

ILLINI BLUFFS SCHOOL DISTRICT HANDBOOK



2023-24 School Year

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Illini Bluffs School District #327:

It is with pleasure that the staff of Illini Bluffs School welcomes our families and students to another great school year. As a district, we are very proud of our programs and rigorous academic standards. We are equally as proud of our faculty and staff because of their care and dedication to helping each of our students be successful.

This handbook is provided by the teachers, administrators, and Board of Education of Illini Bluffs District # 327, to keep students and parents as well informed as possible regarding all aspects of the school.

This handbook provides you the information regarding procedures and policies under which we operate at Illini Bluffs Middle School. These policies are necessary for the health, safety, and education of your child. If you have questions regarding the contents of this handbook, you are encouraged to direct those questions to the Illini Bluffs Administration.

It is the goal that communication between home and school take place. It is our belief communication is a vital component of a successful educational experience. We will make every attempt to keep you informed and ask for your assistance in creating a positive atmosphere for your son or daughter. Please refer to this handbook as often as necessary.

CHAPTER 1: Introductory Information and General Notes

This handbook is a summary of the school’s rules and expectations and is not a comprehensive statement of school procedures. The Board’s comprehensive policy manual is available for public inspection through the District’s website illinibluffs.com or at the Board office, located at 9611 Hanna City-Glasford Road Glasford, IL 61533.

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

Mr. Chris Coats	President
Mr. Matt Rademaker	Vice-President
Mrs. Tara Howard	Secretary
Mr. Brandon Carroll	Member
Mrs. Megan Pedigo	Member
Mr. John Janssen	Member
Mr. Mark Kawolsky	Member

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

Dr. Roger Alvey	Superintendent
Mr. Cody Martzluf	Associate Superintendent
Mr. Dimitri Almasi	IBHS Principal
Mr. Jeremy Ball	IBMS Principal
Mrs. Katrina Craven	IBES Principal
Mr. David West	Director of Buildings and Grounds
Mr. Ryan Murphy	Director of Food and Nutrition
Mrs. Kandy Rudd	Director of Transportation

Mr. Stephan Schafer Activities Director
Mrs. Ashley Straughsbaugh Special Education Administrator
Mrs. Erica West Nurse

Building Contacts:

Illini Bluffs School District
9611 Hanna City-Glasford Road
Glasford, IL 61533
Phone: 389-2231
Fax: 389-2251

Illini Bluffs High School
212 N. Saylor Street
Glasford, IL 61533
Phone: 389-5681
Fax: 389-5682

Illini Bluffs Middle School
212 N. Saylor Street
Glasford, IL 61533
Phone: 398-3451
Fax: 389-3454

Illini Bluffs Elementary School
9611 Hanna City-Glasford Road
Glasford, IL 61533
Phone: 398-5025
Fax: 389-5027

Office Hours: 7:45 AM-3:30 PM Monday-Friday

School Offices are open two weeks before school begins and two weeks after school ends

Visitors

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

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

Illini Bluffs School District operates a closed campus. We discourage student visitors from eating lunch at Illini Bluffs due to the lack of space and seating during the lunch periods. If a student visitor would like to eat lunch with a student prior permission from a school official must be made at least 24 hours in advance to allow the school to make needed seating arrangements. This request may be denied, and should only be made for special occasions such as student birthdays. Students must remain on campus unless they receive permission from school officials to leave.

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.

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

School Volunteers

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

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

Parents who volunteer during class time should not bring infants or other children with them. While at school, please turn off cell phones or set them to vibrate. Avoid having conversations in the hallway with other parents, staff, or students as this can be disruptive to the learning environment. If there are circumstances making it necessary for a student to be escorted to the classroom by a volunteer or visitor, permission must be obtained from the teacher and/or principal.

Equal Opportunity and Sex Equity

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

No student shall based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Emergency School Closing:

In case of severe weather; snow, ice, fog, etc. and other local emergencies families will be contacted by an automated phone system, using ConnectED. School closings will also be posted via the local radio and television stations. School closings for any reason will be announced by 7:00 A.M.

If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. During registration, please provide updated contact information for our students. The accuracy of our system is directly related to the accurate information each parent/guardian provides. Please inform the office if any phone numbers change during the school year. If you do not receive a phone notification, please notify the office. If there is a possibility of an early out, alternate arrangements should be made if no one will be home to get the child off the bus. A note should be sent to the school with the student stating the alternate arrangements.

If school is closed or we dismiss early for an emergency the cancellation of any or all after-school activities will be at the discretion of the superintendent.

Emergency Drills

Emergency drills are required by law and are important safety precautions. It is essential that when the first signal is given, everyone listens and follows teacher and staff directions. During each year we will have a tornado drill, three fire drills, at least one lockdown drill, and an evacuation drill.

In case of an actual emergency lockdown, the Peoria County Sheriff's Department asks parents to follow these important steps to ensure the safety of all students.

- Parents/guardians should trust the staff at the school to protect your child. They have been trained and know what to do in an emergency situation.
- Parents/guardians will be notified by a Blackboard Connect call with details and directions as soon as it is safe to do so.
- Parents/guardians should stay away from the school and not put themselves in danger or hinder police in handling the situation.
- Parents should not call the school. Staff members are not allowed to answer the phones until the all-clear is given.
- Parents will be instructed to the designated site given during the Blackboard Connect call to meet with emergency personnel and be reunited with their children.
- Parents should not believe information found on social media sites such as Facebook. Too often people post things before they have been given the information from the school or law enforcement.

Safety Drill and Conduct:

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of

three evacuation drills, a minimum of one severe weather (shelter-in-place) drill, a minimum of one law enforcement lockdown drill to address a school shooting incident, and a minimum of one bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

School Operations During a Pandemic or Other Health Emergency

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

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

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

Additionally, please note the following:

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

10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Video & Audio Monitoring Systems

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

Field Trips:

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with the authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Parent Organization and Booster Clubs:

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

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

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, help meet the educational needs of students, to provide extra athletic benefits to students, assisting specific sports teams or academic clubs through financial support, or enriching extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.

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

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

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

CHAPTER 2: Attendance, Absences, & Make-up Work

Attendance:

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, and are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Student Attendance:

Subject to specific requirements in State law, the following children are not required to attend public school:

1. any child attending a private school (including a home school) or parochial school,
2. any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician),
3. any child lawfully and necessarily employed,
4. any child over 12 and under 14 years of age while in confirmation classes,
5. any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and
6. any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS¹, attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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

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

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence.

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

Absence Procedure

Steps to follow when students are absent from school:

1. Parents/guardians should call the office at 389-3451 to call in an absence before 8:00 A.M.
2. Parents/guardians must write an excuse giving name, date, day (s) of absence, and reason for absence. (This is not necessary if a call is made the day(s) of the absence).
3. Students should make immediate plans to do all make-up work due to the absence. Grades will reflect absences if work is not made up.

4. To participate in or attend any activity after the school day, students must be present at least ½ of the school day. In the case of illness, the student must be present during the last ½ of the school day.

Check-out Procedures

Parents or guardians **must** sign out all students who leave school. Leaving school without permission is classified as truancy. We discourage taking students from school except in cases of extreme emergency. Students need to be at school on a regular basis to maximize success.

Check-in/Check-out Procedures

Parents or guardians **must** sign in all students who are arriving late to school or returning after being signed out earlier in the day. Any student not signed in by a parent or guardian may receive a detention for an unexcused absence.

Planned Absences

If parent/guardian/student knows that they are going to be absent on a given day, the office should be notified prior to that absence. Guardians/Students are responsible for communicating with the teachers what work must be made up because of their absences. Work received in advance is due when the student returns from the planned absence. It will be the student's responsibility to check with the teacher upon returning and to be sure all assignments are made up.

Planned absences include doctor, dentist, orthodontist, wedding, funeral, vacation, etc. **Vacations are discouraged during the school year. Vacations taken during the school year hinder instructional continuity and may be harmful to the student's educational development.**

Make-Up Work:

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school may not be allowed to make up missed work.

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe

Truancy

Student attendance is critical to the learning process. Excessive absence results in poor schoolwork. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more the 1% but less than 5% of the prior 176 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 176 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including

- Referral to the truancy officer - Peoria County T.A.R.G.E.T.
- Reporting to officials under the Juvenile Court Act

- Referral to the State's Attorney
- Appropriate school discipline

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

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

Diagnostic Procedures for Identifying Student Absences & Support Services to Truant or Chronically Truant Students:

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/ guardian and any school officials who may have information about the reasons for the student's attendance problems

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

Tardiness

If students arrive late to school, they must either have a written note from their parents stating the reason for the tardiness or have their parents accompany them to the office. Tardiness caused because of a late bus is excused.

Tardiness is generally defined as any failure of students not being in the room and in their seats after the tardy bell has rung. A student receiving excessive tardies in the beginning of the school day or to specific class may receive disciplinary measures. **Tardy students must report to the office before being admitted to class.**

Release Time for Religious Instruction and Observance:

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

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

Withdrawing a Student

When students are permanently leaving the school district, they should notify the office as soon as possible before their planned last day in school.

Students should:

1. Turn in the district-owned Chromebook, any district-owned textbooks, supplies, and independent reading books
2. Pay all fines or charges

Complaints About Curriculum, Instructional Materials, and Programs

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

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

CHAPTER 3: Academics, Grading, Promotion

Grading & Promotion

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, and mastery of the subject. A student will not be promoted based upon age or any other social reason not related to academic performance. The building principal has the final decision regarding retention.

Exemption from Physical Education Requirement K-8th Grade

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reason must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

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

Parents may write an excuse from physical education for **ONE DAY ONLY**. An excuse for a longer period of time must come from a doctor. If students are excused from physical education they may not participate in recess, an athletic practice, or a game that same day.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in the handbook.

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

Parents may write an excuse from physical education for **ONE DAY ONLY**. An excuse for a longer period of time must come from a doctor. If students are excused from physical education they may not participate in recess, an athletic practice, or a game that same day.

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

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

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

Exemption from Physical Education Requirement 9-12th Grade

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

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

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.1

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

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

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

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

Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement:

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offer dual credit at both the college and high school levels.
5. Foreign language courses are taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

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

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Substitutions for Required Courses

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

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and

2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

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

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

Volunteer service credit

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

Accelerated Placement

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

By the fall of 2023, for each student who meets or exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

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

Infractions of Academic Integrity – Definitions:

Academic Honesty and Integrity

Intellectual honesty is at the heart of any academic undertaking, and IBHS students are expected to assure the originality of their academic work. Students are responsible for refraining from the following

infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions.

Cheating

Cheating is defined as using dishonest methods to gain an advantage. This includes utilizing any kind of secretive means of gaining information for use on quizzes, tests or homework. Intentionally and knowingly using or attempting to use unauthorized materials, information, study aides, or electronic data in any academic exercise is also prohibited. During examinations, students should assume that external assistance (e.g., books, notes, calculators, conversations with others) is prohibited by the instructor. Substantial portions of the same academic work may not be submitted for credit more than once without authorization.

Fabrication

Intentional or unauthorized falsification or invention of any information or citation in an academic endeavor.

Facilitating Infractions of Academic Integrity.

Intentionally or knowingly helping or attempting to help another commit an infraction of academic integrity. Knowingly allowing another to copy from one's work during an examination or classroom assignment constitutes a breach of academic integrity.

Taking an exam by proxy for someone is an infraction of academic integrity on the part of both the student enrolled in the course and the proxy of substitute.

Plagiarism

Plagiarism is defined as stealing and passing off the ideas and words of another as one's own, using a created production without crediting the source, or committing literary theft. For example, turning in a paper retrieved from any Internet source (either free or for a fee) or including information from an encyclopedia, book, textbook, web site, database, etc., without citation is plagiarism. A paper is considered plagiarized if any part of it is taken from another source without proper attribution (citations).

Direct quotation:

Every direct quotation must be identified by quotation marks or by an appropriate indentation and must be promptly acknowledged in the text or in a footnote.

Paraphrase

Prompt acknowledgement is required when material from another source is paraphrased or summarized in whole or in part in one's own words.

Paraphrases should be identified as such promptly (e.g., introduced with such language as, "To paraphrase Locke..."), and accompanied by a footnote identifying the source. Acknowledgement of a directly quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material.

Borrowed Facts or Information.

Information obtained from reading or research that is not common knowledge should be acknowledged. Examples of common knowledge might include the names of leaders or prominent nations, basic scientific laws, etc.

Bribes, Favors, Threats.

Bribing or attempting to bribe, promising favors to, and making threats against any person with the intention of affecting a grade or evaluation of academic performance constitutes infractions of academic integrity. This includes a student conspiring with another person who then takes the action on behalf of the student.

Academic Interference and Computer-Related Infractions. See terms and conditions of Computer/Internet usage.

Infractions of Academic Integrity – Disciplinary Action:

RATIONALE: This policy is written to communicate to students and parents that cheating and plagiarism are not acceptable at Illini Bluffs High School.

POLICY: All students are expected to adhere to the highest standards of personal honesty in their work. Work that is presented for credit in all classes must be original.

VIOLATIONS: Violations of academic honesty will be divided into two levels. These levels are determined by the importance of the assignment and of the premeditation of the student.

LEVEL ONE: Classroom teachers will document and handle a level one violation. Students who are caught cheating or copying will receive a zero (0) on the suspect assignment/test. Repeat offenders will receive a zero (0) on the suspect assignment/test and receive additional disciplinary actions. Parent/Guardian will be made aware of the situation.

Level One Violations include, but are not limited to:

- Copying homework
- Looking on another's test or quiz
- Letting another student look on a test or quiz
- Using other secretive methods of giving answers on a test or quiz
- Taking information from another source that is not properly attributed
- Working with others on an assignment that is meant to be done by individuals
- Students should consider all work individual unless the teacher specifies it differently
- A second level one violation will be considered a level two violation and will be dealt with accordingly

LEVEL TWO: Level two violations are considered severe and will be documented and handled by the teacher and/or the building principal. Parent/Guardian will be made aware of the situation.

Level Two Violations include:

- Taking papers from the Internet, other publications or other students.
- Translating a foreign language piece by a translator.
- Taking any part of a test to use or to give to others

If plagiarism occurs, the student must still meet the minimum requirement of the course by rewriting the assignment according to teacher specifications. The points on this assignment will be added to the student's score. (A student who receives a 70% out of 100% on a paper will then have a 35% for the assignment). Failure to rewrite will result in an "F" for the course.

CHAPTER 4: School Fees and Meal Cost

Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

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

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

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Textbooks/Technology Fee Waivers

Textbooks and technology are the property of the Board of Education and the State of Illinois. Students must care for them properly and return them in good condition at the end of the school year. **Lost or damaged textbooks/technology devices must be paid for before other textbooks/devices can be issued.** Book fee waivers are also available to those who qualify and are available upon request from the student(s) school office.. **Fee Waivers do not include P.E. Uniforms.**

School Breakfast & Lunch Program:

Breakfast is served every school day from 8:00 A.M. to 8:10 A.M. Lunch is served every school day except when there is an 11:40 A.M. early dismissal.

1. While we encourage your child's participation in our school nutrition program, you are not obligated to do so.
2. Please utilize your parent TeacherEase account to monitor your child(ren)'s nutrition account balance.
3. You may add funds to your child's nutrition account by using a credit/debit card via TeacherEase or by sending cash or check with your child to school. Cash and check must be in a sealed envelope labeled with your child(ren)'s name(s) and how much to allocate to each child's account. Checks need to be payable to Illini Bluffs CUSD #327.

4. When your child(ren)'s nutrition account balance gets low, you will get an email notification from TeacherEase.

<u>Breakfast/Lunch Prices</u>		
ES/MS/HS Student Breakfast	\$	2.20
ES Student Lunch	\$	2.80
MS/HS Student Lunch	\$	3.05
Adult Breakfast	\$	2.55
Adult Lunch	\$	3.55

Free or reduced-price meals are available for qualifying students. For an application, contact the building principal.

ALL student fees must be paid in full or a payment plan with up-to-date payments received for the student (s) to participate in extracurricular activities, participate in field trips, and/or take their assigned Chromebook home.

CHAPTER 5: Transportation

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. For safety reasons, it is important that our students only have one AM pick-up location and one PM drop-off location. Students will only be able to ride their assigned morning and afternoon bus-there will be no exceptions to this policy. Annually, parents/guardians will be asked to fill out a transportation form indicating their child's pick-up location and drop-off location.

If a bus driver sees that no one is home when dropping off any student in grades Pre-Kindergarten through 5th grade, the driver will return the student to the school and be placed in the aftercare program and a \$7.00 charge per child will be assessed. Every effort will be made to contact the parents regarding the whereabouts of the child.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with Illinois state law, students are expected to observe the following rules while on district transportation:

- School bus riders, while in transit are under the jurisdiction of the school bus driver unless the local Board of Education designates any adult to supervise the riders.
- Students should be ready to board the bus at the designated stop and at the time scheduled, both in the morning and at school in the afternoon. The driver is responsible for keeping on schedule and should not wait for tardy students.
- Stay off the road at all times while waiting for the bus.

- ❑ Be careful in approaching the place where the bus stops. Do not move toward the bus until it is completely stopped and the driver signals you.
- ❑ Observe safety precautions at the discharge point. Where it is necessary to cross the highway, walk at least 10 feet in front of the bus on the right shoulder of the highway so you can see traffic movement in both directions. Wait for a signal from the bus driver before you cross.
- ❑ Students must wait until the bus comes to a complete stop before exiting, except in the case of an emergency.
- ❑ Students must be absolutely quiet when approaching a railroad crossing.
- ❑ The following items are NOT to be transported on school buses: pets, reptiles, or any other animal, glass containers or other fragile items, aerosol cans of ANY kind, tobacco/alcohol, or weapons.
- ❑ Students should treat bus equipment properly. Report to the driver any observed damage to the bus. Never tamper with the bus or its equipment.
- ❑ Students who damage the bus WILL BE charged for repairs, including parts and labor.
- ❑ Students may not eat on the bus.
- ❑ Students should help keep the bus clean, sanitary, and orderly.
- ❑ Students must identify themselves to the bus driver if requested to do so.
- ❑ Students are to remain in their seats while the bus is in motion, keep hands and feet inside the bus at all times and refrain from throwing any items off bus windows.
- ❑ Keep the bus aisles free of book bags, packages, coats, and all other items.
- ❑ Students should be sure they have all their belongings when exiting the bus.
- ❑ Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperones and drivers appointed by the school.
- ❑ Parents are NOT allowed to board any school bus without first gaining permission from the school principal.
- ❑ Any unnecessary confusion diverts the driver's attention and could result in a serious accident. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.

In the event of an emergency, stay on the bus and await instructions from the bus driver.

Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, fighting, hitting, cursing and other needless commotion are grounds for disciplinary action and may result in removal from the bus (at the Principal's discretion) for a designated length of time.

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

For questions regarding school transportation issues, please contact the Illini Bluffs Transportation Department at 309.389.5735.

Bus Conduct & Disciplinary Action

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

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.

3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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

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

If a discipline problem is determined to be severe, a student may be suspended from the bus immediately. In all cases, alternative discipline may be imposed when appropriate (i.e. indefinite bus suspensions, school Detentions, out-of-school suspension, etc.) If a bus student chooses to break a bus rule, the following may apply

- LEVEL 1 Bus Report: The driver submits a School Bus Discipline report to the building principal. The principal verbally warns the student. A written notice will be sent home with the student and a phone call will be attempted.
- LEVEL 2 Bus Report: The driver submits a School Bus Discipline report to the building principal. The principal, transportation director, and bus driver will have a conference with the student. IF the principal confirms the offense, the student is suspended from the bus for a period of 3-5 days. Parents and students are given a written notice and a phone call will be attempted.
- LEVEL 3 Bus Report: The driver submits a School Bus Discipline report to the building principal. The principal, transportation director, and bus driver will have a conference with the student. If the principal confirms the offense, the student is suspended from riding the bus for a period of 5-10 days. Parent/Guardian and students are notified in writing and a phone call will be attempted.
- LEVEL 4 Bus Report: The driver submits a School Bus Discipline report to the building principal. The principal, transportation director, and bus driver will have a conference with the student. If the principal confirms the offense, the student is suspended from riding the bus with the recommendation for removal from the bus for the rest of the semester due to chronic misbehavior. The recommendation is made to the school board. Parent/Gurdian and students are notified in writing and with a phone call.

If the offense is serious and/or endangers the safety of others, the building principal may suspend the student from the bus for one to ten days; regardless of the number of previous bus conduct reports.

CHAPTER 6 District Student Health Requirements and Policy

Students participating in any sport MUST have a current physical on file on the first day of practice. 6th and 9th-grade students may use their grade physical as a sports physical. Physicals are good for ONE YEAR.

Health Examinations must include the following:

- Diabetes screening (diabetes testing is not required)
- Statement from a physician assuring "risk-assessed" or screened for lead poisoning
- Completed within 1 year of the current school year and turned in by October 1st

Dental Examinations must include the following:

- Dental exam (examined by licensed dentist within last 18 months) by May 15 of current school year

Eye Examinations must include the following:

- Eye exam – proof by presented October 1st of the current school year of an eye examination performed within one-year

Failure to comply with health exam and immunization requirements by October 1st of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by **October 1st of the current school year**, the student must present, by **October 1st of the current school year** an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Dental Examination

All children entering Kindergarten and the second and **sixth grades** must present proof of having been examined by a licensed dentist before May 15th of the current school year. (1) A completed dental examination, or (2) proof that a dental examination will take place within 60 days after May 15th.

Exemptions

A student will be exempted from the above requirements under the following circumstances:

- **Religious or medical grounds** if the student’s parent/guardian presents to the building principal a signed statement explaining the objection. The ground for a religious objection must be detailed and founded on a religious tenet or practice. General philosophical or moral reluctance to allow immunization and physical exam will not provide a sufficient basis for an exception to statutory requirements.
- **Medical grounds** for health examination or immunization requirements with written verification from a physician.
- **Undue burden or a lack of access to a dentist** by the parent for dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

Students transferring from outside the State of Illinois shall have fifteen school days to obtain the necessary records and be in compliance with the law.

Administering Medication to Students

Taking medication during school hours or during school-related activities is prohibited unless “absolutely necessary for the critical health and well-being of the student.” When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a Student Medical Authorization Form.

No school or district employee is allowed to administer to any student, or supervise a student’s self-administration of any prescription and non-prescription medication until a completed Student Medical Authorization Form is submitted by the parent or guardian. **No student is allowed to possess or**

consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure

Student Medication

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

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

Self-Administration of Medication

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

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

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

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

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

Administration of Medical Cannabis

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

Undesignated Medications

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

Emergency Aid to Students

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

All medication must be brought to the school by a parent/guardian and must meet the following criteria:

Prescription Medication

MUST be brought in the original container appropriately labeled by the pharmacist or licensed prescriber with the

- Student's name
- Prescription number (RX number)
- Medication Name and Dosage
- Administration Route
- Date and Refill
- Quantity
- Prescriber Name
- Pharmacy Name, Address, and Phone Number
- Name or Initials of Pharmacist

Over-the-Counter Medication:

- Must be brought in with the manufacturer's original label with the ingredients listed and the child's name and date of birth affixed to the container.

Pick Up and Transportation of prescription and non-prescription medicine:

- Medication that is not picked up by either one week after the expiration of the prescription, or by the last day of school will be destroyed.
- No student shall be allowed to transport medication to and from school, or possess any type of medication (prescription and non-prescription) unless the appropriate procedure has been followed.

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

Students with Food Allergies:

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations, and state rules.

If your student has a life-threatening allergy or a life-threatening chronic illness, please notify the building principal.

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

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

Care of Students with Diabetes:

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

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal or the district nurse.

Prevention of Anaphylaxis:

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Communicable Disease:

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

1. Parents/Guardians are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.

4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice Treatment

Students whose scalps contain evidence of head lice (pediculosis) will be excluded from school until the day after the first shampoo, lotion, or cream rinse pediculicide is properly applied. When they leave school, students may be furnished with a pamphlet that tells how head lice can be controlled, both on the student and in the student's environment.

Before students may again attend school following head lice treatment, the following procedures will take place:

- Upon returning to school for the first time, students may not ride the bus, but be transported independently.
- Report to the office accompanied by an adult before resuming a regular schedule.
- Present the package, which contained the pediculicide, which was used for the scalp treatment.
- Students will be checked and must be **FREE** from **ALL** lice and reasonably free from nits, as determined by the investigation of the staff.

Guidance & Counseling

In Grades Pre-Kindergarten through 12th grade, the school district provides a guidance and counseling program for students. The school district's counselors are available to those students who require additional assistance.

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

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

Suicide and Depression Awareness and Prevention:

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

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

CHAPTER 7 Student Conduct, Discipline, Policies, Reporting, & Prevention

General District Conduct

Elementary School begins at 8:05 AM and ends at 3:05 PM, and Middle and High School begins at 8:15 AM and ends at 3:15 PM. Students are not permitted in the school buildings before 8:00 AM without prior permission from a teacher or administrator.

The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students shall not run, talk loudly, or yell in the hallways nor shall they push, shove, or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- All use of electronic devices is prohibited within the school building without permission from a teacher or administrator.

Student Code of Conduct:

Section 10-22.6 of the School Code of Illinois gives the Illini Bluffs CUSD #327 Board of Education the power to suspend or to expel a student guilty of *gross disobedience or misconduct*. The Code also permits the Board to authorize the superintendent of the district or the principal of any school to suspend any student *guilty of gross disobedience or misconduct*. The Illini Bluffs CUSD #327 superintendent and principals are given authority to suspend students for a period not to exceed ten (10) school days. The Illini Bluffs CUSD #327 Board of Education has the legal authority to levy suspensions of more than ten (10) school days or to expel students.

In order that students and parents of Illini Bluffs School District may know what is considered *gross disobedience or misconduct*, the Illini Bluffs CUSD #327 Board of Education stipulates that any or all of the following acts are considered as evidence of *gross disobedience or misconduct* and may be cause for suspension or expulsion as specified.

Also, provided is a fair and equitable system for the administration of discipline, using the following guidelines. These are merely guidelines, not hard and fast rules; they are not intended to cover every circumstance that might arise, as it would be impossible to list every situation. Administrative personnel will exercise the discretion necessary in the interpretation of these rules and guidelines to promote positive citizenship and a constructive environment.

Special Education students will be considered on an individual basis as Special Education laws must be followed.

All rules and guidelines are in effect at any time a student is on school property and/or during school time. This includes attending school events, at home or while visiting other schools, and riding the bus to and from school or to and from school activities. These rules and guidelines govern Middle School students while attending activities in all buildings of the Illini Bluffs CUSD #327. Students may be disciplined for misconduct, including but not limited to the following:

Repeated offenses may result in a more severe disciplinary action as deemed appropriate.

Student Behavior:

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

- Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend a school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, selling, or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered medical cannabis-infused product under *Ashley's Law*).
 - Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis-infused product under *Ashley's Law*.
 - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- Using or possessing an electronic paging device.
- Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or

another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

- Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
- Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- Engaging in teen dating violence.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

- Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply:

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

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

Authority of School Staff

Certified teachers or administrators and non-certified employees, who provide a related service for, or with respect to, a student as employees of the Board of Education of Illini Bluffs CUSD #327, have full responsibility for the property and equipment assigned to them and have the authority to control the conduct of any student on school property.

Care of Building, Ground, and Equipment

Persons who shall willfully or negligently destroy or mar school property shall be subject to appropriate disciplinary action including, but not limited to: the requirement of payment in full for the damage, Saturday School or Out of School suspension. Individuals may also face arrest and criminal charges if applicable.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall

not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Isolated Time Out, Time Out, and Physical Restraint

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

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

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

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles, or other knuckle weapons regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

Gang and Gang Activity Prohibited

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

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make up missed work for equivalent academic credit.

Student Appearance:

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Student School Dress Code

Reasonable care and neatness in regard to dress and appearance is expected of all students while on school property and/or in attendance at school-sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Students required to change clothing are unexcused while they are correcting this matter. The following regulations are based on common sense and decency:

1. Students must wear shoes at all times.
2. Students are not to wear any type of head apparel including but not limited to: sunglasses, hats, bandanas, accessories, or coats that may not be worn in the building. Hats brought to school shall be removed before entering.
3. Students may wear shorts during hot weather provided they are the appropriate length. An appropriate length of shorts should be no shorter than 4 inches inseam. Midriff shirts or blouses, tank tops, spaghetti straps, or other garments that reveal areas of the body to the extent of indecency are not permitted. Undergarments must not be visible. This includes but is not limited to boxers, shorts, and other clothing. No bare skin is to be shown from the shoulder to mid-thigh. Pants, shorts, skirts, and shorts are to be worn with the waistline above the hip bone of the student.
4. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting showing skin and/or undergarments may not be worn to school.
5. Students are not to wear:
 - a. T-shirts, jackets, etc. which include but are not limited to the display of words, abbreviations or slogans pertaining to alcohol, tobacco, drugs, sex, obscenities, and derogatory sayings.
 - b. Any clothing that would be deemed a distraction to the school learning environment. This would include but is not limited to chains, and dog/spike collars.
 - c. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images
 - d. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
 - e. Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day. • Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
 - f. Sleeveless tank tops or muscle shirts
6. Students should dress and groom themselves in a manner that will not be a distraction to the school environment.

Violations of the dress code may result in the following steps as deemed appropriate by the building administrator:

- 1st offense: Verbal warning
- 2nd offense: Detention and parents contacted
- 3rd offense: in/out-school suspension

Preventing Bullying, Intimidation & (Sexual) Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

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

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

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

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

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

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

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

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

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student’s act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school’s investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school’s administration is made aware of a student’s involvement in an alleged bullying incident. The term “bullying incident” includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

<u>Complaint Managers</u>	
Dr. Roger Alvey, Superintendent Illini Bluffs District Office 309-389-2231 ralvey@ib321.com	Mr. Dimitri Almasi, Principal Illini Bluffs High School 309-389-5681 dalmasi@ib327.com
Mr. Jeremy Ball, Principal Illini Bluffs Middle School 309-389-3451 jball@ib327.com	Mrs. Katrina Craven, Principal Illini Bluffs Elementary 309-389-5025 kcraven@ib327.com
Mrs. Muareen Marvin, School District Counselor Illini Bluffs High School Office 309-389-5681 mmarvin@ib327.com	Mrs. Danielle Stanley, District Social Worker Illini Bluffs Elementary School Office 309-389-5025 dstanley@ib327.com

Harassment & Teen Dating Violence Prohibited

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

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity¹; gender-related identity or

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

Sexual Harassment Prohibited

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

Making a Report or Complaint

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

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

Cafeteria Behavior Expectations

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall follow all cafeteria rules during lunch.

- Loud talking, yelling, screaming, and other
- Disruptions are prohibited.
- Students shall not throw food or drinks.
- Students shall not trade food.
- Middle School students are not allowed to use the vending machines.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the directed by staff.
- Students shall follow the instructions of the cafeteria supervisors and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall remain seated until dismissed by the lunch supervisor, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall remain seated while in the cafeteria except to return trays.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

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

Tobacco

Use, possession or distribution of tobacco products, matches, lighters, or tobacco paraphernalia, including electronic or e-cigarettes:

- 1st Offense: Up to maximum of 3-day out-of-school suspension
- 2nd Offense: Up to maximum of 5-day out-of-school suspension
- 3rd Offense: Up to maximum of 10-day out-of-school suspension
- 4th Offense: Recommendation for expulsion

CHAPTER 8 Student Technology Acceptable Use Policy:

Per Illini Bluffs CUSD #327 school board policy 6:235, each student and his/her parents/guardians must agree to the terms and information below before being granted access to the Illini Bluffs network.

Illini Bluffs CUSD #327 is committed to creating a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.

Our district strives to help prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing them for whatever path they choose after high school. We view the use of electronic resources as central to the delivery of our educational program and we expect that all students will use electronic resources as an essential part of their learning experiences.

As a district, we have the ability to enhance your child's education through the use of electronic networks, including the Internet and mobile computing devices. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your approval is needed before your child may use this resource. Students and their parents/guardians need to sign this contract at the beginning of each school year.

The Internet electronically connects millions of computers throughout the world and billions of individual subscribers. With this educational opportunity also comes responsibility. You and your child should read the district's Authorization for Electronic Network Access and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

Illini Bluffs CUSD #327 takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting; however, it is impossible to control all materials and prevent students from discovering inappropriate material via the Internet. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward

should follow. To that end, Illini Bluffs CUSD #327 supports and respects each family's right to decide whether or not to authorize access to the Internet via our computing network.

Overview

All use of the Network/Internet shall be consistent with the Illini Bluffs Community Unit School District #327's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This Acceptable Use Contract does not attempt to state all required or prohibited behaviors by users. However, some specific examples are provided. **The failure of any user to follow the terms of the Acceptable Use Contract will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate that the party who signed has read the terms and conditions carefully and understands their significance.

The use of network facilities shall be consistent with the curriculum adopted by the Board of Education as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, Illini Bluffs CUSD #327 will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Each student and his or her parent(s)/guardian(s) must sign this contract before being granted access to the Illini Bluffs CUSD #327 computing network. Please read this document carefully before signing.

Terms and Conditions

Acceptable Use:

Access to Illini Bluffs CUSD #327's computing network and the Internet must be for the purpose of education, communication or research, and be consistent with the educational objectives of the district as set forth by the Board of Education.

The use of the Illini Bluffs CUSD #327 computing network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use:

Students are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Prohibited actions include, but are not limited to:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading of copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;

- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- Using the network while access privileges are suspended or revoked.
- Trying to gain unauthorized access to any other computer system through the Illini Bluffs CUSD #327 network; and
- Making deliberate attempts to disrupt the computer system by destroying data, by spreading malicious software, or by any other means.

General Conditions and Information

In compliance with Children’s Internet Protection Act (CIPA), Illini Bluffs CUSD #327 does provide a “technology protection measure” – generally referred to as an Internet filter – to block access to visual depictions deemed “obscene”, “child pornography” or “harmful to minors”. Despite the protections provided, it should be understood that not all content can be blocked. Illini Bluffs CUSD #327 reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.

No Warranties

Illini Bluffs CUSD #327 makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages the network user incurs. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The electronic information available to students and staff does not imply endorsement of the content by Illini Bluffs CUSD #327, nor does the district guarantee the accuracy of information received on the Internet. Illini Bluffs CUSD #327 shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Indemnification

The user agrees to indemnify Illini Bluffs CUSD #327 for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

System Security

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the district technology department or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk may be denied to the network.

Vandalism

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

Access to Student Social Networking Passwords & Websites:

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

Illinois Public Act 098-0129 states "the elementary or secondary school may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the elementary or secondary school has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a school disciplinary rule or policy."

Plagiarism and Copyright Infringement

- You will not plagiarize works that you find on the Internet. Copying word for word off the Internet is the same as copying word for word from a book or magazine.
- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of the work, you should follow that expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner.
- For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- Students engaged in producing web pages must provide teacher, or library media specialists with e-mail or hard copy permissions before web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the website displaying the material may not be considered a source of permission.

Non-School-Sponsored Publications/Website:

- Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:
- Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on copyright;
- Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
- Is primarily intended for the immediate solicitation of funds; or
- Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Access to Non-School Sponsored Publications:

Non-School Sponsored Publications Accessed or Distributed On Campus

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

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students¹; or
6. Incites students to violate any Board policies.

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

Guidelines for Student Distribution of Non-School Publications:

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

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

- Is primarily prepared by non-students and distributed in elementary and/or middle schools. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students;
 - Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
 8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7

Guidelines for School-Sponsored Publications, Productions & Websites:

Guidelines for School-Sponsored Publications, Productions and Websites

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

Student journalists must:

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

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

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

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

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

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

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

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

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

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

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

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

- Instruction in the classroom or at home (including remote learning)

- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation, or relationships I post. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse, and not forwarding inappropriate materials or communications. I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist, or inappropriate.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate the information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

Consequences and Penalties for Inappropriate Use:

If a discipline problem is determined to be severe, a student may be suspended from the computing network and from their Chromebook immediately. In all cases, alternative discipline may be imposed as deemed appropriate by the school administration. If a student chooses to violate the Internet and Computer Use Contract, applicable state and federal laws, or posted classroom, building, or district rules, appropriate disciplinary measures will be taken as deemed appropriate by the school administration.

CHAPTER 9 Grades 5th-12th Chromebook Policy

Ownership of the Chromebook

Illini Bluffs CUSD #327 retains sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes. Moreover, Illini Bluffs CUSD #327 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add or delete installed software or hardware.

Responsibility for the Chromebook

Students are solely responsible for the Chromebook issued to them and must adhere to the following:

- Students must comply with the STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

- Students must bring their Chromebook to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action at the discretion of the classroom teacher and/or building principal.
- Students must treat their Chromebook with care and never leave it in an unsecured location
- Students must keep their Chromebook in the district-issued carrying case when traveling (including between classes).
- Students must promptly report any problems with their Chromebook to the school office.
- District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.
- Students should never leave their Chromebook unattended unless it is locked in their hallway locker.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook
- Students should never lift their Chromebook by the screen and Chromebooks should never be carried with their screens open
- Students should not use or store their Chromebook near pets.
- Students should insert cords, cables, and removable storage devices carefully into their Chromebook
- Students should make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Students should only clean the screen with a soft dry microfiber cloth or anti-static cloth
- Students do not attempt to install or run any operating system on their Chromebook other than the Chrome OS operating system supported by the district.
- Students must keep their device clean and must not touch the screen with anything (e.g. your finger, pen, pencil, etc.) other than approved computer screen cleaners.
- Students should never install apps or extensions without prior approval
- Students should only log in to the Chromebook using their school-issued Google Apps for Education @ib327.com account.
- Students are not allowed to log in to the device using a personal Google Account.
- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action
- Students should not attach stickers to their devices at any time.

Responsibility for Electronic Data

- The student is solely responsible for any apps or extensions on their Chromebooks that are not installed by Illini Bluffs CUSD #327.
- Students are responsible for backing up their data to protect from loss.
- Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Chromebook Rotation

At the end of the student's 5th, 8th, and 11th-grade year, students will turn in their Chromebooks, chargers, and cases, and those students will be issued a new Chromebook at the start of the next school year. Failure to turn in a Chromebook will result in a student being charged the full replacement cost. All other students will be allowed to keep their devices over the summer.

Spare Equipment and Lending

If a student's Chromebook is inoperable, the District has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction of his/her teacher.

Damaged Equipment

The District will repair/replace accidentally damaged devices. If a student intentionally damages the device, the student shall be responsible for actual repair/replacement costs. Students will be assessed the following charges, per occurrence, each time the device needs repaired/replaced due to an accident:

- 1st repair- \$0
- 2nd repair -\$25
- 3rd repair - \$50
- each additional repair - \$50

**Battery charging issues on HP Chromebooks are not subject to the repair fee*

Students are responsible for their device charging cord and district-issued carrying case. The replacement costs of these items are:

- Charging Cord: \$20
- Carrying Case: \$15

All repairs will be coordinated through the District, and the District will make its best effort to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record the use of student Chromebooks (including reviewing files and other materials) at any time for any reason related to the operation of the District and/or for any purpose that furthers the interests of the District. By using a Chromebook, students agree to such access, monitoring, and/or recording of their use.

Consequences and Penalties for Inappropriate Use

If a discipline problem is determined to be severe, a student may be suspended from the computing network and from their Chromebook immediately. In all cases, alternative discipline may be imposed when appropriate. If a student chooses to violate the Internet and Computer Use Contract, applicable state and federal laws or posted classroom, building or district rules, the following will apply:

First Offense:

- Minimum: A reprimand and warning documented
- Maximum: Network and device privileges revoked for two weeks and the parent/guardian is contacted by the teacher.

Second Offense:

- Minimum: Network and device privileges revoked for two weeks and parent/guardian will be contacted.
- Maximum: Network and device privileges revoked for one semester.

Third Offense:

- Minimum: Network and device privileges revoked for one semester and parent/guardian will be contacted.
- Maximum: Network and device privileges revoked permanently.

Fourth Offense:

- Network and device privileges are revoked permanently until the end of the school year and parent/guardian will be contacted. *Depending upon the specific situation, other school discipline may be warranted.*

Illegal use of the network, copyright violations or theft of services may be reported to the appropriate legal authorities.

Use of Artificial Intelligence

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

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

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

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

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

CHAPTER 10 Search and Seizure:

Search and Seizure Policy

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

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

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

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

Students Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

CHAPTER 11: Special Education

Education of Children with Disabilities:

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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

For further information, please contact the building principal or the Seapco Special Education Administrator.

Accommodating Individuals with Disabilities:

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated, and provided with appropriate educational services. Any parent requesting a 504 plan for his/her child must make the request in writing to the building principal. The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services under an individualized education plan (IEP). However, if the student does not qualify for an IEP, he/she may qualify for services under Section 504 if the child has a physical or mental impairment that limits one or more major life functions.

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required.

This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Behavioral Interventions

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

The Discipline of Students with Disabilities

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

Exemption From PE Requirement for Special Education Students:

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

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee. A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Related Service Logs:

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

CHAPTER 12: Student Records and Privacy

Student Privacy Protections:

Surveys

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

Surveys by Third Parties

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

Surveys Requesting Personal Information

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

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

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

Instructional Material

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

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

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card. Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

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

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

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

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

Student Rights & Records:

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school

employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.¹**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and

who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,[1] any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student. For elementary and high school districts only.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

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

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

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

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

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

The name and address of the Office that administers FERPA is: U.S. Department of Education Student Privacy Policy Office:

400 Maryland Avenue, SW
Washington DC 20202-8520

Student Biometric Information

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

CHAPTER 13 Parental Rights & Notifications

Teacher Qualifications

Parents may request information from the school office concerning the qualifications of their child's teachers and paraprofessionals, including:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency permit or other provisional status by which State qualification and licensing criteria have been waived;
3. Whether the teacher is teaching in a field of discipline of the teacher's certification;
4. Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Personnel Complaints:

Although no person shall be denied the right to present a complaint about school personnel to the School Board, resolution of such complaints will first be referred to the school administration for study and solution.

The District places trust in its employees and supports their actions in such a manner that employees are freed from unnecessary or unjustified criticism or complaints. The complainant shall be encouraged to first bring a complaint to the employee concerned. At the same time, the employee should bring the matter to

the attention of his/her immediate supervisor. The individual employee involved shall be given every opportunity for explanation, comment, and presentation of the facts as she/he sees them. If the issue is not resolved by the involvement of the immediate supervisor, the complainant can refer the issue to the Superintendent for his review and decision.

If the above steps do not resolve the concern of the complainant, she/he may request a closed meeting of the School Board for the purpose of review of the Superintendent's decision. Generally, all parties involved, including the school administration, shall be asked to attend such a meeting for purposes of presenting additional facts, making further explanations, and clarifying the issues. The School Board conducts all meetings in a fair and just manner.

Standardized Testing:

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

1. Parents/Guardians are encouraged to cooperate in preparing students for standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:
2. Encourage students to work hard and study throughout the year;
3. Ensure students get a good night's sleep the night before exams;
4. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
5. Remind students and emphasize the importance of good performance on standardized testing;
6. Ensure students are on time and prepared for tests, with appropriate materials;
7. Teach students the importance of honesty and ethics during the performance of these and other tests;
8. Encourage students to relax on testing day.

Homeless Child's Right to Education:

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

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

Assistance and support for homeless families include educational organizations, food banks, and meal programs, lost service agencies, family shelters, and medical services. Contact the building principal for assistance with these programs.

English Language Learners:

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

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at

high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

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

School Visitation Rights:

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Pesticide Application Notice

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

Notification will be given before the application of the pesticide. Prior notice is not required if there is no imminent threat to health or property

Unsafe School Choice Option:

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

Student Privacy Parent Notification:

In addition to the language in this paragraph, schools must notify parents/guardians at the beginning of each school year of any of the following:

1. Activities involving the collection, disclosure, or use of personal information collected from students. for the purpose of marketing or for selling that information;
2. The administration of surveys requesting personal information; and
3. The administration of any non-emergency, invasive physical examination. Notice should include the dates of administration and the ability of parents to opt out their student.

Sex Offender Notification of Law:

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

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

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

A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor>
- Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY>
- Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

Every Student Succeeds Act Parent Notification

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student’s classroom teachers, including, at a minimum, whether:

- a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. The teacher is teaching under emergency or other provisional status.
- c. The teacher is teaching in the field of discipline of the certification of the teacher.
- d. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District require students to take certain standardized tests. Additional information regarding standardized testing can be found on page 10 of this handbook.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card

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

IV. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances.

V. Student Privacy

Students have certain privacy protections under federal law.

VI. English Learners

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

VII. Homeless Students

For information on supports and services available to homeless students please reach out to the building principal or counselor.

For further information on any of the above matters, please contact the building principal.

Mandated Reporter:

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

Awareness & Prevention of Child Sexual Abuse, Grooming Behaviors, & Boundary Violations:

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

Warning Signs of Child Sexual Abuse include the following:

Physical signs:

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

Behavioral signs:

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

Emotional signs:

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

Warning Signs of Grooming Behaviors

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

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

Examples of grooming behaviors include, but are not limited to, the following behaviors:

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

Warning Signs of Boundary Violations

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

Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission

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

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

Additional Resources include:

- National Sexual Assault Hotline at 800.656.HOPE (4673)
- National Sexual Abuse Chatline at online.rainn.org
- Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Report of Abuse of Children Policy:

In accordance with Illinois State Law, each school administrator, teacher, social worker, registered nurse, or other professional person employed by the school system and suspecting child abuse, must report such suspicion to the Department of Child and Family Services.

Child abuse may be defined as any child who has suffered injury or disability from physical abuse, or shows signs of malnutrition other than by accidental means. Parents who rely upon spiritual means or prayer alone for medical care, treatment, or remediation of sickness, may be considered to be neglecting a child, if that child is suffering the effects of a continuing or escalating illness or malnutrition.

A report of any suspected abuse shall be made:

- A. Orally (immediately) and written (must be completed within 24 hours)
- B. To the local office of Department of Child and Family Services
- C. Containing the following:
 1. The child's name and address
 2. Parents name and address
 3. Child's age (16 and under)
 4. Nature of child's condition
 5. Evidence of previous injuries and disabilities

6. Other helpful information

Any school employee, who makes such a report, shall be presumed to be acting in good faith; and, in so doing, shall be immune from any liability.

Faith’s Law:

District’s Employee Code of Professional Conduct, in part, defines appropriate conduct between school employees and students. A copy of these standards can be found on the District’s website or requested from the Superintendent’s office.

Chapter 14 - Extracurricular Activities

ILLINI BLUFFS HIGH SCHOOL AND MIDDLE SCHOOL EXTRA-CURRICULAR CODE

I. GENERAL INFORMATION

The Extra-Curricular Code applies to all students who want to participate in activities and athletics at IBHS and IBMS. This Code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on students who participate in extracurricular activities.

Participation in athletics/activities is a privilege. Those who participate in athletics/activities have a responsibility to favorably represent the school and community. Student athletes and activity participants are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics/activities may be lost in accordance with the terms of this Activity Code. At the discretion of the Board of Education and/or Administration, the terms and conditions of this Code of Conduct may be modified at any time.

Illinois High School Association

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

The Inter County and Tomahawk Conferences

Illini Bluffs High School is a member of the ICAC and Tomahawk Conferences. Interscholastic competition in many activities takes place between schools which include Athens, Brimfield, Delevan, Elmwood, Greenview, Hartem, Illini Central, Midwest Central, Mount Pulaski, North Fulton, ROWVA, and Williamsfield.

IBHS Interscholastic Activities

The following activities are considered interscholastic:

- | | | |
|-----------------------------|---------------------------|-------------------------|
| Band Contests (IHSA) | Band Festivals (IHSA) | Baseball |
| Basketball | Bass Fishing | Bowling |
| Choral Contests (IHSA) | Cheerleading | Choral Festivals (IHSA) |
| Cross Country | Drama/Musical Productions | Ensembles |
| (Band-IHSA) | Ensembles (Chorus-IHSA) | Golf |
| Group Interpretation (IHSA) | Volleyball | Pom Poms/Dance |
| Scholastic Bowl | Soccer | Softball |
| Track | Wrestling | eSports |

Middle School Transition

This activity Code will be applied to middle school students; however, these students will have a clean record upon becoming high school students. Middle school students are considered to become high school students immediately following their eighth grade promotion ceremony. Violations in the summer between eighth grade and the start of high school will be considered high school violations.

IBMS After School Activities/Spectator Sports

We encourage students to attend and support our athletic events at IBMS. However, most events do not start until 5:00 pm and continue until 6 or 6:30 pm. For the safety and security of all students and staff, students are allowed to be in the building after 3:15 pm ONLY if they are with a teacher for a club, athletic activity, detention, or some school sanctioned reason. After 3:15 pm, students should not be wandering around the building unsupervised. If they are, they will be asked to leave.

The following rules will be in place for all sports seasons.

- Students who are participating in sports activities are expected to be under the supervision of their coach from 3:15 pm until practice/game time.
- Once in the gym, students are expected to STAY in the gym and watch the event. Access to the hallways will be limited to half-time.
- If a student is not behaving appropriately at any after school activity parents may be called to pick them up. They could be denied attendance at further after school activities.
- Your cooperation and understanding of these rules will make the athletic events a pleasure for all who attend.

IBMS Illinois Elementary School Association (IESA)

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

I.E.S.A. Rules

All participants should be aware of these rules so that problems do not arise.

The following rules are I.E.S.A. (Illinois Elementary School Association) rules, which Illini Bluffs CUSD #327, as a member school, must follow:

1. Students must be doing passing work in *all* school subjects.
2. Eligibility shall be checked weekly.
3. Transfer students are eligible upon the eleventh school day of enrollment.
4. Students may not participate at the same academic grade level in two different school years in the same sport.
5. Students must provide the principal of his/her school with verification of **birth before practice begins** or *participation* in any extracurricular activity.
6. Students shall not be permitted to compete in a *tryout, practice, or game* unless they have filed with the principal a certificate of physical fitness issued by a licensed physician not less than *18 months preceding such tryout, practice, or contest* in any athletic activity.

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity.

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate.
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the student's parent/guardian.
3. Proof the participant is covered by medical insurance.
4. A receipt showing the athlete and his parents/guardians received a copy of the Extracurricular and Athletic Code of Conduct, understand the terms of the Code of Conduct, and agree to abide by its terms and conditions.

II. REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

IBHS Extra-Curricular Eligibility Grade Policy

Illini Bluffs High School students must be passing ALL of his/her subjects per week in order to be eligible to participate in extracurricular activities. Eligibility is calculated weekly and runs from Monday to Monday. There are two semesters during the school year. A student must have passed ALL of his/her subjects each semester in order to be eligible for the next semester. If the ineligible student is passing ALL of his/her subjects at the nine-weeks grading period, he or she may petition the Illini Bluffs High School administration to be placed on probation for the remainder of the semester and be allowed to participate in contests.

If a student is academically ineligible, the individual coach/sponsor will have the option of allowing the student to practice during this time, but he/she may not perform in contest.

All courses will be counted on an equal basis for academic eligibility purposes.

IBMS Extracurricular Eligibility Grade Policy

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

To be eligible to participate in extracurricular activities, the average of all learning standards is 2.5 or higher, and/or students must also have fewer than 6 missing assignments. Any student failing to meet academic requirements will be suspended from the sport or activity for 7 calendar days or until all academic requirements are met, whichever is longer. Eligibility reports are run first thing Monday morning.

Eligibility in Middle School is based on semesters. Eligibility will not be counted for the first two weeks of an extracurricular or athletic activity season or semester. The individual sponsor/coach can allow the student to practice during this time. Still, he/she may not perform in contests, matches, meets, or games. If the ineligible student passes ALL of his/her subjects, with the average of all learning standards being 2.5 or higher (After Retake), by the end of the semester, they may petition the Illini Bluffs Middle School administration to be placed on probation for the remainder of the semester and be allowed to participate in contests, matches, meets, or games. The administration can be reached at (309) 389-3451. All courses including physical education, band, choir, and middle school block classes will be counted on an equal basis for academic eligibility purposes.

After 3 weeks of ineligibility within the season, participants shall be dropped from the activity. The 3 weeks of ineligibility DOES NOT have to be consecutive, but at any time during the season.

IBHS Activity Attendance Requirements

In order to participate in practices, rehearsals, performances, or contests, students must be in attendance for at least one-half of the school day. In the case of a funeral or unavoidable appointment, exceptions can be made but only in conjunction with the administration and through parent contact prior to the situation when possible.

IBMS Activity Attendance Requirements

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for

- justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.
- A student who has been suspended from school is also suspended from participation in all

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

Students who are in attendance at school are expected to be at practices or games. If a student is unable to attend a practice or game, a note signed by a parent should be given to the coach **BEFORE** leaving school. Failure to notify a coach (verbally or written) before leaving school will result in an unexcused absence. Having another student tell the coach is **NOT ACCEPTABLE**.

III. ADDITIONAL REQUIREMENTS FOR PARTICIPATION IN ATHLETIC ACTIVITIES

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity.

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate.
 - a. The IHSA/IESA Pre-Participation Physical Examination Form should be filled out by the physician at the time of the physical if the activity is IHSA or IESA regulated.
 - b. If the activity is not IHSA or IESA regulated, the Certificate of Physical Fitness for Participaion in Athletics Form, located in the school offices should be completed.
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian.
3. Proof the athlete is covered by medical insurance.
4. A receipt showing the athlete and his/her parents received a copy of the Activity Code, understand the terms of the code and agree to abide by its terms and conditions.

IV. STUDENTS RIGHTS AND RESPONSIBILITIES

It is the right and responsibility of the student of Illini Bluffs High School to:

1. involve himself or herself in the extracurricular activities that are of special interest;
2. follow the rules and regulations of the activity;
3. conduct himself or herself in a mature manner at all times when involved in an activity on or off campus;
4. show high standards of social behavior;
5. show outstanding cooperation and sportsmanship;
6. show proper respect for those in authority - sponsors, teachers, coaches, teammates, judges, and officials;
7. dress appropriately when attending meetings, practices, rehearsals, competitions, and contests;
8. use language which is socially acceptable - profanity or vulgar talk will not be tolerated in practices, meetings, contests, or competitions on or off the field;
9. attend all classes, meetings, practices, competitions, and contests (if it is absolutely necessary to miss a meeting or practice, the student must personally contact the respective sponsor or coach prior to the meeting or practice session);
10. assume responsibility for equipment issued, keep the athletic locker locked; and return athletic equipment when the session is concluded or when the student is no longer a member of the squad/team;
11. report all injuries to the sponsor or coach immediately.

Should a violation occur when there are fewer than sixty (60) days remaining in a season, the balance of the suspension will be served during the next interscholastic activity in which the student is involved.

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

V. CONCUSSIONS AND HEAD INJURIES

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies

and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

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

VI. CODE OF CONDUCT

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This include the summer months and all school athletics and activities, whether or not the student is actively engaged in a sport or activity at the time of the violations.

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

The student shall not:

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

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

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

services, activities, or privileges provided by a school.

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

Due Process Procedures

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

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of performances, activities or competitions;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
 - b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

First violation

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

Second violation

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

Third violation

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

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

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

VII. TEAM RULES AND EXPECTATIONS

Coaches and sponsors have the right to establish general and specific team rules above and beyond the extra-curricular code of conduct (provided these rules are deemed appropriate by the principal. These rules will include consequences for failure to comply with guidelines and should be distributed in the pre-season. The administration will require all athletic coaches and activity sponsors to discuss good decision making and the consequences of the extra-curricular code with participants at the beginning of each sport or activity.

Travel Information

All students must travel to extracurricular events and return home from such activities with the team by use of school approved transportation. A written waiver of this rule may be issued by a coach, sponsor, or administrator in charge of the extracurricular or athletic activity upon advance written request of the student's parent/ guardian and provided the parent/guardian appears and accepts custody of the student. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid. Students may not ask other students to inform the coach or sponsor. **This will NOT BE ACCEPTED.**

VIII. INVESTIGATION PROCEDURES AND PENALTIES

All reported alleged violations will be thoroughly investigated by the principal and athletic director or activity sponsor.

The investigation process may include but not be limited to:

1. Questioning each student involved or thought to be involved;
2. Questioning other students who are believed to have information relating to the incident.
3. Using tickets issued or information gathered from law enforcement during the investigation to question other students.
4. Obtaining and reviewing any other information from any source which may provide information relating to the incident.
5. Parents of students involved in the investigation may or may not be notified or involved in the investigation at the discretion of the Administration.

Images and Digital Information Including Social Media

An identifiable image, photo, or video, whether in print or digital form, which implicates a student to have been in violation of this Code may be considered as evidence to establish a violation of this Code. In addition, all forms of digital information contained in social media, including networking site postings and sharing sites, micro and personal blogging sites, local websites, online forums, discussion boards, text messaging and email forms of digital communication may also be considered as evidence to establish a violation of this Code. Inasmuch as images, digital information and digital communication may be altered, or fail to accurately portray events, including when an event occurred, the use of such images and forms of digital information as evidence requires caution and discretion by the administration. It is also expected that each student participant understands that images, digital information and forms of digital

communication can be used to implicate them in violating the Code.

Penalties

If it is determined that a student has violated the Code, a letter will be sent to the parents/guardian of the student to outline the violation, the consequence, and the date of possible reinstatement. The Administration will exercise its discretion to determine the appropriate penalty dependent upon the facts and circumstances of the violation. Penalties may include the denial of participation in interscholastic activities for the remainder of the student's middle school and/or high school career.

Penalties for Violation of the Substance Abuse Rules and Regulations are described in Section IX of the Code.

IX. SUBSTANCE ABUSE RULES AND REGULATIONS

Statement of Policy

The use of tobacco, alcohol, and illegal drugs is a harmful habit for young adults, and abstinence from these substances at all times is essential for the wellness of the individual. Therefore, students who are participants in extracurricular activities may not at any time:

- Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
- Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form; or tobacco paraphernalia, including lighter, electronic or e-cigarettes (Vaping Devices).
- Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
- Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;

Students should make every attempt to avoid events where illegal substances are being used or are present. A reasonable amount of time, as determined by school administration, may be allotted for a student to remove themselves from a situation once they are aware of a violation.

Amnesty

Should the student seek help and apply for the Substance Abuse Program before any violation is reported, a non-punitive referral will take place. This referral will be done in confidence and will not result in any suspension from activities but will necessitate the student participating in the Substance Abuse Program.

After a student has served a first or subsequent violation, he/she is no longer eligible to claim amnesty.

First Violation

- A. The first violation of this Substance Abuse Policy will result in suspension from participation in all contests and competitions for a period of sixty (60) days. This period of time will begin on the Monday of the first week of competition. If a violation occurs during the season, the suspension will begin when school officials are notified. The student must attend all practices and contests. The student will sit in a place assigned by the coach/sponsor. Should the violation occur after school has let out for summer vacation or should it occur at any other time when the student is not an active participant in a qualified activity, the suspension will commence on the Monday of the first week that competition begins in the next interscholastic activity in which he/she is involved. Should the violation occur when there are fewer than sixty (60) days remaining in a season, the balance of the suspension will be served during the next interscholastic activity in which the student is involved.
- B. If the student and his/her parents/guardians enroll in a mutually agreed upon student assistance

program within five (5) school days, he/she may petition the athletic director or activity sponsor for a hearing to consider reinstatement after thirty (30) days. A program should consist of a combination of the following:

- a. Assessment: Students must be assessed by medically qualified personnel and official documentation will be considered a necessary component of the process.
- b. Education: Students will undergo a formal process of awareness/education.
- c. Recommendation for treatment and treatment options.

The financial responsibility for the student assistance program rests solely with the student and his/her family. The parents of students participating in this program are encouraged to participate in the sessions. If an athlete cannot compete because of injury or becomes academically ineligible and has been referred to the student assistance program punitive process, that athlete shall begin the time of suspension when that student is declared physically fit or academically eligible to compete.

If the student has previously undergone a non-punitive referral for substance abuse and a violation of the substance abuse policy occurs, the violation will still be treated as a first violation.

No consequences can be served concurrently. If a second or third offense occurs prior to the completion of the previous consequences, the subsequent consequences will begin upon completion of the first.

Second Violation

The second violation of this substance abuse Policy will result in suspension from participation in all contests and competitions for a period of one year. This period of time will begin on the date of the conference with the administration regarding the violation and will conclude after one year. The sponsors/coaches are given the option to have the student attend practices, rehearsals, meetings, and competition, but the student will not wear the uniform, and he/she will not compete in any contests or competitions. The student will sit in a place assigned by the coach/sponsor.

Prior to completion of the year, the student must petition the athletic director or activity sponsor to be reinstated (see below) and he/she must pay \$25.00 and submit to a drug test. Should the violation occur after school has let out for summer vacation or should it occur at any other time when the student is not an active participant in a qualified activity, the suspension will commence on the Monday of the first week that competition begins in the next interscholastic activity in which he/she is involved. Should a student undergoing the student assistance punitive process be unable to compete because of injury, the time of suspension shall begin when he/she is declared physically fit to compete.

- Any non-punitive referral for substance abuse will not affect the options presented herein.
- Amnesty will not be an option after the first violation.

Third Violation

The third violation of this substance abuse policy for alcohol, tobacco, or illegal drugs will result in the denial of participation in interscholastic activities for the remainder of the student's high school career. Substance abuse counseling may be an option for the parents/guardians and student. After one calendar year from the determination of guilt, an appeal can be made to the appeals board for reinstatement contingent upon rehabilitation. It is the responsibility of the student and his/her parents to demonstrate to a reinstatement appeal board a case for being reinstated. The student must petition the athletic director or activity director to present his/her case to the reinstatement appeals board.

Appeal Procedure

The student may appeal his/her violation of the Substance Abuse Policy to an Appeals Board which shall consist of a neutral coach, a neutral sponsor, and the principal who will appoint these members of the Board. The appeal will require the following:

1. A written appeal must be presented to the principal within five (5) days of the initial ruling;
2. The student shall have the privilege of presenting his/her version of the violation under appeal;

3. The Appeals Committee shall render a decision within five (5) days to the student and his/her parents/guardians.

Should any violation be contested in court or be appealed by a student, the sanctions listed above will not take effect until a resolution has taken place.

Reinstatement Petition

A student who has been suspended for a second offense and has served at least 90 days counting student attendance days and/or athletic season attendance days may petition the athletic director or activity sponsor for reinstatement. A student may only apply for reinstatement one time in a high school career.

Reinstatement may occur if the student:

- Demonstrates changed behavior
- Sought and completed a counseling program
- Maintained acceptable academic standards

A written petition for reinstatement must be presented to the athletic director or activity sponsor. The student shall have an opportunity to present his/her petition for reinstatement to the appeals committee. The Appeals Committee shall render a decision within five (5) days to the student and his/her parents/guardians.

It is hoped that the wellness of the individual student is served through this substance abuse policy, and that continual communication between son/daughter and parent/guardian is kept open. If there are any questions on this policy, please call the principal at (309) 389-5681, or the athletic director at (309) 389-5685. Further questions may be directed to the superintendent at (309) 389-2231.

X. CROWD EXPECTATIONS FOR HOME AND AWAY CONTESTS

The administration and faculty appreciate the support of the students and parents at extra-curricular activities. Fans are strongly encouraged to follow the guidelines below:

- Be enthusiastic in a positive manner
- Cheer for Illini Bluffs; not against other schools
- Represent yourself, our school, and our community in a positive way.

Failure to follow these guidelines can result in an immediate ejection from the activity and possibly additional consequences.

Section 2: Elementary School Handbook

STUDENT RESPONSIBILITY

These are the responsibilities our students must develop to grow and become responsible young people in a world in which "being organized" is a valuable skill. Students at all levels (Pre-K-5) are responsible for the following:

- Being **Responsible, Flexibility**, and prepared for school each day
 - transferring all needed items (such as lunch money, books, notes from home, medicine, replacement supplies, special project supplies, homework, and parental notes) from book bags to the classroom at the beginning of each school day
 - arriving at school on time ready to learn
 - completing and turning in assignments on time including all necessary information (such as student name, date, page number, subject).
 - carrying home books and papers to show parents
 - having healthy personal hygiene
 - having the ability to adapt to unexpected change
- Being **Kind**, acting with **Integrity**, and taking **Ownership** of your own actions

- acting with integrity, having the ability to make good choices
- taking ownership in your learning and behavior by obeying the school rules
- treating others as they would wish to be treated.
- being respectful of personal and school property.
- knowing and using good manners

In some cases, students have and will experience consequences for failing to accept these responsibilities.

SCHOOL SUPPLY NOTES

1. An up to date school supply list can be obtained on the IBES website or by requesting one from the office.
2. Backpacks with rigid bottoms and handles must be **no wider than 11 inches**. Backpacks wider than that do not fit into our lockers without bending the doors.
3. **Please do not let your students bring “Trapper Keepers.”** They do not fit in the desks.
4. Student(s) will need to purchase headphones for computer usage each year for all grade levels
5. On days that your student has Physical Education, the student will need to either wear or have shoes they can change into at school that allow them to be physically active
6. Students need to furnish some supplies for their use at school on a continuing basis. Please mark each item with the students' name or initials. We know that some items are difficult to label.
7. Students in Grades 3-5 are provided with an assignment notebook at the beginning of the school year. Any assignment book that is lost or damaged beyond repair will be replaced at the student's cost.

Car Rider Drop-Off/Pick-Up Procedures

Morning Drop-Off Procedures:

- Between the times of **8:00-8:15 am** students should be dropped off at the front elementary doors facing Hanna City-Glasford Rd (door 1, main entrance)
- Students should not get out of the vehicle until a supervisor is present beginning at **8:00 am**
- Parents/Guardians should remain in their vehicle, and only allow the student out of the vehicle when a supervisor is present and able to help the student exit the vehicle safely
- Student(s) must be dropped off by no later than **8:15 am**, students arriving after **8:15 am** will not have the opportunity to get a school provided breakfast, and will be marked tardy

Afternoon Car Rider Pick-Up Procedures:

- School Dismissal is from **3:05-3:15 PM**
- There are two pick-up locations, **door 1**, main entrance, and **door 4**, the gym door between the elementary school and the high school gyms
- **Door 1** is used for Pre-K to 1st grade students
- **Door 4** is used for 2nd-5th grade students
- If your 2nd-5th grade child has a sibling in Pre-K to 1st grade, then he/she should use **door 1** and wait with their sibling in Pre-K to 1st grade so parents only have one pick up location
- Please **put an 8 X 11-inch sign on the dash of the car with their child's name on it** in big letters so the dismissal supervisors can easily determine who you are picking up
- The parent/guardian **MUST** list ALL approved pick-up people in teacherease, this can be done at registration and/or by contacting the elementary office at 309-389-5025, if a person attempting to pick up your child is not listed as an approved pick-up person, the school has the ability to not release the child. Identification and child recognition may be required
- If a student's regular dismissal routine will be changed, the student should have a note from the primary parent or guardian with the change to the routine. Please include the date the change will take place.
- Students who are being picked up by district staff and/or older siblings are not allowed to go to the high school or middle school, the students must remain in the elementary school commons

until the staff member or sibling comes to pick up the elementary student at the elementary commons

- While driving in the school parking lot, it is expected that parents, visitors and students use the appropriate speed and following driver rules at all times to ensure the safety of our students
- Students remaining at school **after 3:15 pm** will be sent to **Hollis Park After Care program** located on IBES campus and parents will be expected to pay any fee associated with the aftercare program

Invitations & Gifts:

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release the addresses and phone numbers of students who are not listed in the school directory.

Outside Treats and Snacks:

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store-bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Classroom Parties & Special Events:

- Elementary School students have three parties each year—Fall, Winter,, and Valentine's Day
- At the beginning of the school year your student(s) homeroom teacher may ask for parents to volunteer to assist at these events
- Only parents assigned as room parents for that event will be permitted to attend the portions of parties that are held in classrooms.
- Children who are not normally part of the classroom such as siblings will not be allowed to attend classroom parties.

Toys & Electronic Items:

- Students are to leave at home their personal toys, games, and all electronic devices which include, but are not limited to, cell phones, iPods, cameras, video games, *and* watches with video games unless one of their teachers asks them to bring a certain toy to school for a special event.
- Adequate supplies of recess materials are available at school for student use and sports equipment should remain at home.
- If cell phones or smartwatches are brought to school they should be powered off and stowed away at all times, including on the bus.
- If any of the items listed are brought to school without permission, the items will be confiscated by the staff member and given to the principal.
- It will not be returned until a parent picks up the item from the principal's office.
- Multiple offenses will result in appropriate disciplinary action as deemed appropriate by the building administration

Lockers:

- Each student is assigned a locker at the beginning of the school year
- LOCKERS ARE SCHOOL PROPERTY. School administrators have the authority to periodically and/or randomly inspect lockers.
- There is no reasonable expectation of privacy in student lockers.

- There are no locks on the lockers, so items of value such as cell phones, electronic devices, money, and toys should not be brought to school.
- IBES is not responsible for lost or stolen items.
- All properties such as coats, lunches, school bags, and PE shoes must be kept inside of the lockers and should be labeled with the students initials
- No student will be allowed in anyone else's locker.
- Students are not allowed to have open soda or beverage containers in their lockers at any time.

Lost & Found:

- There is a designed place where lost and found items are placed in the Elementary School
- The bus garage also maintains a lost and found.
- Check all possibilities when searching for lost property.
- Parents are encouraged to label their children's property.
- At the end of each grading period, unclaimed items will be donated to a not-for-profit agency.

Recess Policy:

Students will have outdoor recess unless it is raining or the temperature/wind chill is below 15 degrees. It is very important that the students have warm clothing: hats, mittens, scarves, boots, and coats. Students who are not dressed properly for the temperature may be kept inside from recess.

Parents/guardians may ask to have their student excused from participation in recess for a single day. If the students are to be excused from recess for more than one day, a doctor's note describing the student's need for extended non-participation in recess activities is required.

Kindergarten Eligibility:

Students who are five (5) by September 1 may enter Kindergarten. Illini Bluffs Elementary School offers full-day Kindergarten.

Early Entrance:

To be eligible for admission, a child must be five (5) years old on or before September 1 and enrolled by the first day of school. Children, who are advanced intellectually and socially, may be permitted early entrance into kindergarten. Promotion will be based on the same criteria as listed below. The parents/guardians of a child who has attained the age of 4 years 6 months by June 1 may seek early enrollment in kindergarten by following these procedures:

1. First, the child must participate in the annual kindergarten screening/testing provided by the District, which may or may not include the following: NWEA MAP, FastBridge Benchmark Assessment, KIDS, and other research-based screening as deemed by the District. If the child scores at least two standard deviations above the mean on the screening instrument, the child would be eligible for examination by a state-registered psychologist.
2. The child must be examined by a state-certified or registered psychologist no more than two (2) months prior to the beginning of school. The expense will be borne by the parents/guardians. (Funds will be sought to test students who might qualify for free/reduced lunch.) The criteria of the examination is:
 - a. The child must have a score on an individually administered intelligence test (i.e. Wechsler, Stanford-Binet, KABC) that is at least two standard deviations above the mean for the child of his/her age.
 - b. Social and emotional maturity, as well as gross and fine motor skills, assessed on a measure of adaptive behavior, must be at least one standard deviation above the mean for his/her age.
 - c. Visual-motor integration must be at least one standard deviation above the mean for a child of his/her age.
 - d. The child must demonstrate the following types of academic skills:

- Ability to identify basic colors and shapes
 - Recognition of upper and lower case letters
 - Recognition of numerals to 20
 - Alphabet recitation
 - Ability to rote count to 30
 - Ability to count objects with one-to-one correspondence
 - Ability to write the first name legibly from memory
 - Knowledge of basic concepts (i.e., above, below, front, back, etc.)
 - Ability to remember and follow a three-step direction
3. The state-certified or registered psychologist's report will be submitted to the Elementary Principal by August 1. The Principal will review the results in consultation with the Superintendent, School Counselor, Reading Specialist, and Kindergarten Teacher(s). The Elementary Principal, Superintendent, School Counselor, Reading Specialist, and Kindergarten Teacher(s) shall assess the child's readiness to attend school and make the decision accordingly.
 4. If the child is granted early entrance, the child must have all other entrance requirements met for entrance to the school.
 5. If the child is granted early entrance, the parents/guardians must agree to withdraw the child at the end of the first nine weeks if the classroom teacher and Principal recommend that it would be in the best interest of the child not to continue

Grading Scale

Beginning in *second grade*, elementary school students receive letter grades (A, B, C, etc.) in some subjects. The table below shows the percentages that each letter grade represents.

A+	100-99	B+	93-92	C+	84-83	D+	73-72	F	64-0
A	98-96	B	91-87	C	82-76	D	71-67		
A-	95-94	B-	86-85	C-	75-74	D-	66-65		

Students may also receive non-letter grades (for example: S or S+) in various subjects. Each teacher will send an explanation of the non-letter grades.

Promotion Policy

The administration and professional staff of Illini Bluffs Elementary School established requirements for promotion. The decision to promote a student to the next grade level shall be based upon successful completion of the curriculum, attendance and performance on grade level assessments deemed appropriate by the professional staff. A specific list of potential retention indicators shall exist by grade level(s). A student shall not be promoted based upon age or any other social reason not related to academic performance. Please refer to the Potential Retention Indicators below.

The professional staff shall determine remedial assistance for a student who is not promoted. Remedial assistance may include, but not be limited to, tutorial sessions, increased or concentrated instructional time, modifications to instructional materials and retention in grade

Indicators of Potential Retention:

Students who exhibit one or more of the following indicators may be evaluated in a retention/remediation conference to determine promotion, retention, or further remediation plans. This conference may include a multi-disciplinary team of parent(s), teacher(s), principal, and other professional staff members.

Curricular Indicators

Kindergarten: Students may be in need of retention if they are unable to:

1. Identify all upper and lower case alphabet letters.
2. State the consonant and vowel sounds.
3. Recognize their first and last names in print.
4. Print their first and last names.
5. Write 2 or more sentences using sight words, spaces, developmental spelling and punctuation.
6. Count aloud from 0 to 100 by 1's and 10's.
7. Count on from a given number.
8. Write numbers from 0-20.
9. Demonstrate understanding of the relationship between a numeral and the number it represents up to the number 20.
10. With the help of manipulatives solve addition and subtraction problems.
11. Group objects using two attributes such as color and size.
12. Identify 2D and 3 D shapes.
13. Read and recognize a provided list of sight words.
14. Blends sounds orally to make words.
15. Apply skills taught to other learning situations.

First Grade: Students may be in need of retention if they are unable to:

1. Recognize at least 90% of grade-level sight words.
2. Read fluently at the expected level (GE 1.9).
3. Correctly spell grade-level high-frequency and pattern words with 85% accuracy.
4. Solve addition facts and story problems with 90% accuracy.

Second Grade: Students may be in need of retention if they are unable to:

1. Read fluently at a second-grade level.
2. Read and comprehend passages by answering multiple choice and free-response questions (in complete sentence form).
3. Solve subtraction problems up to 19.
4. Solve two and three-digit addition and subtraction problems with and without regrouping.
5. And/or receives an F in reading and/or math for two or more of the four evaluation periods.

Third Grade: Students may be in need of retention if they are unable to:

1. Read fluently at a third-grade level.
2. Read and comprehend a variety of texts at a third-grade level.
3. Demonstrate the ability to write an informative writing project and an opinion writing project.
4. Master multiplication facts 1-10.
5. Demonstrate an understanding of unit fractions.
6. And/or receives an F in two or more of the four evaluation periods in two or more core subjects (math, science, social studies, language arts, reading).

Fourth Grade: Students may be in need of retention if they are unable to:

1. Read with accuracy and fluency to comprehend grade-level text.
2. Use evidence and details to support understanding of literature and informational text.
3. Understand place value to multi-digit whole numbers.
4. Use place value understanding to round multi-digit whole numbers to any place.
5. Use the four operations (addition, subtraction, multiplication, and division) with whole numbers to solve problems.
6. Demonstrate familiarity with factors, multiples, and analyzing patterns.
7. Add and subtract fractions with like and unlike denominators.
8. Draw and identify lines and angles and classify shapes by properties of their lines and angles
9. And/or receives an F in two or more of the four evaluation periods in two or more core subjects (math, science, social studies, language arts, reading).

Fifth Grade: Students may be in need of retention if they are unable to:

1. Read passages accurately and fluently at grade level.

2. Read and comprehend fiction and informational text passages by answering multiple choice and free-response questions.
3. Be proficient with basic multiplication and division facts.
4. Identify place value in whole numbers and decimals.
5. Be proficient with multiplication of fractions.
6. Multiply multi-digit numbers within whole numbers and decimals.
7. Complete long division problems with multi-digit divisors and dividends.
8. And/or receives an F in two or more of the four evaluation periods in two or more core subjects (math, science, social studies, language arts, reading).

ADDITIONAL INDICATORS MATURITY, SOCIAL SKILLS, WORK HABITS:

KINDERGARTEN:

A Kindergartner may be retained when he/she:

- Does not take responsibility for his/her actions
- Is emotionally immature (cry easily, is easily frustrated, have poor peer relationships)
- Gives inappropriate responses to questions
- Has fine motor difficulties
- Lacks self-confidences
- Is unable to work independently or have difficulty following directions
- Cannot care for personal needs and belongings
- Demonstrates little interest in schoolwork
- Does not listen attentively
- Does not participate in group activities or class discussion

1st Grade:

A first-grade student may be retained when he/she:

- Does not follow directions
- Does not listen attentively
- Does not take responsibility for his/her actions
- Lacks self-confidence
- Is unable to work independently or has difficulty following directions

2ns-3rd Grade:

A second/third-grade student may be retained when he/she:

- Lacks organizational skills
- Demonstrates behavior inappropriate for age
- Cannot attend to task
- Is unable to work independently
- Has difficulty following directions
- Does not complete assignments correctly in a reasonable amount of time

4th-5th Grade :

A fourth/fifth grade student may be retained when he/she:

- Lacks organizational skills
- Demonstrates behavior inappropriate for age
- Cannot attend to tas Has difficulty following directions
- Is unable to work independently/or in a group situation

Band & Chorus:

Beginning Band and Beginning Chorus will start in the fall of the *5th grade year*. Students are expected to participate for the duration of the semester. Second-semester participants must complete the school year.

1. There must be a serious commitment by students and the parents/guardian to the music department. This means that the performance must take priority over all other events. Students must attend all practices and performances. The only valid excuses for missing are: student illness or death in the family.
2. Proper care of equipment and instruments is necessary. Lost or damaged equipment will result in the student paying to replace the item.

3. Proper conduct at performance/field trip events must be exhibited. All school rules apply at these events. The conduct of participants must be a positive reflection on the community, school and music department.
4. Band students who do not acquire an instrument within 30 calendar days of band sign-ups will be removed from Band and placed in Chorus
5. Performance attire should be dress-up clothes. Something other than T-shirts, blue jeans, flip flops, and tennis shoes are required.

Homework Policy:

- It is Illini Bluffs Elementary School's policy to assign homework as appropriate to all students capable of completing assignments.
- Homework assignments are reinforcements from classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student.
- Assigned homework will reinforce instruction accomplished in class; it should not introduce new or unfamiliar concepts or skills.
- Homework policy will be communicated by the homeroom teacher.
- Homework that is not turned in on the designated time, determined by the teacher, is considered late and may be subject to deduction of credit per the homeroom teacher's homework policy
- Students who turn in late assignments on a consistent basis may receive any of the following based upon individual teacher discretion or grade level policy:
 - missed reward activity
 - communication with parents
 - after school detention

Procedures Related to Disciplinary Measures for Inappropriate Conduct:

Discipline Notice: Minor misbehavior will be dealt with at school. However, if we believe it is necessary to bring your child's behavior to your attention, a disciplinary notice either by a phone call or written communication will be made.

Discipline notices do not necessarily result in a close lunch, alternative recess, detention, or higher. Discipline notices can vary depending on the discipline notice. However, every third classroom OR office discipline notice will result in after-school detention, and will result in parent/guardian notification.

The Discipline Notice will be placed in your student's record folder until the end of the semester, or the end of the school year, if the consequence is a suspension.

Student Think sheet: When students make mistakes, taking ownership is one of the hardest things for them to do. It is the IBES staff's belief that students can and will learn from mistakes, and that it is our job to assist with this. A student think-sheet assists students in learning from their mistakes. The objective of a think-sheet is to allow the student to process the mistake and be able to think through and present alternative outcomes to avoid future similar incidents. The think-sheet assists the student to admit what they did, determining how they were feeling prior to making the mistake, why they made that choice, determining more appropriate response options for future situations, and saying a sincere "*I'm sorry*," This process assists the student to learn restorative practices and prevention of future incidents. This process will be used for many of those first-time behaviors that in the past may have resulted in a referral to the office. Students are expected to complete this process and talk it over with the school staff member.

Alternative Recess: Teachers may use alternative recess for minor classroom infractions of student conduct. Parents may not be notified when a child is given an alternative recess from a teacher since it is given for minor classroom infractions. Students who need to serve an alternative recess must engage in a less desired option during his/her class and/or lunch recess. Students who earn an alternative recess will be engaged in a less desired activity choice away from their peers but still have the opportunity to have unstructured time during the school day. Students may serve an alternative recess on the same day as the incident or the next day depending upon the time of the incident. If a student is given this as a consequence due to an office referral the parent/guardian will be notified of the incident.

Closed Lunch: Teachers may use closed lunch for minor classroom infractions of student conduct. Parents may not be notified when a child is given a closed lunch from a teacher since it is given for minor classroom infractions. Students who receive a closed lunch will report to the office or eat lunch outside of the office. Students in closed lunch eat separately from their peers.. Students may serve a close lunch on the same day as the incident or the next day depending upon the time of the incident. If a student is given a closed lunch due to an office referral the parent/guardian will be notified of the incident.

Detention: Students assigned a detention remain after school when classes are dismissed for the day. They will spend until 3:45 PM in an assigned area under the supervision of a teacher or administrator. Detentions are a time for students to study and/or complete a think sheet activity. They are to be quiet while serving detentions, and they are to bring some school-related activity with them to do. Students are expected to bring an appropriate activity to detention, if he/she does not, an activity will be assigned by the person in charge. Parents must arrange for their child's prompt transportation home at its conclusion. Students who fail to serve detentions may be assigned to an alternative consequence as deemed appropriate by the school administrator. If a student is given after-school detention the parent/guardian will be notified of the incident.

After three disciplinary detention in a given semester, further discipline may result as deemed appropriate by the school administrator.

Temporary Removal From Classroom: There may be a need to remove a student from a classroom or other school setting due to inappropriate behavior. If a student is removed from a classroom or school setting the student will be placed in an appropriate and safe location away from peers. Students will be expected to complete any missed class work while removed from the classroom. The amount of time in the separate room will be determined by the principal and will be dependent upon the behavior of the student and the completion of work while away from the classroom. If a student is temporarily removed from the learning environment due to a discipline incident the parent/guardian will be notified of the incident.

Special Activities Restriction: A student may be excluded from a special event or all school special events (which include, but are not limited to field trips, room parties, and assemblies) if deemed appropriate by the administrator. The student's homeroom teacher and the principal will review the student's record and make a decision on a case-by-case basis.

Behavior Modification Study Area: A behavior modification study area may be given if the student needs to be removed from the classroom environment due to a disciplinary infraction. This allows the student, under the supervision of a school employee, to complete assignments and receive credit in a safe environment away from the student's peers. Students may be assigned to a BMSA for the same reasons and for the same amount of time as they may have been suspended for an out-of-school suspension. If a student is given a BMSA the parent/guardian will be notified of the incident.

Suspension: Students suspended from school will leave school as soon as deemed appropriate by school administration. Students may not participate or practice any school activity while serving a suspension. On days a student is suspended, that student is not to be in the building, on the grounds, or at any school events. If a student is found to be disregarding this regulation, additional consequences or appropriate legal action may result. Students will have an opportunity to make up work missed during a suspension and can receive credit while serving an out-of-school suspension. The **student or parent** should request his/her work from his/her teacher and complete his/her work within the agreed-upon time period.

Expulsion: Students who exhibit the most severe behaviors that pose a significant threat to student and/or school safety will be taken before the Board of Education with the request that they are expelled for a time period. An expelled student is prohibited from being on school grounds and participating in any school-sponsored activities.

Subsequent offenses will result in more severe disciplinary action as deemed appropriate by the school administrator. All disciplinary measures are at the discretion of the school personnel as deemed appropriate in response to each individual incident/action.

Section 3: Middle School Handbook

Introductory Information and General Notes

Student Day

The student day begins at 8:15 A.M. and ends at 3:15 P.M. Students should not arrive before 8:00 A.M., unless they ride a bus or have permission from a teacher, coach, sponsor, etc. Students are not permitted in the building after 3:30 P.M. or 15 minutes after an early dismissal unless under supervision of a teacher, coach, sponsor, etc.

Student Schedule for 6th Grade

The student schedule for Monday, Tuesday, Thursday, & Friday:

HR	8:00 A.M. - 8:15 AM
1 st	8:15 A.M. - 9:43 A.M.
2 nd	9:46 A.M. - 11:14 A.M.
3 rd	11:17 A.M. - 11:47 A.M (6th Lunch)
4 th	11:50 A.M. - 12:14 P.M. (SH/Enrich/PE)
5 th	12:17 P.M. - 12:59 P.M
6 th	1:02 P.M. - 1:44 P.M
7 th	1:47 P.M. - 3:15 P.M.

Student Schedule for 7th & 8th Grade

The student schedule for Monday, Tuesday, Thursday, & Friday:

HR	8:00 A.M. - 8:15 A.M.
1 st	8:15 A.M. - 9:43 A.M.
2 nd	9:46 A.M. - 11:14 A.M.
3 rd	11:17 A.M. - 12:45 P.M.
4 th	12:49 P.M. - 1:19 P.M. (7th & 8th Lunch)
5 th	1:22 P.M - 1:45 P.M. (SH/Enrich/PE)
6 th	1:48 P.M. - 2:30 P.M.
7 th	2:33P.M. - 3:15 P.M

Closed Campus

Once students are on school grounds they are not to leave. Students are expected to proceed immediately to the gymnasium upon arrival and remain there until dismissed. This arrival could be on foot, by bus, by car, or other means. Once students are in the building they may **not** leave the building without the permission of school personnel. When students are permitted to leave, they must sign out in

the office after receiving permission from an adult in the office. Students are expected to be in first hour classes on time.

All Middle School students should enter and leave through the Middle School doors only. Students **MAY NOT walk through the elementary or high school when arriving or leaving the Middle School. Students riding with High School siblings must be dropped off at the Middle School.**

When school is dismissed at 3:15 P.M. students will not be permitted to stay after school for extracurricular activities unless assigned to a designated classroom. Students who leave the building after school will not be allowed to return until the activities are taking place.

High School Use

Middle School students are not permitted to be in the High School at any time during the school day (7:30 a.m. to 4:00 p.m.) unless they have special permission or are there for scheduled classes, lunch, or extra-curricular activities.

High School students are also not to be in the Middle School during the school day without written permission from a high school teacher or coach.

Gum Policy

Chewing gum and candy are not permitted within the school buildings. Candy is only permitted in the cafeteria and when sold through the concession stand at school events. **Chewing gum or eating candy during class may result in a disciplinary consequence.**

Telephone

School telephones are business phones and are to be used as such. If it becomes necessary to use the telephone, students must obtain written permission from their teacher. Except in cases of extreme emergency, a student will not be called to the office for phone calls. Times are announced when rides should be here after games (both home and away) and other activities. Unless the bus returns very early or late, or the game is extremely long, phone calls will not be permitted. **All cell phones are to be turned off and kept in school lockers during the school day. Students MAY NOT respond to parent texting during the day. Parents/guardians needing to contact their child MUST call the office.**

Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have an authorized hall pass from a staff member. Each student will sign a time in/time out sheet in the student's assignment notebook. This rule also includes high school students in the Middle School.

Assignment Notebooks

Assignment notebooks are required to be used by all students. Students are issued an assignment notebook the first day, which is included in the registration fee. If a student damages it beyond use or loses it, the student must pay for a new one. *The replacement cost is \$5.00.* Procedures for its use will be described when it is issued.

Study Hall Procedures

Independent study periods are for study and not play. Students should be sure that they have books and materials to study or read during these periods. There will be no games or talking allowed. The use of technology during study hall must be related to school assignments approved by the teacher.

Grading & Promotion

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, and mastery of the subject. A student will not be promoted based upon age or any other social reason not related to academic performance. The building principal has the final decision regarding retention.

Retention

Intervention opportunities are in place at Illini Bluffs Middle School to support learners who are behind in all core subjects. If a student receives a score of 2 or below in 50% or more of the standards for each class, the student will be considered for retention. A number of academic interventions will be offered to those students who are struggling to meet the established standards. Other factors such as Reading On Level, Benchmark Assessments, and MAP Assessment scores will also be part of the determination.

Parent-Teacher-Pupil Conferences

At no time should parents/guardians be in doubt of their child (ren’s) progress. Parents/guardians will be emailed a progress report half way through each quarter and report cards emailed home at the end of each quarter. If there is a question or a misunderstanding about the reports, please call the school for an appointment with the teacher. Students, who wish to speak with a teacher about a problem or situation, should request a conference with the teacher before or after school, or at a time convenient to both during the day. Teachers may also request conferences with students of parents in order to give or arrange individual help.

Standards-Based Learning and Scoring

A student’s performance on a series of assessments (summative) will be used to determine a student’s overall grade in a course. Practice assignments (homework) are just that, practice, and thus should serve primarily as a source of feedback and instructional support for both students and teachers. Scores on practice assignments should not be used as a component of a student’s academic grade. Teachers may require students to complete all of their practice work prior to allowing them to take, or retake, an assessment.

There are four levels of progress noted on report cards using the numeric marking system (4, 3, 2, 1, 0). A descriptor for each score is provided below.

4	3	2	1	0
Mastery: Student has a complete understanding of standard	Developing: Student has established some understanding of standard	Beginning: Student is at the foundational stage of learning	Area of Concern: Demonstrated a lack of understanding of key concepts	No evidence: Lack of material/not turned in

SCORING:

- 4 -- On a standards-based report card, a mark of “4” is the mastery goal for students, which indicates that the student has mastered all the requirements of the academic standards for his/her grade level. Learners are scored on their progress made toward mastery of those expectations set forth for each marking period. The student with a mark of “4” is able to work independently and with little support.
- 3 – A mark of “3” indicates that the student’s progress is developing towards end of the year standards and district expectations.
- 2- A mark of “2” indicates that the student is progressing, but he/she still requires support and assistance to meet the requirements of the academic standard for his/her grade level.
- 1 – A mark of “1” indicates that the student is not meeting the requirements of the grade level standard. His/her instructional level is characterized as not benefiting from supporting services offered by the teacher.
- 0 – A mark of zero indicates that the student has not provided sufficient evidence of learning.

Honor Roll

The traditional concept of an Honor Roll does not easily match up with standards-based grading. A committee has been formed to develop the criteria for academic recognition. It is our intention to recognize and acknowledge the academic accomplishments of IBMS students, as well as those who consistently display good citizenship.

Class Assignments/Homework

The purpose of assignments/homework is for the student to practice the skills necessary to master a standard and skills necessary for a student's academic growth. Since the focus is on students' growth and mastery of skills, IBMS assignment/homework policies encourage students to complete all assigned work, even if it is late. That being said, IBMS also believes in teaching the whole child, and teachers do teach workplace expectations which includes personal responsibility and getting one's work done and done on time. Students who do not turn in assignments on time will still be required to complete their assignments, and will also receive consequences related to work ethic and not academics

Tutorial Assistance Program (TAP)

The Board of Education approved an after-school homework session for Middle School students who do not complete assignments on time or need extra assistance. This program is offered Monday, Tuesday, Thursday and Friday after school from 3:20 PM to 4:00 PM. The supervising teacher will assist students with homework and class assignments.

Discipline and Student Conduct

General Building Conduct

School begins at 8:15 and ends at 3:15. Students should not arrive at school before 8:00 A.M, unless instructed to do so. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students shall not run, talk loudly, or yell in the hallways nor shall they push, shove, or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- All use of electronic devices is prohibited within the school building without permission from a teacher or administrator.

Assemblies

Student behavior should be refined and courteous at all times. An indication of the cultural level of a school is the conduct of its student body at an assembly. Each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes but is not limited to the following: whistling, boisterousness, sleeping, and talking during a program

Lockers

A hall locker and PE locker is provided to all Middle School students. It is essential that students **do not give their combination to anyone**. The lock must be completely closed, and the **dial turned** before it is secure. **LOCKERS ARE SCHOOL PROPERTY**. No tape or adhesive materials are allowed to be used on the inside or outside of the lockers. School administrators have the authority to periodically and/or randomly inspect lockers. There is not reasonable expectation of privacy in student lockers. If damage occurs to the lockers the student may be assessed a damage fee.

All properties such as book bags, coats, books, etc., must be kept on the inside of the lockers. There is a designated place provided for all band instruments.

Students are not allowed to have open soda or beverage containers in their lockers at any time. Students having such items in their lockers may result in disciplinary action.

Student Valuables

Students are not to bring large amounts of money, cameras, video games, laser pens, or other non-school electronic devices to school. Students are not to use video recording devices, cameras or any similar electronic device that violates the rights of others. Glasses, watches, electronic books, cell phones and such items are the personal responsibility of the students. Fundraiser money may be turned into the office. The school and employees are not responsible for lost or broken items.

Student Use of Electronic Devices

The bringing of electronic devices and other technology at school is a privilege, not a right. Students who bring any electronic device to school **MUST turn off the device and place the device in his/her locker before school begins.** Students are not to bring any electronic device to any class UNLESS given permission from the classroom teacher, in which students must follow the teachers' guidelines for use of the electronic device.

The school and district are not responsible for loss, theft or damage to any electronic device brought to school.

The use of any **electronic device during school hours is prohibited.** This includes but is not limited to, the following: (1) using the device to take photographs on any part of school property (especially locker rooms and bathrooms); (2) cheating; (3) **texting or emailing of any type to ANYONE including family members during school hours;** (4) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual image (i.e., sexting), (5) **making personal calls/texts or emails to friends or family during school hours,**(6) use any social media during school hours.

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

1. First offense - The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense - The device will be confiscated. Parents/guardians are required to pick up devices.
3. Third offense - The device will be confiscated and students will not be allowed to bring any electronic device to school for 14 days. Parent/guardians are required to pick up the device.
4. Repeated violations will result in further disciplinary actions.

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

DISRUPTIVE BEHAVIOR

Teachers may remove students from the classroom for disruptive behavior and send them to the principal's office. On the first referral to the principal, the student will have a conference with the principal and may receive one of the discipline measures listed below:

DETENTION

- Detention is held from 3:15 to 4:00 every Tuesday and Thursday. Detention is also held on Wednesdays from 7:30 - 8:15. Students are expected to bring work to detention.
- **Failure to attend detention:** If a student fails to attend a detention, the incident will result in progressive discipline, which may include additional detentions, in-school suspension or out of school suspension.

Section 4: High School Handbook

Student Day

The student day begins at 8:15 A.M. and ends at 3:15 P.M. Students are asked not to be at school before 8:00 A.M., unless they ride a bus or have permission from a teacher, coach, sponsor, etc. who will be with them to provide supervision. Students are not permitted in the building after 3:30 P.M. (15 minutes after an

early dismissal) unless under the direct supervision of a teacher, coach, sponsor, etc. Students who are in the building without approval, outside of school hours, will be subject to disciplinary action.

Student Schedule

The student schedule for High School consists of the following periods:

Monday/Tuesday/Thursday/Friday		Wednesday	
1	8:15-9:02	1	8:15-8:59
2	9:05-9:50	2	9:02-9:46
3	9:55-10:40	3	9:49-10:33
4	10:43-11:28	5	10:36-11:20
5	11:31-12:49	6	11:23-12:40
6	12:52-1:37	7	12:43-1:27
7	1:42-2:27	8	1:30-2:15
8	2:30-3:15		

Closed Campus

Once students are on school grounds they are not to leave. Students are expected to proceed immediately to the commons upon arrival on the school grounds, and remain there until dismissed to class at 8:10 am. This arrival could be on foot, by bus, by car, or other means. Once students are in the building they may not leave the building without the permission of school personnel. When students are permitted to leave prior to dismissal, they must sign out in the office.

Students are expected to be in first-hour classes on time. Students who arrive at school late must enter through Door 10 and check-in through the office.

All High School students must enter and leave through the High School doors only. Students MAY NOT walk through the elementary or middle school when arriving or leaving the High School.

Students who leave the building after school will not be allowed to return until the extracurricular activities in which they are involved are taking place. High school students are also not to be in the middle/elementary school during the school day or after school without supervision from a high school teacher or coach.

Lockers

A PE locker is provided to all High School students. A combination lock is provided for the PE locker. A fee is paid at the beginning of ninth grade school year. A charge of \$5.00 is made for each lost lock. It is essential that students do not give their combination to anyone. The lock must be completely closed, and the dial turned before it is secure.

ALL LOCKERS ARE SCHOOL PROPERTY. School administrators have the authority to periodically and/or randomly inspect lockers. There is not reasonable expectation of privacy in student lockers. All properties such as book bags, coats, books, etc., must be kept on the inside of the lockers. There is a designated place provided for all band instruments. As contents of the locker will be assumed to be the property of the student to whom the locker is assigned, students are prohibited from sharing lockers. Students are not allowed to have open food, soda or beverage containers in their lockers at any time.

Middle/High School Library

The IB High School Library empowers learners by providing opportunities for using technologies and collaborative partnerships to acquire the skills, attitudes, and responsibilities as aligned with Common Core learning standards adopted by the Illinois State Board of Education. The school library encompasses both physical and virtual spaces that provide flexible, equitable, and efficient access to resources for all learners that have been selected through strategic planning, research, and evidence-based practice. Students are allowed to come to the library to borrow fiction, non-fiction, and graphic novels, gain knowledgeable help in learning about the study resources available to them, and find a low-key place to work on assignments and projects outside the classroom.

Library Rules

- Absolutely no food will be allowed in the library.
- Capped water is allowed.
- All students must sign-in upon entering the library.
- All students coming to the library between 8:15 am - 3:15 pm must present a signed pass from their teacher unless prior arrangements have been made between library personnel and the teacher.
- Students may come to the library during their lunch period without a pass if they have assignments to work on.
- Cell phone use is prohibited in the library without prior permission.
- Students may not leave the library after entering without permission from library personnel.

Borrowing Rules

- Students must present their library card to check out books.
- Students are responsible for any/all materials checked out under their card number and the charges incurred due to late fees and the replacement costs of those materials.
- There is a replacement cost for lost library cards.
- Books may be checked out for a four-week period.
- All materials may be renewed one time.
- A ten-cent (\$.10) per day fine will be charged for materials that are overdue.
- Fines will prohibit the user from checking out materials until the balance is paid.
- Fees will be assessed for materials that have been returned damaged and/or assumed lost.
- Overdue books not returned will cause the student to be prohibited from borrowing materials until the fine or fee is paid and/or the material is returned.
- All fines/fees must be paid by the end of the year.

Skip Day

Illini Bluffs High School does not recognize what is called "skip day" by any group of students. Parents are urged to not write notes in an attempt to excuse any such absences. Students who are absent on a day that is believed to be a "skip day" may be asked to provide written documentation or a parent phone call to the principal as to the reason for their absence.

College Visits

Junior and Senior students will be permitted to visit a college or training institution upon obtaining parental permission and completing a college visitation form that can be obtained from the Guidance Department. Students requesting a college day must contact the counselor at least two days prior to the visitation date and must be passing all courses. Upon return to school the student must return the completed college visitation form to the office. Failure to do so will result in the absence being unexcused and the student will be required to take all final exams.

Students may request a maximum of two days per year. A maximum of four students are allowed to be absent on any one day for a college visitation. College visitation days will only be allowed before April 15th. College days after this date will only be allowed at the discretion of the counselor or principal. College days, when requested of the counseling department, must be approved by the building principal.

Home School Students

Nonpublic School Students, Including Parochial and Home School Students

Part-Time Attendance: The district accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the principal of the school in the school attendance area. All requests for attendance in the following school year must be submitted before May 1. (Further details are available in the Board Policy Manual – 705.27)

Minimum Graduation Requirements of Illini Bluffs High School

Illini Bluffs High School students must accumulate 30 credits to graduate. The following courses must be part of those credits:

- 4 credits of English
- 3 credits of Mathematics
- 2 credits of Social Studies of which 1 credit must be U.S. History
- 3 credits of Science
- 1 credit of Foreign Language, Fine Arts, or Vocational Classes
- 1 credit of Computer Orientation
- 16 Elective credits of student's choice to fulfill 30 credit requirement

Students must meet requirements of Consumer Education, Health, Constitution, Civics and Physical Education. Students may enroll in a maximum of two (2) correspondence courses as seniors to earn a maximum of two (2) credits towards graduation and/or students may enroll in summer school to receive up to three (3) units of credit (one per summer) towards graduation. For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject, and may be counted toward the fulfillment of other graduation requirements.

Transfer Students

Students who transfer in to Illini Bluffs must meet the minimum graduation requirements of Illini Bluffs High School. Transcripts will be reviewed on an individual basis where attempted credits will be considered for graduation credit requirement deduction.

We will only count one (1) unit of Bible and/or Religion classes toward our graduation requirements regardless of the number of units a student may have on the transfer transcript.

If a student transfers to Illini Bluffs High School and the transferring school sends only letter grades with no percentages, the student will receive the following corresponding percentages from IBHS teachers:

- A = 97%
- B = 89%
- C = 79%
- D = 69%
- F = 59%

Grading Procedures

Semester grades are based on the following:

1st 9 weeks	40% (50% if there is no semester exam)
2nd 9 weeks	40% (50% if there is no semester exam)
Semester Exam	20%
Total	100%

Grade Point Average (GPA)

A standard 4.0 system will be used for computing grade point averages. Final grades of "A" will earn 4 grade points; "B" will earn 3 grade points; "C" will earn 2 grade points; and "D" will earn 1 grade point. A grade of "F" will not earn any grade points. Adding all grade points earned and dividing that total by the number of credits attempted will compute grade point averages.

A = Excellent	94-100
B = Good	85-93
C = Average	74-84
D = Poor	65-73
F = Failure	64 and Below

National Honor Society

Membership into the IBHS Timber Chapter of the National Honor Society is an honor bestowed upon students who meet both the National Honor Society's standards and the Chapter by-laws at mid-term. Those students will receive an invitation to apply for membership to the Timber Chapter of the National

Honor Society. Membership carries a responsibility to the chapter that embodies the recommended standards set by the National Honor Society which personifies the highest standards of Character, Scholarship, Leadership, and Service. Membership is a privilege, not a right, which a student acquires and must maintain at all times. Completion of the application does not guarantee the selection of membership to the Timber Chapter. Please see IBHS National Honor Society website for more information.

Honor Roll

To be eligible for high honor roll, students must maintain a 3.66 average or above in all subjects enrolled. To be eligible for the honor roll, students must maintain a 3.00 – 3.65 average in all subjects enrolled. Eligibility will be figured quarterly. To be eligible for honor roll students may not have any D or F grades. Students must be currently enrolled as full-time students at Illini Bluffs High School in order to be eligible for the honor roll. Non-high school courses do not count toward the honor roll. Those courses that are not taken at Illini Bluffs High School are considered to be non-high school courses. Pass/fail grades do not count toward the honor roll. Dual-Credit Courses (students receive both college and high school credit) will count toward the honor roll.

Grade Reports to Students and Parents

A report card is given four times during the school year in order to indicate progress in each subject. The comment section may be utilized by teachers as a means to communicate concerns or praise. Students will receive progress reports halfway through each quarter. Student academic grades are never reduced as a means of consequences for misbehavior in class. Undesirable conduct and disciplinary consequences are documented in TeacherEase and communicated to parents at the appropriate time. However, since students are not achieving their best work if behaving inappropriately, low academic grades are often the result of such misbehavior. For questions regarding grades please contact the classroom teacher.

Class Standings

In determining averages for class standings, all courses giving credits and grades are used. All failing grades use 60% as the basis in determining class standings. Standings are computed after first semester each year for each student. Class standings will be on a 4-point scale. (A-4; B-3; C-2; D-1). Dual-Credit Courses (students receive both college and high school credit) will count toward class standings. College Courses, Summer School, and Independent Study Classes will not be applied to Grade Point Average or Class Rank.

Class Rank

A traditional class ranking system will be used to report class rank. If two students tie for the top rank, they will both be ranked number one (#1). The next highest rank will be given a class rank of number three (#3), etc.

A sincere attempt will be made to include those students who have an Individualized Educational Program (IEP) in place in class rankings. In order to qualify for this designation, students with IEPs must take a minimum of fifteen (15) credit hours in regular division classes.

Top Ten

The ten highest GPAs will determine the “Top Ten” students in the Senior Class. In the event of “ties” for the final set of GPAs that qualify for the “Top Ten,” all of the students involved in that tie will be included in this designation. A student must attend Illini Bluffs High School for a minimum of five semesters to be included in the Top Ten.

Mid-Year Graduates/Early Graduation

Early graduates must meet the credit requirements of the class with whom they entered high school. Students must submit a letter requesting early graduation no later than September 1st of his/her senior year. Planning for early graduation should be done with the help of the guidance department and the student’s parent/guardian. The principal will have the final decision in this process.

Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement
A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.²
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

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

Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Final Exams:

At IBHS it is expected that every student will work to achieve his or her maximum academic potential and it is our mission to prepare each and every student to succeed in life whether they choose to enter a college or technical setting or directly enter the workforce. It is also incumbent upon us, as part of that preparation, that students understand that in any setting (work or school) they will have to demonstrate mastery of specific tasks or information at some level in order to succeed. Therefore, we strongly encourage students to participate in final exams both as a means to improve grades when possible and to prepare for future endeavors in which a final exam or certification test will be an inevitable occurrence. Voluntarily taking the exams cannot be counted against a student who is trying to improve a grade. If a student desires to waive final exams, in addition to parent permission, the student must meet the conditions listed below for each semester:

- Can miss no more than 5 periods in any one class (students who miss more than 5 periods in any class will take the final exam for that specific class).
 - This includes excused and unexcused absences.
- College and/or career visits for Junior and Senior students will not count toward the 5 total days. Junior and Senior students are allowed 2 pre-approved college visits per year.
- Religious observation/training will not count toward the 5-day total.
- Shortened school days (early dismissals for students) will be counted as a full day no matter what bell schedule the high school is on for that day or what activity is occurring.
- Mental health days will count toward the 5-day total.
- Accumulate no more than 5 total tardies in any one class (students who have 5 tardies in a class will have to take the final for that specific class).
- Accumulate no more than 5 unexcused tardies to school (this includes, but is not limited to: oversleeping, missing the bus, car trouble, and weather-related issues).
- Maintain an average of at least a D (passing grade and extracurricular eligibility criteria) in the class in which the student wishes to waive the final. Students will be required to take the final exam of any class in which the student is not passing.
- Maintain an acceptable discipline record; occurrences of Out of School suspension will count toward the 5-day total for mandatory final(s) participation.

- Accumulate no unexcused absences of any kind. This includes individual class periods. Students who arrive late to school or leave early without following proper procedures for checking in or out in the office will be marked “unexcused.”
- Students who are excluded due to COVID-19 protocols will not have the days counted toward the 5-day mandatory finals total. Students must provide the office with testing documentation coordinated by our school nurse and office manager.

Summer School

Illini Bluffs High/Middle School offers a summer school credit recovery program when possible. Please see the school counselor for more information about this computer-based program. Students are responsible for all fees associated with summer school and must meet all other expectations as outlined in the summer school application.

Driving and Parking on School Grounds

It is a privilege to be allowed to bring a car on school grounds and to use the parking facilities. Students are expected to abide by school rules - park where you are supposed to, abide by 15 mph speed limit, do not enter the grounds until ready to park your car and get out of the car to come into school or to your activity. No loitering in personal vehicles before or after school. Also, students should make sure that they lock his/her car after parking it in our lot. Cars parked in non-designated student parking areas will be ticketed or towed. Students who disregard driving rules may lose the privilege of having a car on school property. All students who drive to school will be required to provide their license plate information as part of the registration process. Please visit the school website for parking policies and procedures forms.

Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have an authorized hall pass from a staff member. A student must have an IBHS authorized classroom hall pass. All teachers are expected to protect their instructional time by being extremely judicious in issuing passes to leave the classroom; therefore activities such as going to a locker, vending machine, restroom or the office may be denied at the teacher’s discretion. Students are asked to plan to utilize the time before and after school and during lunch and passing periods to accomplish personal needs and are expected to plan their time and be organized and ready to learn upon arrival to class.

Disciplinary Detentions

A student who fails to meet behavioral expectations either inside or outside of the classroom may be assigned a short detention by any faculty or staff member or the principal as a consequence for misbehavior. Short detention will run from 3:20-4:00 p.m. on designated days and students must serve on the day the behavior is addressed or the next available detention day. Students will not be allowed to reschedule due to conflicts with his/her own personal schedule, i.e. sports matches/games, practices or work.

IBHS will also utilize a long detention which will run from 3:20-5:00 p.m. on designated days. Long detention will be assigned by the principal or designee. Students who fail to serve long detention may be assigned additional long detentions, Saturday School or Out of School Suspension.

IBHS will also utilize lunch detentions which occur during the student’s designated lunch time. The lunch detention will take place in a teacher’s classroom or high school office.

Out of School Suspension

An out-of-school suspension is the only disciplinary action that will remain on the student’s record for the entire school year. All other disciplinary actions are removed from the student’s record each semester. After a student has received a ten (10) day out-of-school suspension for any reason; any further disciplinary problems will require the student and parents to appear before the Illini Bluffs CUSD #327 Board of Education to determine further action.

Saturday School

Saturday School is intended to provide an alternative to the suspension of a student out of school. Students will receive a four-hour Saturday School assignment. The student will be expected to bring enough work to stay busy during the time assigned. If a student does not attend Saturday School, does not bring work for the time assigned, or is sent out for behavior, he/she will be suspended out of school for two days with no credit given except for major works. This out-of-school suspension will be for the two days of school immediately following Saturday School. The second time a student chooses not to attend an assigned Saturday School; he/she will be assigned three days of out-of-school suspension and will no longer be assigned Saturday school for the remainder of the semester. Once a student has failed to successfully complete two assigned Saturday Schools during a semester, inappropriate behaviors that would normally result in Saturday School assignment will result in an out-of-school suspension. STUDENTS WHO ARE ABSENT ON FRIDAY ARE STILL EXPECTED TO SERVE ANY ASSIGNED SATURDAY SCHOOL.

The rules and procedures for Saturday School are as follows:

- Students will be given two school days' notice before serving Saturday School so they can make necessary arrangements.
- Students should report to the high school commons by 7:50 A.M. on the day assigned. In the instance that Saturday School is being run in the Middle School, students will enter through Door #5.
- If a student is late, he/she will not be admitted.
- Students will be seated by the supervisor.
- Students will be given a short break at 10:00 A.M.
- Food, drinks, electronic devices such as I-pods, and laptops are not permitted and cell phones should be powered off.
- Sleeping is not allowed.
- The supervisor has the responsibility to maintain regular classroom discipline. A student may be sent out of Saturday School for violation of rules or procedures. If a student is sent out of Saturday School, he/she will serve a 2-day out-of-school suspension. The parent will be contacted prior to the student being sent out.
- Students attending Saturday School are expected to follow the school dress code and follow all other student handbook policies.

If school is canceled on the Friday before Saturday School due to snow day etc.: then Saturday School will be canceled as well and will be rescheduled.

Specific discipline measures used will depend upon the seriousness of the offense and the behavior record of the individual. Student discipline will only be discussed with the parent or legal guardian of the student. In the case of a situation involving more than one student, disciplinary details of one student will not be discussed with other parents or students.

Food and Drink—Vending Machines

All food and drink are to be consumed in the Commons. (Only a classroom teacher can give his/her students permission to have food in his/her classroom.) Students are responsible for keeping all areas free of pop and/or food/candy wrappers. Garbage cans are located throughout the building for your convenience. Please remember that the vending machines are a courtesy/privilege and can be turned off or removed. Students will not receive passes from class to go to the vending machines. The vending machines will remain off between the hours of 8:15 and 3:15, except for during lunchtime.

Guest Request Form for Dances/Activities

Any student requesting to bring a date who is not an IBHS student must have completed and returned this form to the principal one week prior to the event. This form requires the signature of the principal or administrator of the guest's school. The minimum grade level for all guests is the ninth grade. The maximum age of any guest allowed to attend will be twenty (20) years old. Guests not in school must complete the employer information. All IBHS rules apply at school social functions. The IBHS student must inform and ensure the guest's compliance with these rules. The guest must have photo identification

in his/her possession at all times. Failure to follow the above policy and procedures will result in the guest not being admitted into the function. No refund of any cost associated with any event will be given.

Eligibility to Participate During In-School Events

The eligibility grade policy will also be enforced relative to participation during in-school events including, but not limited to: Homecoming activities (excluding the dance), Bragging Rights, Tower of Cans and Anything Goes. Class sponsors may also require that students meet additional criteria if they desire to be chosen to represent the class.

Prom and/or Banquet

The Junior Class is responsible for the annual Prom and/or Banquet. All regulations regarding the Prom shall be reviewed yearly and must have the approval of class sponsors and the principal. The approved regulations shall be made known to the student body and other interested persons well in advance of the Prom date. This function is a school activity and all district discipline policies will be enforced. A student that wants to attend Prom must be a student in good standing. If a student is a chronic truant (5% of the school days missed with unexcused absences) they will not be allowed to attend Prom. Other expectations for discipline and academic requirements will be developed by the class and class sponsor and will be relayed to students.

Activity Funds

Accounts shall be established for each school-sponsored organization in the high school. Money is to be turned in by the treasurer or sponsor of the organization who shall receive a receipt signed by an authorized administrative person. Authorized administrative persons will write disbursements from the account of an organization upon the presentation of an invoice to be paid and a signed check request of an advisor. All funds established for school-sponsored organizations are subject to the regulations set forth by the Board of Education. All organizations must stay within the amount of money available in their fund and may not overwrite their accounts when money is not there to cover it. Adequate budgeting should assure each activity of remaining solvent.

Class Rings

Our school has a contract with Jostens to furnish class rings. Sophomores order during the first semester; and the rings are delivered during the second semester of the sophomore year. A down payment is required at the time an order is placed. A standard crest is used on all rings. Rings needing repair can be given to the salesman. The school provides this service to students; no student is encouraged or discouraged to purchase a ring.

School Pictures

Our school has a contract to take pictures for the yearbook. As a part of the agreement, the studio takes pictures of all undergraduates and seniors. Undergraduates may have packets of pictures made by paying for them at the time the pictures are taken. Seniors may make a special order if they wish but are not required to do so. The school does not encourage or discourage students to place orders.

Graduation Announcements

As a service to students, the school has a contract with Jostens to provide graduation announcements and name cards. Available to students at this time are thank-you notes, necklaces, charms, souvenir booklets, etc. Students are advised to consult with parents as to the number of announcements that would be sent and order only as many as needed. The school neither encourages nor discourages students to order these items.

Cap and Gown Purchase

Our school has a contract with Jostens to supply caps, the gown, the tassels, and the honor cords. The fee covers the cost of a gown, a cap, and a tassel. If the student is eligible for an honor cord, an additional fee is charged. Honor cords require a 3.029 average. All students must have the appropriate cap and gown to participate in the ceremony. No student will be denied participation due to financial hardship. If a family's financial situation prohibits the purchase of the cap and gown package, the parent/guardian should contact the principal.

Baccalaureate and Graduation

Baccalaureate exercises are held preceding the date set for Graduation exercises. Eligible students are encouraged but not required to participate in both exercises. While it is the desire of the administration and staff at IBHS that all graduates are publicly acknowledged for their accomplishments, students who have not completed all graduation requirements before the date of the practice which is held in preparation for the graduation ceremony, or who cause disruption to the learning environment (pranks, etc.) may not be allowed to participate in the commencement ceremony. If a student is not allowed to participate in the graduation ceremony, IBHS cannot provide refunds for items purchased related to graduation. Questions regarding refunds and deadlines for the purchase of graduation materials should be directed to Josten's.

Diploma

Students who meet graduation requirements are eligible to receive a diploma with the class with which they entered high school or would be with a transfer student. Diplomas are issued only at graduation or after graduation exercises are held. Diplomas will be withheld if students owe fees or have not completed all requirements. Parents should contact the office to make arrangements to pay any outstanding balance.

Driver Education and Behind the Wheel

It is recommended that students sign up for Driver Education in the semester that they will turn fifteen. This will allow the student to drive with their parents for approximately one year. The permit is valid for two years. Students are not required to take behind-the-wheel instruction, however, insurance premiums may be affected and an individual cannot get a driver's license until the age of 18 without the training. If a student does not show up to drive and it is their second unexcused miss, they will have to take it over the next semester or after everyone is done that semester at the teacher's discretion.

All students in 10th grade will be scheduled for the classroom part of Driver Education unless the student has taken it previously. Freshmen who will be 15 years old during that same semester may take the class if space is available. Students are required to have received a passing grade in at least eight courses during the previous 2 semesters and summer school. Students who are truant and refuse to do the work in class must wait until a new semester starts before being allowed to re-enroll in the class. Students who do not pass but did the work may be rescheduled without waiting.

Student Insurance

Student accident insurance is available for those who wish for this protection. Students usually sign up for this at the first of the school year. There is coverage for school day and events and also year-round coverage. For more information please contact the office.

Parent-Teacher Conferences

At no time should parents be in doubt of their child's progress. Parents can view progress through "progress reports", which are available via TeacherEase about halfway through each grading period. Parents will be offered access to TeacherEase, a student management program that allows them to access grades and other information at any time through a password-safe internet program. If there is a question or a misunderstanding about the reports, please contact the teacher directly or feel free to call the school to schedule an appointment to speak with him or her. Students or parents, who wish to speak with a teacher about a problem or situation, should request a conference with the teacher during non-instructional time, before or after school, or at a time convenient to both during the day. Teachers may also request conferences with students or parents in order to give or arrange individual help. The number of the High School office is (309) 389-5681 and all teacher email addresses are available on the IBHS website at <http://www.illinibluffs.com/>.

Scholarships and Financial Aid

Check with the school counselor regarding available financial aid for college, trade school, etc. Local scholarships available include Alumni Scholarships, Teacher Association Scholarships, and other special scholarships from time to time. Various financial aid forms are available in the Guidance Office. When taking the ACT, all students should put down the 1047 code for Illinois State Scholarships as one of the places to send results.

Telephone

School telephones are business phones and are to be used as such. Students may come to the office during their lunchtime or before or after school to ask permission to use the phone, but will not be allowed to use the phone during instructional time. Except in cases of extreme emergency, a student will not be called to the office for phone calls. Regarding extra-curricular events—times are announced as to when rides should be here after games (both home and away) and other activities. Unless the bus returns very early or late, or the game is extremely long, phone calls will not be permitted. All cell phones are to be turned off during the school day while a student is in class.

Each classroom in the high school has a phone. This phone is to be used in times of emergency as a means to call the office if necessary and as a feature of convenience for teachers in communicating regularly with families. These classroom phones will not be for student use.

Students are strongly encouraged not to bring electronic devices to school. This includes cell phones, iPods, MP3 players, cameras, games, or any other electronic device. Neither the school nor any staff member assumes responsibility for such items brought to school in the event that they are lost, stolen, or damaged.

Currently, students are allowed to use these devices when they are not in class provided that they are used properly and not disruptive to the educational environment. This includes before and after school, and during lunch times. All electronic devices are to be off and out of sight during instructional time. If a student's phone is requested by a teacher the student is expected to comply with this request. Failure to comply is insubordination and will be handled accordingly.

Special permission from a student's classroom teacher may allow these items to be used in individual classrooms for instructional purposes and students are expected to follow all teacher/staff member instructions regarding the use of electronic devices in the classroom. Students who misuse devices or cause disruption to the educational environment will incur disciplinary consequences. The administration reserves the right to amend this policy at any time with notification to students and parents. In the event of an emergency or illness, students are expected to notify the office before making a contact with a parent using a personal cell phone. Parents are also asked to support this policy and require that their child goes to the office to report that they are ill.

Sex Education

For your information, State law requires that all sex education instruction must be age-appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote an understanding of the emotional, psychological, physiological, hygienic, and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

Request to Examine Sex Education Instructional Material

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

Class Attendance Waiver Request

According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program.

If you do not want your child to participate in these classes or courses, please complete the class attendance waiver statement which is available in the IBHS Office, and return it to the principal within 5 school days.

Vape Detection Devices

Illini Bluffs High School utilizes vape detection devices. These devices are installed in bathrooms. The devices detect any vaping, including vape devices that contain nicotine and THC. The vape detectors send alert notifications to the administrative staff. Any student found to be in an area when a vape detection device sends an alert will be searched under responsible suspicion.

Metal Detector Wand

To maintain a safe and disciplined learning environment, the district reserves the right under reasonable suspicion to utilize metal detector wand searches on school grounds and at school-sponsored activities.

Early Dismissal Program

The Early Dismissal Program is a privilege given to senior students who meet specific criteria for entrance into the program. The early dismissal privilege will be evaluated at the end of each quarter for placement into the program the next quarter. If the qualifications have not been met, students will not be given the opportunity to be part of the program. This early dismissal application must be completed and signed by both the student and the student's parents/guardians. This application for early dismissal privileges may be reviewed by the Principal or assigned designee.

IMPORTANT:

Early dismissal may be revoked at any time as deemed necessary by the administration, particularly for, but not limited to, discipline issues, excessive tardiness, poor attendance, poor/inadequate grades, and remediation purposes. The early dismissal shall not be in effect when the school schedule is changed for any reason, including standardized testing, delayed openings, pep rallies, etc.

Criteria for the Early Dismissal Program are as follows:

- Only senior students will be allowed in the program during the 2nd, 3rd, and 4th quarters.
- The student must be on track to graduate with the current courses on their schedule.
- The student must be passing all current courses on their current schedule.
- Early dismissal students must have five or fewer days of absence and accumulated five or fewer tardies during the previous semester to be eligible. (This aligns with IBHS Finals Policy)
- Early dismissal students must leave the building by 2:30 PM on Mondays, Tuesdays, Thursdays, and Fridays.
- This privilege may be revoked due to disciplinary actions as deemed by the Principal or designee.
- Seniors not eligible may apply at the beginning of a new quarter.
- Specific arrangements must be made by the parents/guardians of the student to ensure safe transportation home immediately following their 2:30 PM early dismissal.