being assigned.

## **G. Exclusion of Students**

It is the policy of the Board of Education to maintain in the school an environment conducive to learning and to the educational process. A student's conduct is largely a personal matter that should be maintained within limits of acceptability. However, school administrators and teachers have an important



responsibility when a student's conduct intrudes upon and endangers the rights of other students to learn. The Board of Education finds that disciplinary problems in the recent past have become more serious and widespread. In particular, the Board of Education is concerned with the proliferation of random acts of vandalism and violence between and among students as well as student drug and alcohol use. School personnel may impose discipline in instances of student misconduct occurring on or off school grounds, during school events, during school time or at any other time in any instance when the underlying conduct may be disruptive to or interfere with the school activities or the rights of other students or school personnel, when the underlying conduct may have a negative effect on the discipline or general welfare of the school, or when a reasonable purpose for the imposition of such discipline can be shown. Therefore, whenever it is in the best interest of the student, the school, or other students to exclude a student from the educational program or related services, the following procedures shall be followed. During any period of suspension or expulsion, a student shall be excluded from school and all school activities, and shall also be prohibited from being on school grounds.

#### **1. Definitions**

- a. "Exclusion" means any denial of educational services, programs, or transportation, as the case may be, to which a student would otherwise be entitled.
- b. "Suspension" means an exclusion for a period not to exceed ten (10) school days or until the end of the current grading period, whichever is less.
- c. "Emergency" means a situation where the student's presence poses an immediate or continuing danger to persons or property or constitutes an on-going threat of disrupting the educational process.
- d. "Bus Suspension" means an exclusion from riding a school bus for any length of time.
- e. "Expulsion" means an exclusion for a period of more than ten (10) school days.
- f. "Gross Disobedience" and "Misconduct" specifically includes, but is not limited to any of the following acts or behaviors which occur at school, away from school, at any school-related or school-sponsored activity, which interfere with school operations or the rights of other students or school personnel, or which have a direct effect on the discipline or general welfare of the school:
  - 1) Refusal to obey the policies, rules, and regulations of the Board of Education or administrative staff.
  - 2) Refusal to obey reasonable written or oral instructions of any member of the administrative staff, teaching staff, designated non-certificated supervisory personnel, or bus driver.
  - 3) Behavior which interrupts the orderly process of school affairs.
  - 4) Conduct which is or may be physically injurious to any persons or property, including but not limited to other students and school personnel.
  - 5) Truancy - subject to Section 26-12 of the Illinois School Code.
  - 6) Repeated minor incidents of misbehavior, which other disciplinary measures have failed to deter.
  - 7) Repeated minor incidents of misbehavior which violate or attempt to violate a Board of Education policy, rule or regulation.
  - 8) Possession, use, delivery, sale, transmittal or aiding in the possession, use, delivery, sale or transmittal of any substance containing alcohol; possession, use, delivery, sale, transmittal or aiding in the possession, use, delivery, sale, or transmittal of drug paraphernalia; or possession, use delivery, sale, transmittal or aiding in the possession, use, delivery, sale or transmittal of look-alikes or substances recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medicinal purposes for use by the student in the manner provided, or any substance containing cannabis, marijuana or hashish, including any materials which are represented by the student, or the student believes to be any of the above substances, regardless of their true nature, or the appearance of the substance.
  - 9) Being under the influence of, or purporting to be under the influence of any of the substances listed in paragraph 8(h) above, other than those prescribed by a licensed

practitioner for medicinal purposes.

- 10) Excessive unexcused absences.
- 11) Behavior which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certificated staff or school bus driver.
- 12) Use or possession of tobacco products including lighting devices.
- 13) Being in possession of a weapon. Notwithstanding any other provision of this policy, pursuant to the requirements of the Gun-Free Schools Act of 1994, Title VIII, 20 USC 2701, or any provision subsequently enacted by the State of Illinois as required by the Gun-Free Schools Act, a child who violates this provision shall be expelled from school for a period of not less than one (1) year, except that the superintendent may modify such expulsion requirement for a student on a case-by-case basis. A description of the circumstances surrounding any expulsion imposed by this provision concerning bringing weapons to school shall be reported to the State Board of Education as may be required in any application requesting Federal financial assistance. Students identified as disabled in accordance with the Individuals with Disabilities Education Act and Article 14 of the School Code shall be subject to disciplinary procedures as outlined in those statutes.

For purposes of this paragraph f(13) "Weapon" means:

- a) any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
  - b) the frame or receiver of any such weapon;
  - c) any firearm muffler or firearm silencer;
  - d) any destructive device as defined in 18 U.S.C. 921, including, but not limited to: any explosive, incendiary, or poison gas bomb, grenade rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than 1/4 ounce; mine or device similar to any of the devices described in the preceding clauses; or
  - e) knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or look-alikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, or pens may also be considered weapons if used or attempted to be used to cause bodily harm.
- 14) An attempt or attempts to violate a Board of Education policy, rule or regulation.
  - 15) Possessing, selling, using or threatening to use any weapon or instrument capable of inflicting or intended to inflict bodily harm or any object which, by its appearance or shape, could reasonably be believed to be such a weapon or instrument.
  - 16) Intentionally, deliberately, or negligently attempting to or actually damaging, vandalizing, defacing or stealing school property or the property of other students or school personnel.
  - 17) Writing, creating, preparing, distributing, publishing or displaying any profane, obscene, indecent, immoral or seriously offensive written material, gesture, language, or exhibit.
  - 18) Use of intimidation, coercion, force, harassment on or against any person.
  - 19) Verbal abuse or use of profanity or obscenity to students or school personnel.
  - 20) Fighting with, or assault of any student or school personnel.
  - 21) Endangering the physical or psychological well-being of the school population by acts such as, but not limited to:
    - a) Improper release of a school alarm or tampering with fire extinguishers.
    - b) Starting a fire in, on or near school property or attempting to do so.
    - c) Setting off explosive devices in, on or near school property or attempting to do so.
  - 22) Possession and/or use of any electronic paging device, IPAD, E-reader, Kindle, Nook, cell phone or electronic tablet on school property without proper approval is prohibited.
  - 23) Any other behavior, conduct or action which is of such gross nature as to constitute a violation of the spirit or intent of these rules though not explicitly stated above or which in itself is so gross as to constitute on its face gross disobedience or misconduct.

## **2. Expulsion**



The Board of Education may expel a student according to the following provisions, upon a finding that the student has been guilty of gross disobedience or misconduct.

- a. The Superintendent and/or Principal are authorized to initiate proceedings seeking the expulsion of any student. No such proceedings may be initiated unless said person(s) determine:
  - 1) There is evidence that the student is guilty of gross disobedience or misconduct, and;
  - 2) Suspension is not an adequate remedy.
- b. The Superintendent, or his/her designee, shall cause an investigation to be made of the student's conduct; and based upon the findings, the Superintendent shall recommend to the Board of Education whether formal expulsion proceedings should be initiated. This recommendation shall be in writing and set forth the basis of such recommendation.
- c. The Board of Education shall review the Superintendent's recommendation and decide whether or not to proceed with formal expulsion proceedings.
- d. The Board shall act as the Hearing Officer, fix a time and place for the proceedings and direct the Superintendent to prepare and send (via certified mail) a written "request for appearance" to the student's parent(s) and/ or guardian(s).
- e. The expulsion hearing shall be conducted by the Board of Education and closed to the public.
- f. The hearing shall conform to the following format:
  - 1) A tape recording or verbatim transcript of the hearing shall be made by the district and a copy of same shall be available to the student, on request, at the student's expense.
  - 2) The hearing may proceed at the discretion of the Board of Education in the absence of any party who, after due notice, fails to be present.
  - 3) The formal rules of evidence shall not be applicable.
  - 4) Both parties may have attorneys present to assist in the presentation of their cases if they so desire.
  - 5) The Administration/Board shall proceed first with an opening statement if it so chooses.
  - 6) The student shall next present an opening statement if the student so chooses.
  - 7) The Administration/Board shall present all pertinent evidence in support of the allegations of misconduct or gross disobedience.
  - 8) The student may confront the Administration/Board's witnesses by cross-examination.
  - 9) The student may present witnesses in his defense.
  - 10) The Administration/Board may confront the student's witnesses by cross-examination.
  - 11) The Administration/Board may present any rebuttal witnesses it so chooses, and said witnesses will be subject to cross-examination by the student.
  - 12) The Administration/Board shall present its closing statement.
  - 13) The student shall present his/her closing statement.
- g. The Superintendent shall submit to the Board a written summary of the evidence adduced during the expulsion hearing along with their findings.
- h. The Board of Education, within ten days, shall render a decision as to whether the findings are supported by the evidence and either to impose or deny the expulsion. This decision shall be in writing with a copy furnished to the student's parents/guardians. The decision shall specify the findings upon which the decision was based.
- i. If the Board decides to deny expulsion, any and all notations and remarks in regard to expulsion shall be expunged from all student records. All educational opportunities and services missed by the student, to which the student would otherwise be entitled, shall be afforded where practical.
- j. A student may not be expelled for behavior which is or results from a handicap defined in the Illinois Revised Statutes,(1975), Chapter 122, Sections 14-1.01 through 14.1.07 and the Rules and Regulations to Govern the Administration and Operation of Special Education.
- k. The Board may expel a student for a definite period of time not to exceed two calendar years, as determined on a case by case basis.

#### **Expulsion Procedures**

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and

place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Legal Ref.: 105ILCS 5/10-22.6(a)

720ILCS 570/102 et seq.

Goss v. Lopez, 95 S.Ct. 729 (1975)

### 3. Suspension

- a. **Suspension Authority** - The Superintendent and/or Principal may suspend a student according to the provisions of III.F.3.d. upon finding the student has engaged in misconduct as defined in III.F.1.f.8. In all other cases, the Superintendent and/or Principal may suspend a student according to the provisions of III. F.3.d. upon finding the student has engaged in an act of gross disobedience or misconduct.
- b. **Emergency Suspension Authority** - Subject to the provisions of III.F.3.a. the Superintendent and/or Principal may suspend a student according to the provisions of III.F.3.d. when an emergency exists. The emergency suspension shall not exceed ten (10) school days or until a hearing on the suspension or expulsion is held, whichever is less. When an emergency suspension is imposed in accordance with III.F.3.b. the requirements of III.F.3.d. 1), 2) and 3) below shall start as soon as possible.
- c. **Bus Suspension Authority** -- Subject to the provisions of III.F.3.a. the Superintendent and/or Principal may suspend a student from riding a school bus in accordance with the provisions of III.F.3.d.
- d. **Procedure** -- Except as set forth in section III.F.3.b. above, prior to the imposition of a suspension, the following procedures shall be followed:
  - 1) The Suspending Official shall provide the student an oral or written notice of the charges which constitute the student's gross disobedience or misconduct and a summary of evidence which supports such charges.
  - 2) If the student denies the charges, the suspending official shall give the student an opportunity to explain the incident.
  - 3) The Suspending Official shall make a finding, based upon the evidence, whether the charges are supported by the evidence and if a suspension is in order.
  - 4) As soon as possible after the imposition of a suspension, emergency suspension, or bus suspension, the Superintendent or Principal shall notify the student's parents/guardians of the suspension via certified mail.
- e. **Review** -- Requested by Student and/or Parents.
  - 1) Upon receipt of a timely written request for review of the suspension, the Board of Education shall set a time and place for the review and notify the student's parents/guardians.
  - 2) The suspension review shall be a closed meeting conducted by the Board of Education in the following format:
    - a) The Board shall first hear the statements of the Suspending Official(s) and all other pertinent evidence.
    - b) Members of the Board, the suspended student and/or the parents/guardians may ask questions of the Suspending Official(s) or other witnesses concerning their statements and evidence.
    - c) The Board shall hear the statement of the suspended student, parents/guardians or witnesses on their behalf and other pertinent evidence.
    - d) Members of the Board and/or Suspending Official may ask questions of the suspended student, parents/guardians or witnesses concerning their statements

and evidence.

- e) There will be no attorneys present during the review process unless specifically authorized by the Board of Education
- 3) Within five (5) days after the conclusion of the suspension review, the Board shall render a decision either affirming, modifying, or reversing the suspension. The decision shall be in writing and shall specify the findings upon which the decision was based. A copy of the decision shall be provided to the student's parents/guardians.
- 4) If the Board's decision is to reverse the suspension, the student shall be immediately reinstated and any and all notations or remarks in regard to the suspension shall be expunged from all temporary student records. All educational opportunities and services missed by the student to which he would otherwise be entitled shall be afforded where practicable.
- f. **Special Ed. Suspension** - A student may be suspended for behavior which is or results from a handicap defined in the Illinois Revised Statutes, 1975, Chapter 122, Sections 14-1.01 through 14-1.07 and the Rules and Regulations to Govern the Administration and Operation of Special Education, if as a result of the behavior the student is a direct physical danger to himself/herself, other students, faculty, or school property.

## **H. Gambling**

No form of gambling is permitted on school property, at a school sponsored function, or in the immediate vicinity of school property.

## **I. Hallway and Corridor Conduct**

The following expectations have served us well over time. Please continue adhering to these expectations.

1. Student traffic should keep to the right at all times.
2. Show your respect for others by not being loud and boisterous while in the hallways.
3. Properly dispose of all paper and refuse in the nearest trash container.
4. Show courtesy and do not block traffic near doorways, water fountains, stairs, etc.
5. Light switches and other controls should be the responsibility of teachers and/or custodial personnel only.
6. Do not be in the hallways and/or corridors during class time unless requested by a teacher and/or the office.
7. Respect the rights of others and you can expect them to respect your rights. This will reduce the opportunities for accidents as well.
8. Proceed to the proper classroom after getting all necessary items from your locker. Do not congregate in the hallways.

## **J. Public Display of Affection (PDA)**

Public display of affection is not approved or permitted on school property or at a school function at any time. Proper conduct and behavior by all students is necessary for the correct atmosphere for learning to exist. Students who are asked to refrain from excessive displays of affection will only be asked to do so once. Parents will be notified if the situation is not corrected, upon request, by the students involved. Parental conference and disciplinary actions may be used to deter this type of action.

## **K. Restrooms**

Clean, attractive restrooms need the constant care of each student. Many times a visitor's first impression comes through the type of housekeeping they observe. It is the students' duty and obligation to do their part in keeping the restrooms clean for fellow students as well as visitors. Students are not to loiter in the restrooms at any time.

## **L. Searches and Seizures**

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 schools, as well as personal effects left in those places, and areas by students, including but not

limited to purses, wallets, backpacks, knapsacks, lunch boxes, etc., without notice to or consent of the students, without a search warrant. As a matter of public policy, the Villa Grove Board of Education 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 produces evidence that the student has violated or is violating either 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.

#### **M. Student Discipline Policy**

The School District will furnish a copy of the policy to the parents or guardian of each pupil within fifteen (15) days after the beginning of the school year, or within fifteen (15) days after starting classes for a pupil who transfers into the district during the school year, and to require that each school informs its pupils of the contents of its policy.

### **IX. STUDENT ACTIVITIES**

#### **A. Assemblies**

School assembly programs are scheduled periodically throughout the school year. The success of every assembly program will depend upon the audience.

1. Program assemblies - From time to time these types of programs are presented by members of the school to the entire student body. There may be special assemblies or student activities for students who exhibit proper behavior and do their homework as a reward for their efforts.
2. Pep assemblies - Prior to athletic contests, pep assemblies may be held. These short assemblies consist of music, cheers, and a pep talk by the coach(s) and/or players. Our student-athletes feel they perform their best when they have the support of the student body. Parents and other district residents are welcome to attend these assemblies.
3. Assembly Etiquette:
  - a. Remain seated throughout the performance.
  - b. Walk off the bleachers, using the stairs only.
  - c. Remain quiet during the performance.
  - d. Keep your hands and feet to yourself.
  - e. Clap to show your appreciation for the performance. Do not "boo" or stomp feet on bleachers.

#### **B. Field Trips**

We as a faculty feel that attending special field trips are indeed a privilege and should be earned by completing assignments in a timely fashion, showing respect to teachers and fellow students, and displaying all the characteristics of good citizenship. If the teachers and principal feel that a specific child has not earned that privilege, parents will be notified in advance and the student will not be allowed to participate. Only eligible students who currently attend our school will be allowed to participate in these activities.

#### **C. Posters**

1. There are several bulletin boards throughout the school. Any information placed on these boards must be approved by the office prior to being put on display.
2. All posters or announcements to be displayed anywhere in the building, other than on the bulletin boards, must also be approved by the office. Attach only to surfaces that will not be marred. Do not attach to painted walls or varnished surface.
3. It is understood that all signs posted will be taken down after a reasonable length of time.

#### **D. School Spirit**

1. School spirit may be divided into three categories:
  - a. Courtesy - toward teachers, fellow students, and the officials of school athletic activities.
  - b. Pride - in everything our school endeavors to accomplish and has accomplished.
  - c. Sportsmanship - the ability to win and lose gracefully.
2. School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does his/her best to keep his/her scholastic and activity standards at the highest level.

### **X. INTERSCHOLASTIC ACTIVITIES**

#### **A. Physical Exam**

Physical examinations are required of all students each year for participation in all athletics and cheerleading. All participants in athletics will be required to submit to an examination before participating in any practice session.

#### **B. Athletic Fees**

A charge of \$50 per sport per student, with a maximum charge of \$200 per student per year. These fees are subject to change. Students with financial difficulties should contact the principal or athletic director. A charge of \$25 per sport per student, with a maximum charge of \$100 per student per year for transportation fees will be charged to students.

#### **C. Athletic Training Rules**

1. Participation in athletics and cheerleading at Villa Grove Community Unit School District No. 302 is an honor and privilege for students. It is important students remember they are representing our school, whether they are on the field of play, in the school building, or acting as a general member of society. Training rules and academic levels of performance are established for our student-athletes to insure the highest possible standards for our team's performance, as well as each athlete's personal health and well-being. It is the responsibility of each athlete to abide by the following rules.
2. A student-athlete representing Villa Grove Community Unit School District No. 302 shall exemplify high standards and moral integrity plus good citizenship in and out of school. A neat, clean appearance is expected of all student-athletes.
3. Personal Habits, Problems Involving Civil Authorities -- The following situations will not be tolerated by the Athletic Department of Villa Grove Community Unit School District No. 302:
  - a. Use and/or possession of tobacco on or off school property.
  - b. Consumption and/or possession of alcoholic beverages on or off school property.
  - c. Illegal use, possession or trafficking of any controlled substance at any time.
  - d. Stealing or vandalism of school property.
  - e. Conviction of a felony.
  - f. Use and/or possession of drug paraphernalia on or off school property.
  - g. Any act of gross disobedience or misconduct as defined in Article III., Section F.1.f. of the Student Handbook.Penalties for serious violations (determined at the discretion of the school administration) may be enforced as a "second offense".
4. If a member of the Villa Grove athletic staff or any other certified school personnel has unquestionable verification that an infraction has occurred, the student-athlete will face revocation of all privileges and honors to which he/she is entitled in accordance with previous performances. The student /athlete will not be eligible for athletic awards which include but are not limited to numerals, certificates, letters, and any post-season awards.
5. If a student-athlete confides in a coach or school official that he/she has a drug or alcohol problem and requests help, the student-athlete has the option of submitting to counseling in an approved program for Drug/Alcohol Abuse or suspension from interscholastic competition in accordance with penalties as listed below as the first offense.

6. Penalties (all penalties may extend into the following school year). The penalties are cumulative and do not begin anew each school year. The rules apply throughout the calendar year, on or off campus and in and out of season. The rules apply whether or not the student is at a school sponsored activity. Each year the student will sign training rules at registration, before the first day of practice, or the beginning of school, whichever comes first. The training rules will be in effect for 12 consecutive months. **Training rules will expire the night of eighth grade promotion, and new high school training rules will begin upon signature with each student receiving a "clean slate" entering high school.**

- a) First Offense: Suspension from interscholastic competition for 25% of the scheduled interscholastic competition for the season commencing with the first date after the coach's knowledge of the infraction. If there is not 25% remaining in the season the suspension shall continue with the next sports season (which may proceed into the following school year(s)) in which the student-athlete participates. Reinstatement after the suspension will be automatic if the student-athlete continues to practice on a regular basis with the team during the time he/she is suspended and if the coach/coaches involved approves of the reinstatement.
- b) Second Offense: Suspension from all interscholastic competition for 50% of the scheduled season to at most one calendar year.
- c) Third Offense: Suspension from all interscholastic competition for a period of up to two calendar years.

#### **D. Attendance**

A student shall not be eligible for participation in school sponsored activities unless he/she has been in school attendance during the entire school day (on days when school is in session) on the day of the activity. This includes athletic practices and/or contests. Death or serious illness in the family; accident, routine medical appointments, emergencies, or other situations which are beyond the control of the student or parent; or pre-arrangements made with the building principal are the only exceptions to this policy. Personal illness of the student is not an exception. Additionally, if a student is sent home for a medical reason, he/she will not be eligible to attend or participate in the activity that day.

#### **E. Eligibility Rules**

Villa Grove Elementary School is a member of and subscribes to the respective rules of the Illinois Elementary School Association and the Junior High Okaw Conference. All contestants shall be in grades six, seven and eight and shall not have passed eighth-grade standing. A student shall be doing passing work in all subjects and the school shall certify compliance with this By-Law. Use of a player, contestant, or participant shall be deemed such certification. Passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. The first eligibility check shall be made the week prior to the first contest in an activity. The eligibility check shall be the same day each week unless school is not in session; then it must be taken on the last day of student attendance that week. Grades shall be cumulative for the school's grading period.

#### **F. Transportation Policy**

- 1. Student Participants -- student participants in any extracurricular activity must ride to and from the scheduled destination in the school owned vehicle provided unless:
  - a) The coach, sponsor, chaperones, bus driver, or administrator is provided with a written permission statement signed by the parent/guardian of the student, that student participants may ride to or from the scheduled destination with the following: parent/guardian, grandparents. The coach/sponsor may insist the student ride the school owned vehicle in order to build team spirit, etc.
  - b) If a student is a participant in two separate school sponsored activities that are scheduled at nearly the same time the building principal has the authority to approve alternate plans. Such alternate plans must be in writing and signed by the parent/guardian of the student.
- 2. Student Spectators -- Student spectators not riding school owned vehicles are responsible for their own transportation.

- a) If a student spectator is transported by a school owned vehicle, he/she must ride to and from the scheduled destination in the school owned vehicle unless: The coach, sponsor, chaperones, bus driver, or administrator is provided a written permission statement signed by the parent/guardian of a student, that student spectator may ride to and from a scheduled destination with the following: parent/guardian, grandparents.

#### **G. Spectator Policy**

**VILLA GROVE CUSD #302 REMINDS YOU THAT INTERSCHOLASTIC EVENTS ARE AN EXTENSION OF THE CLASSROOM AND THAT LESSONS ARE BEST LEARNED WHEN THE PROPER RESPECT IS AFFORDED TO ALL. PLEASE LET YOUR GOOD SPORTSMANSHIP SHOW DURING THE EVENT. INDIVIDUALS BEHAVING IN AN UNSPORTSMANLIKE OR DISRUPTIVE MANNER MAY BE EJECTED FROM THE EVENT AND MAY BE DENIED ADMISSION TO SCHOOL EVENTS FOR UP TO ONE CALENDAR YEAR.**

Revised 6/18/20



## Villa Grove Community Unit School District # 302

400 North Sycamore

Villa Grove, Illinois 61956-9710

Phone 217-832-2261

Fax 217-832-8615

### Parental Consent Form

The signature(s) of parent(s) or guardian(s) and student(s) are **required** for Internet access and constitute:

1. Authorization by parent(s) or guardian(s) allowing their student(s) access to the network and the Internet, and
2. Agreement that the student is bound by the rules set forth in this authorization, and any other rules adopted by the school from time to time in respect to Villa Grove Community Unit School District # 302 computers, network, or Internet.
3. Agreement by the parent(s) or guardian(s) to be bound by the terms of this authorization and agreement.
4. Agreement that the student will be on an approved academic website with the direct supervision of a faculty member.

I understand and will abide by all rules contained in the *Authorization for Internet Access*, and any other rules of computer, network or Internet use adopted from time to time. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary actions and/or appropriate legal action may be taken against me.

\_\_\_\_\_  
User signature

\_\_\_\_\_  
Date

I have read the *Authorization for Internet Access*. I understand that access is designed for educational purposes and that the school does not authorize, and attempts to bar, access by students to certain material which is not in furtherance of educational purposes. However, I also recognize it is impossible for the school to restrict access to all controversial and inappropriate materials. I will hold harmless the Villa Grove Community Unit School District #302 and its employees and agents from any cause of action related to my child obtaining access to materials or software, which are inappropriate. I accept full responsibility for supervision of my child if and when my child's use is not in a school setting. I have discussed the terms of the Authorization, and the rules with my child. I hereby request that my child be allowed access to the Villa Grove Community Unit School District #302 Network, and the Internet.

\_\_\_\_\_  
Parent(s)/Guardian(s) Name (Please print)

\_\_\_\_\_  
Parent(s)/Guardian(s) Signature

\_\_\_\_\_  
Date

**This form must be signed by the student and parent(s)/guardian(s), and return to the Villa Grove Community Unit School District #302 prior to the student being granted Internet access.**