

## **School Information Directory**

Hutsonville Community Unit School District # 1 is located in Crawford and Clark Counties, of Illinois. The district is organized under the laws of the State of Illinois for the purpose of providing its residents with a school system that serves grades Pre-K through 12 for the education of all eligible persons within the district.

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 Hutsonville Community Unit District #1's website (<https://www.hutsonvilletigers.net/>) or at the Board office, located at: 500 W Clover Street, Hutsonville, IL 62433.

The School Board is comprised of seven community members elected to office by the voters of the school district. Elections are held in April of odd numbered years (2001, 2003, etc.) and members are elected to four year terms. The School Board is charged with the responsibility of establishing the policies governing the Hutsonville School District. All Board meetings are open to the public and held on the third Monday (unless it falls on a holiday then it would be the third Tuesday) of each month at 7:00 P.M. in the Unit Office of the Hutsonville CUSD #1 schools. Agendas are available in the Unit Office on the Wednesday preceding the Board meeting and minutes are prepared by the following Monday. If, as a member of the community, you wish to make a presentation to the school board, it is best the request be included on the agenda. This can be done by contacting the Superintendent by the Tuesday preceding the meeting. Regardless of being on the agenda, members of the public will be recognized at board meetings. The district currently employs 71 full and part-time employees and serves approximately 400 students.

A block diagram of the functional subdivisions of the school district are as follows:

The School Board governs the school district, and is elected by the community.

Current School Board members are:

Chad Weaver \_\_\_\_\_, President  
Chasity Austin \_\_\_\_\_, Vice-President  
Katie Parker \_\_\_\_\_, Secretary  
Lori Crumrin \_\_\_\_\_, Treasurer  
Mark Angel \_\_\_\_\_, Member  
Connor McCoy \_\_\_\_\_, Member  
Jason Hill \_\_\_\_\_, Member  
Ryan Terry \_\_\_\_\_, Member

The School Board has hired the following administrative staff to operate the Hutsonville Grade School (Pre-K through 8):

Travis Titsworth, Superintendent  
Shawna Smith, Principal  
Mike Woodard, Athletic Director

The school is located and may be contacted at: 500 West Clover Street, Hutsonville, Illinois 62433, and the phone number is (618-563-4812).

### **Mission and Belief Statements**

The Hutsonville Board of Education has defined the mission of the school district to be:

“Working together to impart knowledge, cultivate wisdom, develop character, and encourage vision for life-long learning.”

As a guide for the school community, the Board of Education has established a priority list of belief statements:

1. We are committed to the belief that the student body in this school district is entitled to the best educational program offered anywhere in the United States and are further committed to the task of making such a program a reality.
2. We are committed to offering an educational program which is meaningful, purposeful, and directed toward a productive life. It must be designed to encourage each student to develop an intrinsic motivation for learning, thus preparing them for continuing educational experiences throughout their lifetime.
3. We are dedicated to the proposition that education is best nurtured in a Cooperative atmosphere with students, parents, faculty, administration, and the board working together for the betterment of all, where all parties share responsibility for the quality of the educational program.
4. We are committed to an educational program which will attempt to discover the unique abilities of our students and subsequently to provide the best opportunity possible for every student to reach their maximum potential, mentally, morally, physically, and emotionally.
5. We believe that a high quality education taking place in the classroom on a daily basis is of prime importance to the accomplishment of our mission and that a wide variety of school programs, both curricular and co-curricular, are essential to meet the varied developmental needs of our students.
6. We are committed to providing our students with a highly qualified, caring, and effective staff, an educationally sound curriculum, and the technology and materials essential to assure success.
7. We are committed to provide our faculty, staff, and administration with the support, resources, and time necessary to carry out our mission.

8. We are committed to the belief that innovative ideas and practices on the part of our employees should be encouraged and explored and, if proven worthy of implementation, should be supported.

## **School Operations During a Pandemic or Other Health Emergency** <sup>1</sup>

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.

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<sup>1</sup> 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.

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.

<p>Cross Reference: PRESS 4:180, <i>Pandemic Preparedness; Management; and Recovery</i></p>
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## **Student/Parent Handbook Acknowledgement and Pledge**

Name of Student: \_\_\_\_\_

### **Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **Parent/Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **Visitors**

Visitors, whether they are parents or community members, are welcome at Hutsonville Schools. 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. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

The parent or guardian must make a formal written request to the appropriate building principal for a classroom visit indicating the purpose for the requested visit. We encourage parental input, conferences with our staff and open communication between parents and our teachers. If the parent has an issue with the teacher or there are problems in the classroom with a particular student, a parent-teacher conference is required as a first step toward resolving any issue and that meeting should take place as soon as it can be arranged. In any event, a classroom visit will take place only after a conference with the teacher has taken place. Contact building principal for specific policy.

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.

Students may not bring visiting students from other schools without pre-approved permission from the principal. No solicitors or salesmen are allowed to contact students without the permission of the principal.

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.

As circumstances warrant, appropriate action will be taken by the District's administrators to assure compliance with this policy. Spectators who violate this policy may be denied admission to school events for up to one year, provided that the individual receives written notice within ten days of the volatile behavior and the right to a hearing before the school board, if so requested in writing within 10 days of the written notification. Nothing prohibits administrators from immediately removing a spectator from a specific game or even for disobeying rules or causing a disruption

Cross-reference: PRESS 8:30, <i>Visitors to and Conduct on School Property</i>
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## **Equal Educational Opportunities and Sex Equity <sup>2</sup>**

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

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Superintendent Travis Titsworth (618)563-4912.

Cross-Reference:

PRESS 7:10, *Equal Educational Opportunities*

PRESS 2:260, *Uniform Grievance Procedure*

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<sup>2</sup> Some school districts have policies with modified protections regarding gender and gender identity. Please assure alignment with your school district's policy manual.

### **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 principal 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.

Cross-reference:

PRESS 6:100, *Using Animals in the Educational Program*

PRESS 6:120-AP3, *Service Animal*

### **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.

Cross-Reference: PRESS 6:250, <i>Community Resource Persons and Volunteers</i>
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### **Exhibit - Volunteer Information Form and Waiver of Liability 3**

*Only one form needs to be completed by a volunteer each school year. Please print clearly in ink:*

Name \_\_\_\_\_  
Last First Middle Telephone

Address \_\_\_\_\_  
Street City Zip code

Personal physician \_\_\_\_\_ Telephone \_\_\_\_\_

Emergency adult contact \_\_\_\_\_ Telephone \_\_\_\_\_

Are you now or have you ever been a school volunteer? ☐ Yes ☐ No

If yes, at which school? \_\_\_\_\_ Year? \_\_\_\_\_

The name of any child or ward attending this school \_\_\_\_\_

Criminal Conviction Information: Are you a child sex offender? ☐ Yes ☐ No

Have you ever been convicted of a felony? ☐ Yes ☐ No If Yes, list all offenses.

Offense	Date	Location
_____	_____	_____
_____	_____	_____

If requested, are you willing to consent to a criminal history records check? ☐ Yes ☐ No

#### **Waiver of Liability**

The School District does not provide insurance coverage to non-District personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk.

#### **By your signature below:**

You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.

You agree to assume all risk for death or any loss, injury, illness, or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the School District. You also agree to waive any and all claims against the School District, or its officers, School Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.

\_\_\_\_\_  
Volunteer name (*please print*)

\_\_\_\_\_  
Volunteer signature

\_\_\_\_\_  
Date

<sup>3</sup> This exhibit should not be placed in your student handbook. It is provided courtesy of the Illinois Association of School Board's PRESS Service to assist school administrators in implementing district policy.

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**For School Use Only**

General description of assignment(s):

- ☐ Supervising students as needed by a teacher
- ☐ Supervising students during a regularly scheduled activity
- ☐ Assisting with academic programs
- ☐ Assisting at the resource center or main office
- ☐ Other \_\_\_\_\_

Name of supervising staff member \_\_\_\_\_

Child Sex Offender List checked by \_\_\_\_\_ on \_\_\_\_\_ (mandatory)

Statewide Sex Offender Database checked by \_\_\_\_\_ on \_\_\_\_\_ (mandatory)

**To be completed by the building principal:**

Will the individual be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a criminal history records check would be prudent?

☐ Yes ☐ No

If "yes," and provided the individual authorized the criminal history records check, please provide the following:

Date that the check was requested \_\_\_\_\_

Date that the check was received and reviewed \_\_\_\_\_

Check reviewed by (please print) \_\_\_\_\_

\_\_\_\_\_  
Signature of reviewer Date

Cross Reference:

PRESS 6:250, *Volunteer Information Form & Waiver of Liability*

### **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 addresses and phone numbers of students who are not listed in the school directory.

### **Treats & 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.

### **Video & Audio Monitoring Systems**

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

Cross-Reference: PRESS 4:110, <i>Transportation</i>
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### **Accommodating Individuals with Disabilities**

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

Cross Reference:

PRESS 8:70, *Accommodating Individuals with Disabilities*

## **Students with Food Allergies**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 563-4812.

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 supports 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.

Any student who has been diagnosed with a food allergy that affects a child's health and wellbeing will have modifications made to meals or snacks to avoid any adverse effect to the student. A physician's note is required for any student who has a food allergy stating what the specific foods that the student must avoid.

Cross Reference:

*PRESS 7:285-AP, E, Allergy and Anaphylaxis Emergency Plan*

### **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 at (618) 563-4812.

Cross Reference:

PRESS 6:120-AP4 – *Care of Students with Diabetes*

PRESS 7:270-API – *Dispensing Medication*

**Exhibit: Authorization to Provide Diabetes Care, Release of Health Care  
Information, and Acknowledgement of Responsibilities 4**

As provided by the Care of Students with Diabetes Act, I hereby authorize Hutsonville Community Unit #1 and its employees, as well as any and all Delegated Care Aides named in the Diabetes Care Plan or later designated by the District, to provide diabetes care to my child, \_\_\_\_\_, consistent with the Diabetes Care Plan. I authorize the performance of all duties necessary to assist my child with management of his/her diabetes during school.

I acknowledge that it is my responsibility to ensure that the School is provided with the most up-to-date and complete information regarding my child's diabetes and treatment. Therefore, I consent to the release of information about my child's diabetes and treatment by my child's health care provider(s),       [child's health care provider(s)]      , to representatives of Hutsonville CUSD #1. I further authorize District representatives to communicate directly with the health care provider(s).

I also understand that the information in the Diabetes Care Plan will be released to appropriate school employees and officials who have responsibility for or contact with my child, \_\_\_\_\_, and who may need to know this information to maintain my child's health and safety.

Pursuant to Section 45 of the Care of Students with Diabetes Act, I acknowledge that the District and District employees are not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

Parent's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*Failure of Parent(s) to execute this document does not affect the civil immunity afforded the District and school employees by Section 45 of the Care of Students with Diabetes Act for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes, or any other immunities or defenses to which the District and its employees are otherwise entitled.

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<sup>4</sup> This exhibit should not be placed in your student handbook. It is provided courtesy of the Illinois Association of School Board's PRESS Service to assist school administrators in implementing district policy.

## **Suicide and Depression Awareness and Prevention**

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

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

Cross-Reference:

PRESS 7:290, *Suicide and Depression Awareness and Prevention*

## **Accommodating Breastfeeding Students**<sup>5</sup>

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

Cross Reference:

PRESS 7:10-AP2, *Administrative Procedure – Accommodating Breastfeeding Students*

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<sup>5</sup> Placement of this procedure in the student handbook is discretionary.  
§1.150

## **Parent Organizations and Booster Clubs**

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

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

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

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

Cross Reference: PRESS 8:90, <i>Parent Organizations and Booster Clubs</i>
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## **Student Appearance<sup>6</sup>**

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

1. Students cannot wear halter, low-cut, or tube tops, muscle shirts, midriff revealing blouses or shirts, or revealing clothing, *etc.*
2. Hats, sunglasses, and bandanas cannot be worn in the building unless as part of a class project or school spirit day or as approved by the administration.
3. Clothing that has slogans of a questionable nature, inappropriate language/vulgar connotations that contains sexually-related or suggestive content, or that advertises drugs, alcohol, or tobacco cannot be worn at school.
4. No undergarments shall be revealed or exposed. Sagging or low-riding pants are unacceptable. If inappropriate dress is cited, the administration may provide proper clothing for the students to wear to continue the school day. If proper clothing is not available, the student may be detained from attending classes until such time that appropriate clothing can be provided. Repeated offenses will result in disciplinary action in accordance with the handbook.
5. Street shoes are prohibited for gym floor activity except under certain circumstances, such as the Christmas dance or prom.
6. Students in grades Pre-kindergarten through 5<sup>th</sup> grade will not be allowed to wear inappropriate footwear such as flip-flops, slippers, or open toe shoes or sandals that pose a safety hazard.

Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Cross Reference: PRESS 7:160, <i>Student Appearance</i>
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<sup>6</sup> Supplement with any additional student dress code requirements or requirements for student appearance.

## **Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations**

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

### **Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following.

Physical signs:

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

Behavioral signs:

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

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness

- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

### **Warning Signs of Grooming Behaviors**

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

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

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student

- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

### **Warning Signs of Boundary Violations**

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

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home

- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

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

Cross Reference:

PRESS 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*

PRESS 5:120-AP2, *Employee Conduct Standards*

PRESS 5:120-AP2,E, *Expectations and Guidelines for Employee-Student Boundaries*

## Faith's Law Notifications<sup>7</sup>

### Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.<sup>8</sup>

Cross Reference:

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

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<sup>7</sup> This procedure will be amended by July 1, 2023, when additional Faith's Law requirements go into effect.

<sup>8</sup> Please consult your school district's attorney to determine if a reference to the District's website is sufficient or if the entire Employee Code of Professional Conduct must be included verbatim in the student handbook.

## **Prevention of Anaphylaxis**

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

Cross Reference:

PRESS 7:285, *Anaphylaxis Prevention, Response, and Management Program*

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

## **Attendance**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) 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.

The faculty and administration of Hutsonville Elementary School urge all students and parents to be aware of the value of regular school attendance. Many of the intangibles of an education cannot be experienced unless one is present as often as possible. Attendance and academic performance are very closely related. For their own benefit, students should strive to obtain the best possible attendance records. Many times prospective employers request attendance as well as academic records. It is the responsibility of the parents to see that their child or children attend school regularly. We, in turn, fully realize that unique circumstances may arise. To accommodate special family needs and accomplish educational objectives, the attendance policy of the school shall include excused and unexcused.

## **Excused Absences**

1. Personal illness of the student or member of the immediate family requiring care by the student. The school will request a doctor's excuse after 3 days absence in a nine week period.
2. Death in the student's immediate family or obligation to be part of a funeral service.
3. Professional appointments for the student who cannot take care of the appointment after school or on weekends. For dental, vision, or other doctor appointments, the student should bring the appointment card to the principal or appropriate school office.
4. Family emergency, i.e. fire, flood, etc. or as determined by the building principal, or the observance of a religious holiday.
5. Attending a military honors funeral to sound TAPS
6. Prearranged absences — In the event of a planned absence, the principal is to be notified by the parent - guardian at least one week prior to the absence if at all possible. Prearranged absences are those caused by activities of an educational nature or pre arranged trips and vacations taken with the parent - guardian. All class work and homework due on days missed because of this type of absence must be completed and turned in before the dates of the absences unless individual instructors wish to allow the student to make up work after his/her return. Prearranged absences must be made one week in advance and the administration has the right to limit the number of students gone the same day. Parents and students are urged to limit the use of this type of absence for the sake of student academic achievement. It is the responsibility of the student to make sure work is made up and turned in either before the absence or upon request of the teacher in those cases in which the student is allowed to turn in work after returning.



These types of absences, which should be avoided whenever possible, include but are not limited to the following:

- a. Marriage in the student's immediate family or obligation to be in a wedding.
- b. Parent requests/family vacation when the student will be traveling with the parent - guardian. There is a five day limitation to this type of prearranged absence per school year. These days can be denied at the discretion of the school administration for students who are deemed to have excessive absences.

### **Unexcused absences**

Work may not be made up for credit. A zero will be recorded for each class period missed. In addition disciplinary action will be taken, including but not limited to, 1 hour of detention for each hour missed. Students who have an unexcused absence are considered truant and appropriate remedies will be pursued to prevent truancy.

All absences not listed as excused above are considered unexcused. A few examples of unexcused absences are:

1. Suspension for infraction of school rules.
2. Work
3. Shopping
4. Beauty shop - barbershop appointments.
5. Tanning Appointments
6. Leaving school grounds without prior consent from the office.
7. Truancy — A truant student is one absent from school without knowledge or consent of parent - guardian or school officials. Also included are deceptive absences when parents submit a false excuse. Support services that will be made available to truant or chronically truant students shall include parent conferences, student counseling, family counseling, and information about existing community services which are available to truant and chronically truant students and relevant to their needs. Punitive action taken against a student for truancy shall be limited by provisions of the Illinois School code.
8. Oversleeping, missing the school bus, having car trouble, working on a car, babysitting, picture taking, and visiting friends or relatives are other examples of unexcused absences.

Diagnostic procedures to be used for identifying the causes of unexcused student absenteeism shall include an interview with the student and parent - guardian and any school official or other parties who may have information about the reasons for the student's attendance problems.

## **Student Absences**

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

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student 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 TAPS<sup>9</sup>, attend a civic event,<sup>10</sup> 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.

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<sup>9</sup> Applies to grades 6-12 only.

<sup>10</sup> Beginning 1-1-23, any student from a public middle school or high school, subject to guidelines established by ISBE, shall be permitted by a school board one school day-long excused absence per school year for the student to engage in a civic event. The school board may require that the student provide reasonable advance notice and require that the student provide appropriate documentation of participation in the civic event.

"Civic event" means an event sponsored by a non-profit organization or governmental entity that is open to the public. "Civic event" includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. The State Board of Education may adopt rules to further define "civic event".

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.<sup>11</sup>

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at (618) 563-4812 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 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.

It is the responsibility of the student to obtain an admittance slip from the principal upon returning to school. This slip is to be obtained before the start of the first period. If the student needs to leave class to obtain this slip, he/she will be considered tardy. Teachers will not admit the student to class without this slip. These slips must be turned into the office by the end of the day.

### **Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

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

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

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<sup>11</sup> Alternatively, insert a specific timeframe that students have to make up homework.

"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.<sup>12</sup>

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.<sup>13</sup>

Cross-reference: PRESS 7:70, <i>Attendance and Truancy</i>
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Cross-reference:  
PRESS 7:70, *Attendance and Truancy*

**12** Insert other diagnostic procedures used by the School or District.

**13** Insert additional supportive services used by the School or District.

### **Satisfactory Attendance Status**

Because of the importance of regular school attendance, students must attend 94% of the sessions in a semester. All absences accompanied by a doctor's note, emergencies excused by the principal, or school organized activities will count towards the 94% of days in attendance. Under special circumstances, the principal may adjust the number of days needed to receive satisfactory attendance status.

Students who are in non- satisfactory attendance status may earn reinstatement to satisfactory status by appealing to the Principal because their attendance has markedly improved or because of a special circumstance that may warrant a waiver of the non-satisfactory status. If the student is not satisfied by the Principal's decision, he/she may appeal to the Superintendent. In addition, students may attend Saturday School to earn reinstatement. Each class period is approximately 42 minutes long. Saturday School represents four class periods of length. Therefore, each Saturday School attended will account for four class periods, which the student needs to complete to be reinstated in a particular class. Reinstatement must be completed prior to the last day of the semester in which the student is non- satisfactory attendance status. Students are encouraged to bring a doctor's note any time they are seen by a health care provider to avoid being placed in a non- satisfactory attendance status. It is the responsibility of each student or parent to keep track of the number of absences he/she has.

### **Leaving School During the Day**

Hutsonville Elementary School has a closed campus. No student is allowed to leave the school during the day unless permission is granted by the principal or office personnel. Unless there is prior approval, a parent or guardian must be contacted by the office before the student is allowed to leave for the day for any reason, medical or other. Violation will result in student detention and unexcused absence for the student during the time he/she is gone.

### **Absences and Co-Curricular Activities**

Any student who is absent from school with an excused absence excluding illness will be allowed to participate in co-curricular activities on that day. Students who sign in during the day upon return from illness and attend school for half a day will also be allowed to participate in co-curricular functions that day. Students with an unexcused absence will not be allowed to attend co-curricular activities on the day of absence.

If a student is absent on Friday, the student will not be allowed to attend any weekend co-curricular activity, unless a parental note or phone call to the principal explaining why the absence occurred and the absence is excused.

### **Tardiness**

A student is considered tardy if he or she is not inside the classroom when the bell stops ringing. A teacher may also require that the student be seated in his or her seat in order to not be considered tardy. Any student entering after the bell (after the start of class -- for grade school) stops ringing must have a pass. The pass will be either excused or unexcused as issued by the office or staff. If the pass is excused, no action will be taken. If the pass is unexcused, the following policy will apply:

1. First Offense — Verbal warning that a second tardy will result in detention during noon hour
2. Second Offense — Detention during noon hour

Continued offense will result in after school detentions and/or possibly even Saturday detentions.

### **School Hours**

Only students with permission from the principal shall be allowed in the school building prior to 7:45 a.m. Students are expected to be out of the building no later than 3:30 each day, unless engaged in activities such as special events, athletics, or after school academic help. Students remaining in the building after 3:30 must be supervised by a staff member. A student or group of students should be supervised in all activities during the school day.

Hutsonville Elementary School attempts to notify parents of younger students by phone in the event of emergency closings during the school day. It is important for the school to have emergency numbers to call when early dismissals are necessitated.

### **Release Time for Religious Instruction/Observance**

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

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

Cross Reference:

PRESS 7:80, *Release Time for Religious Instruction/Observation*

### **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 will not be allowed to make up missed work.

Students (or their parents) who are absent from school may request that assignments be sent home for completion during the absence. The parent or student may contact the building secretary before noon and the assignments will be gathered in the office for pick up by 3:00 pm.

1. One day absence — Make up work to the teachers one school day following return to school except tests shall be made up on the day of return.
2. Two day absence — Makeup work to the teachers within two school days following return to school.
3. Three day absence — Make up work to the teachers within three school days following the return to school.
4. Four or more day absence — Make up work to the teachers as arranged by them. An incomplete quarter grade (nine weeks) must be made up by midterm of the following quarter.

Cross-reference:
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<i>PRESS 7:70. Attendance and Truancy</i>
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## Truancy

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

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

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

Cross-references:

PRESS 7:70, *Attendance and Truancy*

### **Student Transfer In/Residency**

Students seeking admission to the District shall satisfactorily meet all residency, age, health examination, immunization and other eligibility prerequisites as mandated by The School Code of Illinois and the District. In addition, the student must present the ISBE Student In Good Standing Form in order to be enrolled as a Unit # 1 student. This form is to be secured from the school which the student is transferring from if that school is an Illinois public school (P.A. 89-329). Also, according to this Public Act, certain disciplinary records cannot be challenged at the time of transfer.

A transfer student may be referred by the Building Principal to a counselor for class or grade level assignment. It is within the counselor's authority to assign a student to a learning setting other than that recommended by the transferring school.

The District shall request that the student present his/her records from the school which he/she previously attended. A student may transfer into or out of the District according to state law and procedures developed by the superintendent. The superintendent is delegated all authority granted to the School Board in order to implement this policy, subject to specific Board action to the contrary. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Re-enrollment shall be denied to any individual above the age of 16 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. A person denied re-enrollment will be provided counseling and be directed to alternative educational programs, including adult educational programs that lead to graduation or the receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Act of accommodation plans under the Americans with Disabilities Act.

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by the administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship and the student lives in the home of the guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to secondary school and attendance may not exceed 12 months.

The School Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

## **Grading & Promotion**

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

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

In the interest of preserving the standards of Hutsonville Elementary School, a retention policy is a part of the School Board Policy. The policy basically states that any student, regardless of grade, who is failing in two or more academic subjects, or is receiving “D” or “U” in the majority of his/her subjects will be retained in that grade for another year unless a majority of his/her teachers feel he/she would not benefit from another year at that level.

This policy should make it clear it is strictly the responsibility of the student to maintain his grades and that retention occurs automatically if this is not done. The time to be concerned about failure in school is when a student begins to struggle and receive unsatisfactory progress reports or poor grades on the report card and not at the end of the year when retention is inevitable.

## **Assistance For Students at Risk**

Parents will be kept informed of the progress of their children through report cards that are issued every nine weeks. Reports will be sent to parents of students who are failing or near failing at the middle of the nine week grading period. Any student regardless of grade who is failing in two or more academic subjects or is receiving a “D” or “U” in the majority of his/her academic subjects will be retained in that grade for another year unless a majority of his/her teachers feel that he/she would not benefit from another year at that level. The decision to promote a student to the next grade level shall be based on the successful completion of the curriculum, attendance performance based on the ISAT tests, standardized achievement tests, or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance.

The administration shall determine remedial assistance for a student who is not promoted. Remediation activities may include the following: A summer school program, tutorial sessions, increased or concentrated instructional time, modifications to instructional materials, required after school tutoring (when available), and retention in grade level. All students receiving failing grades or a majority of near failing grades could be

recommended to attend summer school and/or after school tutoring. These remediation programs will be available as funds permit on a year to year basis.

Cross Reference: PRESS 6:280, <i>Grading &amp; Promotion</i>
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## **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.<sup>14</sup>

Homework will be assigned at the discretion of the teacher. Homework is an important reinforcement of teacher instruction. Students at Hutsonville Elementary School are expected to complete all assignments given by the teachers. Recess and after school detention will be used to achieve this result.

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.<sup>15</sup>

1. One day absence — Make up work to the teachers one school day following return to school except tests shall be made up on the day of return.
2. Two day absence — Makeup work to the teachers within two school days following return to school.
3. Three day absence — Make up work to the teachers within three school days following the return to school.
4. Four or more day absence — Make up work to the teachers as arranged by them. An incomplete quarter grade (nine weeks) must be made up by midterm of the following quarter.

Cross Reference: PRESS 6:290, <i>Homework</i>
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<sup>14</sup> Schools and districts have wide discretion regarding student homework policies and procedures. Schools with homework procedures should insert the applicable language at the end of this paragraph.

<sup>15</sup> Alternatively, insert a specific timeframe that students have to make up homework.  
§2.70

### **Exemption from Physical Education Requirement**

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

### **Home and Hospital Instruction**

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

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

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

Students who will need home or hospital instruction because of prolonged illness should contact the building principal. Parents making such a referral will be required to include a report from a licensed medical physician who will give an estimate of the duration of the temporary physical or health impairment which is causing the need for home or hospital instruction. It will then be the responsibility of the school district to determine the need for such instruction based on the estimated length of absence from school and the projected academic loss of the student.

For information on home or hospital instruction, contact: Shawna Smith 618-563-4812.

Cross Reference: PRESS 6:150, <i>Home and Hospital Instruction</i>
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### **Fines, Fees, and Charges; Waiver of Student Fees** <sup>16</sup>

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: <sup>17</sup>

- 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.

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**16** This handbook procedure contains both required language and optional language that represents best educational practice. Consult your school district policy manual to assure consistency and alignment with district policy. Schools are also encouraged to add their fee schedule to this handbook procedure.

**17** This is optional language. Consult your school district policy manual to assure consistency and alignment with district policy.

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.<sup>18</sup>

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

A book rental fee is set by the board before the beginning of the school year. A waiver of book rental fees is granted to those students whose families' application for free lunch is approved. In order to waive such fees, application must be made at the time of registration.

Renting textbooks rather than requiring students to buy them is both economical and convenient to everyone. In return for this service, students are expected to take reasonable care of their books. Any lost or damaged books will be paid for by the student or parent. No student will be permitted to owe the school more than \$25.00 at any time on any class project. The entire project shall be paid for before it can be removed from school property.

Cross-references:

PRESS 4:110, *Transportation*

PRESS 4:140, *Waiver of Student Fees*

PRESS 4:140-AP, *Fines, Fees, and Charges – Waiver of Student Fees*

PRESS 4:140-E1, *Application for Fee Waivers*

PRESS 4:140-E3, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*

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<sup>18</sup> The Hunger-Free Students' Bill of Rights Act applies to all schools that participate in the United States Department of Agriculture child nutrition program.

### **Exhibit - Application for Fee Waiver 19,20**

*This application for a school fee and fine waiver is completely independent from the District process for determining eligibility for free meals. The information must be provided for your application to be considered. Submit completed application and income verification documents to the Building Principal. No fee or fine may be collected from a parent/guardian requesting a waiver until the District has acted on the initial request or appeal and the parent/guardian has been notified of its decision.*

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Student's Name (please print)

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School

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Parent/Guardian Name (please print)

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Address (please print)

1. The student named above lives in my household? ☐ Yes ☐ No
2. Total number of people living in my home \_\_\_\_\_  
Number of adults: \_\_\_\_\_  
Number of minors: \_\_\_\_\_
3. Total gross annual household income (before deductions) from all people living in my home  
1. \$ \_\_\_\_\_  
The above number must include all:  
Compensation for services, wages, salary, commissions, or fees;  
Net income from self-employment;  
Social Security;  
Dividends or interest on savings or bonds or income from estates or trusts;  
Net rental income;  
Public assistance or welfare payments;  
Unemployment compensation;  
Government civilian employee or military retirement, or pensions or veterans payments;  
Private pensions or annuities;  
Alimony or child support payments;  
Regular contributions from persons not living in the household;  
Net royalties; and  
Other cash income (including cash amounts received or withdrawn from any source including savings, investments, trust accounts and other resources).
4. My household meets the federal income guidelines for free meals (attached)?  
2. ☐ Yes ☐ No  
See [www.isbe.net/Pages/Household-Eligibility-Resources.aspx](http://www.isbe.net/Pages/Household-Eligibility-Resources.aspx).

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**19** This exhibit should not be placed in your student handbook. It is provided courtesy of the Illinois Association of School Board's PRESS Service to assist school administrators in implementing district policy.

**20** School districts have two income verification options for school fee and fine waver applications. We have used the most common income verification option herein. Check alignment to your school district's policy manual.

5. My child's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line, and proof of veteran/active-duty military status is enclosed.

If you answered "No" to all of the previous questions, please indicate the reason(s) you are applying for a waiver of school fees and fines.

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**Income Verification for Fee and Fine Waiver <sup>21</sup>**

You must present documents to verify income. Such documents may include, but are not limited to:

Two pay stubs for each working member of household  
Unemployment statement showing benefits  
Medicaid Card showing case number  
Direct Certification letter from the State of Illinois  
Temporary Food assistance for needy families

Disability benefit statement  
Current tax returns  
Foster placement papers  
Food Stamp Evidence

You may be requested to provide updated income verification at any time, but no more often than once per academic year.

Supplying false information to obtain a fee and fine waiver is a Class 4 felony, except when more than \$300 is obtained, in which case State benefits fraud is a Class 3 felony (720 ILCS 5/17-6).

I attest that the statements made herein are true and correct.

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Parent/Guardian (*signature*)

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Date

Cross-Reference: PRESS 4:140- E1, <i>Exhibit - Application for Fee Waivers</i>
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<sup>21</sup> The documents listed for verification are suggestions and may be amended.

## **School Breakfast & Lunch Program 22**

Breakfast is served every school day from 7:40 a.m. to 7:55 a.m. Lunch is served every school day from 11:00 a.m. to 12:15 p.m., except when there is an 11:30 a.m. or earlier dismissal.

A student may purchase breakfast for \$ 1.70 . Breakfast may be purchased on a weekly basis for \$ 8.50 . Breakfasts are paid for in the office. If a student does not have the money to purchase a breakfast, the student will be allowed to charge. These charges must be repaid within one week.

A student may bring a sack lunch from home or may purchase a school lunch for \$ 3.00 and/or milk for \$ 0.50 . Lunch may be purchased on a weekly basis for \$ 15.00 . The school provides a hot lunch program for our students. We would encourage all students to take advantage of the hot lunch program. Students who bring their lunch will eat in the cafeteria with other students and will observe the same rules and dismissal times. We will sell milk to those students who bring their lunch. Students are permitted to charge if they forget their lunch money. Charges must be repaid the same week they are granted.

Free or reduced price meals are available for qualifying students. Applications are sent home with students during the first few days of school and must be returned within one week. For an application you may also contact the building principal.

Cross Reference: PRESS 4:130, <i>Free and Reduced-Price Food Services</i>
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<sup>22</sup> Consult your school district policy manual to determine your district's exact policies regarding school breakfast and lunch programs.

### **Bus Transportation**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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.

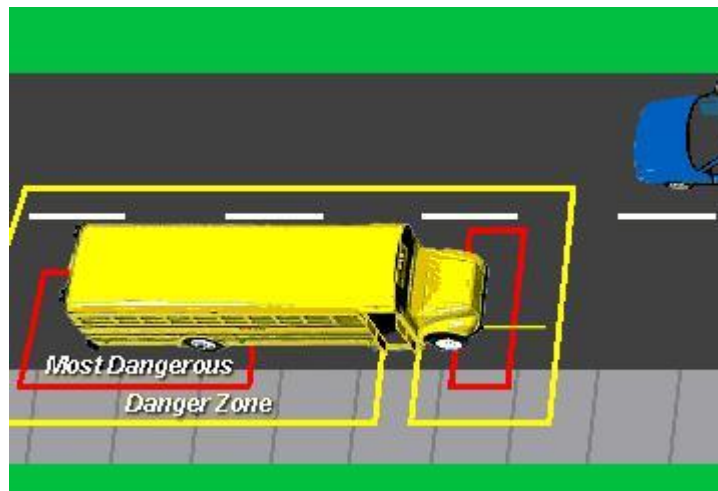
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.

4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus. No pupil shall stand or move from place to place during the trip.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones. Loud, boisterous, or profane language, indecent conduct or vandalism will not be tolerated.
6. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any other objectionable manner.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus. On long field trips the driver may stop the bus in a safe parking area to allow eating or drinking.
8. No windows or doors will be opened or closed except by permission of the driver. Windows may not be lowered beyond the marker.
9. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
10. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
11. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.



12. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.

13. Never run back to the bus, even if you dropped or forgot something.

Parents have the privilege of taking their children from the school bus in route from home to school or from school to home, provided the bus is safely stopped at a designated drop off point.

On out of district bus runs (for athletics, field trips, etc.) students may ride home with the parent or an adult parent designee if the sponsor has received written consent from the parent.

Parents shall notify the school in writing or by phone any transportation changes from the normal routine. No changes in bus transportation will be allowed after 2:00 PM unless deemed an emergency.

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

For questions regarding school transportation issues, contact: Jeanee Berry  
618-563-4913.

Cross-references: PRESS 4:110, <i>Transportation</i> PRESS 4:110-AP3, <i>School Bus Safety Rules</i> PRESS 7:220, <i>Bus Conduct</i> PRESS 7:220-AP, <i>Electronic Recordings on School Buses</i>
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## **Bus Conduct**

Our bus drivers will do everything possible to assure safety and orderliness on the bus. Students are responsible to abide by the following rules whether riding a regular route, field trip or en route to extra- curricular activities.

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.

The consequences for minor infractions of the above rules are:

First offense — Verbal warning by the driver or chaperone

Second offense — Written warning sent to parents and principal

Third offense — After school detention (parent picks child up after detention)

Fourth offense — Saturday detention

Fifth offense—Suspension from bus

Major infractions of the rules, or infractions which endanger the safety of other passengers, will result in removal from the bus for one week on the first occurrence. Upon a third one week removal the student will be removed from the bus for the remainder of the school term.

If the drivers are having difficulty maintaining order with the majority of bus riders they will delay departure for 5 minutes on the first offense and 10 minutes for each additional infraction.

Cross-references:

PRESS 4:110, *Transportation*

PRESS 7:220, *Bus Conduct*

### **Parking**

The school has 3 locations available for school visitor parking.

Those dropping off and picking up children may do so in the back parking location during the following hours: 7:40 am – 8:00 am and 3:13 pm – 3:20 pm

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

### **Crosswalk**

The grade school provides a crossing guard and a designated crossing for students who walk or ride bicycles to school. Students are expected to use this crossing and to give the guard their full attention and to observe the rules at the crossing. Bicycles should be walked and not ridden across the parking lot.

## **Immunization, Health, Eye and Dental Examinations**

### **Required Health Examinations and Immunizations**

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. Students in noncompliance with the physical and immunization requirements will not be allowed to attend school after October 15 until they are in compliance with the law. Students in nonattendance as a result of this policy will be considered truant (see Truancy). A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

In addition, all students participating in athletics must present a physical every year prior to participation in practice or contests.

### **Eye Examination**

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

### **Dental Examination**

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

### **Section 685.110 Frequency of Screening**

1. Vision screening services shall be provided annually for:
  - a. All preschool children 3 years of age ( or older) in any public or private educational program or licensed child-care facility.
  - b. All school age children who are kindergarten, second and eighth grades; in special education classes; referred by teachers; and transfer students. Vision screening is recommended in grades 4, 6, 10 and 12. Such screening services shall be provided in all public, independent, private and parochial schools.
2. In lieu of screening services required in subsection (a) of this Section, a completed and signed report form, indicating that an eye examination be an M.D. specializing in diseases of the eye or a licensed optometrist has been administered within the previous 12 months, is acceptable.

Cross Reference:

PRESS 7:100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

## **Student Medication**

The Hutsonville School District Board of Education recognizes the need to provide a learning environment for all students including students who must receive periodic medication. It is the primary responsibility of parents to administer medication to their children.

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 a 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 a 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. 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).

### **Self-Medication Requirements**

- the medication must pertain to the pupil's asthma and have an individual prescription label
- the medication must be prescribed by a physician, physician assistant, or advanced practice registered nurse having authority to prescribe such medication
- the pupil's parents or guardians must provide the school with written authorization for self-administration of the medication ("self administration" means that the pupil has the discretion as to the use of his or her medication)

### **Emergency Aid to Students**

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

#### Cross-References:

PRESS 7:270, *Administering Medicines to Students*

PRESS 7:270-API, *Dispensing Medication*

PRESS 7:270-E1, *School Medication Authorization Form*

### **Exhibit – Student Medication Authorization Form<sup>23</sup>**

*To be completed by the child's parent(s)/guardian(s).*

*This form is to be used for medication other than medical cannabis. A new form must be completed every school year for each medication. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.*

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

*To be completed by the student's physician, physician assistant with prescriptive authority, or advanced practice RN with prescriptive authority:*

Prescriber's Printed Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Medication name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_

Time medication is to be administered or under what circumstances: \_\_\_\_\_

Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_

Diagnosis requiring medication: \_\_\_\_\_

Is it necessary for this medication to be administered during the school day? ☐ Yes ☐ No

Expected side effects, if any: \_\_\_\_\_

Time interval for re-evaluation: \_\_\_\_\_

Other medications student is receiving: \_\_\_\_\_

Prescriber's Signature \_\_\_\_\_ Date \_\_\_\_\_

***For only Parent(s)/Guardian(s) of students requiring asthma inhalers and/or epinephrine injectors:***

Is the asthma inhaler and/or epinephrine injector required under a qualifying plan pursuant to 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20?

<sup>1</sup> This exhibit may be placed in the handbook or given to parents/guardians as needed.

☐ Yes    ☐ No

*Parent(s)/Guardian(s) please attach prescription label (asthma inhaler) and/or written statement (epinephrine injector) here:*

*For asthma inhalers, attach the prescription label with the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medication is to be administered. 105 ILCS 5/22-30(b)(2)(i).*

*For an epinephrine injector, attach a written statement from the student's physician, physician assistant, or advanced practice registered nurse containing the name and purpose of the epinephrine, injector; the prescribed dosage; and the time or times at which or the special circumstances that the epinephrine injector should be administered. 105 ILCS 5/22-30(b)(2)(ii)(A)-(C).*

***For only parents/guardians of students who need to self-administer medication required under a qualifying plan:***

I grant permission for my child to self-administer his or her medication required under an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action and Treatment Authorization Form, a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or a plan pursuant to the federal Individuals with Disabilities Education Act. 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20.

**Medication(s) other than asthma inhalers and/or epinephrine injectors (complete section above) required under a qualifying plan that student is permitted to self-administer:**

Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_

Diagnosis requiring medication: \_\_\_\_\_

Is it necessary for this medication to be administered during the school day? ☐ Yes ☐ No

Expected side effects, if any: \_\_\_\_\_

Time interval for re-evaluation: \_\_\_\_\_

Other medications student is receiving : \_\_\_\_\_

\_\_\_\_\_  
Prescriber's Signature Date

If the medication is an asthma inhaler or epinephrine injector, be also sure to complete the section above and attach the required label and/or written statement as required above.

***Please initial to indicate (1) receipt of this information, and (2) authorization for your child to self-administer medication under a qualifying plan.***

\_\_\_\_\_  
Parent/Guardian Initials

***For only parents/guardians of students who need to carry and use their asthma medication or an epinephrine injector:***

I authorize the School District and its employees and agents, to allow my child to self-carry and self-administer his or her asthma medication and/or epinephrine injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-carry and self-administration of asthma medication or epinephrine injector. 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799, eff. 1-1-19.

***Please initial to indicate (1) receipt of this information, and (2) authorization for your child to carry and use his or her asthma medication or epinephrine injector.***

\_\_\_\_\_  
Parent/Guardian Initials

***For all parents/guardians:***

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of

undesigned epinephrine injectors, opioid antagonists, or asthma medication to my child when there is a good faith belief that my child is having an anaphylactic reaction, opioid overdose, or asthma episode, whether such reactions are known to me or not, and if applicable, undesigned glucagon when authorized by my child's diabetes care plan and if my child's glucagon is not available on-site or has expired. 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799; 105 ILCS 145/27, added by P.A. 101-428. **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and**

I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

\_\_\_\_\_  
Parent/Guardian Printed Name

Address (if different from Student's above): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Cross Reference:  
PRESS 7:270, *Administering Medicines to Students*  
PRESS 7:270-AP1, *Dispensing Medication*  
PRESS 7:270-E1, *School Medication Authorization Form*

### **Exhibit – Authorization for Medical Treatment**

*To be submitted to the Superintendent or designee. (please print)*

_____ Student	_____ Sport/Activity
_____ Parent/Guardian	_____ Home phone
_____ Home address	_____ Cell phone
_____ Physician	_____ Physician phone

Medical Information: *(list allergies, medications, conditions and any known restrictions)*

In the event of a medical emergency and if reasonable attempts to contact me using the telephone numbers listed above are unsuccessful:

I, as parent or legal guardian of the above student, do hereby authorize treatment by a licensed medical physician of my child in the event of a medical emergency that, in the opinion of the attending physician, may endanger his/her life, cause disfigurement, physical impairment, or undue discomfort if delayed. I understand that transfer of my child to any hospital reasonably accessible will be at my expense.

_____ Parent/Guardian Signature	_____ Date
------------------------------------	---------------

Cross Reference: PRESS 7:300-E3, <i>Authorization for Medical Treatment</i>
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### **Guidance & Counseling**

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. The main function of the counselor is dealing with students either individually or in groups to assist them in resolving personal conflicts on a confidential level. Parents and students who feel a need for such service should make arrangements through a teacher, counselor, or principal.

Cross-reference:

PRESS 6:270, *Guidance and Counseling Programs*



### **Safety Drill Procedures 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 (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

These drills must be taken seriously because students should know what to do in the event of a real fire or storm. Instructions as to what to do in the case of a fire or disaster will be posted on the wall in each classroom. Each teacher will inform the class where to go and how to get there. In order that directions may be heard, there must be no talking during the drills.

Cross-References:

PRESS 4:170, *Safety*

PRESS 4:170-AP1, *Comprehensive Safety and Security Plan*

## **Communicable Diseases**

The School Board recognizes that the student with a communicable and chronic infectious disease is eligible for all rights, privileges, and services provided by law and the District's policies. The District shall balance those students rights with the District's obligation to protect the health of all students and staff.

When the Building Principal receives notification that a child in the District has been diagnosed as having Acquired Immune Deficiency Syndrome (AIDS) or AIDS-Related Complex (ARC) or is shown to have been exposed to Human Immunodeficiency Virus (HIV) or any other identified causative agent of AIDS, the Principal shall immediately notify the Superintendent of the child's identity. The Principal may, as necessary, disclose the identity of the infected child to those persons who, by federal or state law, are required to decide the placement or educational program of the child, as well as to the school nurse and the classroom teachers in whose classes the child is enrolled.

The Board directs the administration to observe all rules of the Illinois Department of Public Health regarding communicable and chronic infectious disease. The Superintendent shall develop and implement procedures for the District to report to the local health authority, where appropriate, known or suspected cases of a communicable and chronic infectious disease involving a District student. The collection and maintenance of the student's medical information shall be done in a manner to ensure the strictest confidentiality and in accordance with federal and state laws regarding student records.

The determination of whether the student with a communicable and chronic infectious disease shall be permitted to attend school in a regular classroom setting or participate in school activities with other student shall be made on a case-by-case basis by the Communicable and Chronic Infectious Disease Review Team, the student's personal physician, and local health authorities

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

1. Parents 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.

Temporary removal of the student from the District's classroom (s) may be appropriate when:

- the student lacks control of bodily secretions;
- the student has open sores that cannot be covered;
- the student demonstrates behavior (e.g. biting) which could result in direct inoculation of potentially infected body fluid into the bloodstream.
- 

Temporary removal of the student from the classroom for those reasons listed above is not to be construed as the only response to reduce risk of transmission of a communicable and chronic infectious disease. The District shall be flexible in its response and attempt to use the least restrictive means to accommodate the student's needs.

The removal of a student with a communicable and chronic infectious disease from normal school attendance shall be reviewed by the Communicable and Chronic Infectious Disease Review Team, in consultation with the student's personal physician and local public health authorities at least once every month to determine whether the condition precipitating the removal has changed.

When a student returns to school after an absence due to a communicable and chronic infectious disease, the school administration may require that he or she present a certificate from a physician licensed in the State of Illinois stating that the student is free from disease or otherwise qualifies for readmission to school under the rules of the Illinois Department of Public Health which regulate periods of incubation, communicability, quarantine and reporting.

If the parents or guardians disagree with the student's alternative educational placement or program, they shall be offered the opportunity to appeal to the School Board within ten (10) days of their notification of the decision of the Communicable and Chronic Infectious Disease Review Team.

At no time shall a District employee or student educationally intimidate any student who has or who is believed to have a communicable and chronic infectious disease. "Educational intimidation" is defined as interference with the child's right to attend or participate in school activities. Educational intimidation may include:

1. actual or threatening physical harm to the person or property of the child or the child's family; or
2. impeding or obstructing the child's right of ingress to, egress from, or freedom of movement at school facilities or activities; or

3. exposing or threatening to expose the child or the family or friends of the child to public hatred, contempt, or ridicule.

The actions of the Communicable and Chronic Infectious Disease Review Team shall not be considered educational intimidation as long as the Team acts within its professional duties and in accordance with applicable law.

The Superintendent or the Superintendent's designee shall be responsible for communicating and interpreting the District's communicable and chronic infectious disease policies and procedures to school district personnel, parents, students and community persons.

### **Contagious Diseases**

Any student who has a contagious disease or parasitic or other condition detrimental to the health, hygiene, or welfare of other students will be excluded from school until such time as school officials consider the condition free of contagion. A medical doctor's written and signed notice of freedom from contagion will be necessary, but the school officials' judgment will be the deciding factor in the student's returning to school.

Cross-references:

PRESS 7:280, *Communicable and Chronic Infectious Disease*

PRESS 7:280-AP, *Managing Students with Communicable or Infectious Diseases*

### **Head Lice**

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Cross-References:

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

### **General Building Conduct**

Students shall not arrive at school before 7:40 a.m. and classes begin at 8:00 a.m. and students are dismissed at 3:13 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- 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.
- Drug paraphernalia, pocket knives, paging devices, water toys, skateboards, radios, tape players, mp3, CD players or other listening devices, pornographic materials, matches, lighters, laser pens, etc. are not permitted at school. (Listening devices may be brought to school for special occasions with permission from the teacher or principal.)
- Water guns, play guns, and/or real guns are not permitted at school.

## School Dress Code

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, sexually-related or suggestive content, obscene, or offensive language or symbols, including gang symbols.
- Hats, sunglasses, and bandanas cannot be worn in the building unless as part of a class project or school spirit day or as approved by the administration.
- **Clothing that is poorly fitting** (sagging or low-riding pants), **showing skin** (halter, low-cut, or tube tops, muscle shirts, midriff revealing blouses or shirts) **and/or undergarments may not be worn at school.**
- **The length of shorts or skirts must be appropriate for the school environment.**
- **Appropriate footwear must be worn at all times.** Students in grades Pre-kindergarten through 5<sup>th</sup> grade will not be allowed to wear inappropriate footwear such as flip-flops, slippers, or open toe shoes or sandals that pose a safety hazard.
- Street shoes are prohibited for gym floor activity except under certain circumstances, such as the Christmas dance or prom.

**If there is any doubt about dress and appearance, the building principal will make the final decision.** If inappropriate dress is cited, the administration may provide proper clothing for the students to wear to continue the school day. If proper clothing is not available, the student may be detained from attending classes until such time that appropriate clothing can be provided. Repeated offenses will result in disciplinary action in accordance with the handbook.

**A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.**

If inappropriate dress is cited, the administration may provide proper clothing for the students to wear to continue the school day. If proper clothing is not available, the student may be detained from attending classes until such time that appropriate clothing can be provided. Repeated offenses will result in disciplinary action in accordance with the handbook.

Cross Reference: PRESS 7:160, <i>Student Appearance</i>
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**Exhibit - Short Term Out-of-School Suspension (1-3 Days) Reporting Form**

Dear Parent(s)/Guardian(s):

Illinois law requires a School District to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

\_\_\_\_\_  
Student Incident Date

Student handbook rules and/or Board policy violated: \_\_\_\_\_

Date and time of pre-suspension conference with student: \_\_\_\_\_

*(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)*

**Date(s) of suspension:** \_\_\_\_\_

**Date student is eligible to return to school:** \_\_\_\_\_

**Description of incident:** *(List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Rational for the specific for duration of the suspension:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**It has been further determined that:** *(At least one of the following must be completed.)*

**I. Your child's continued presence at school poses a threat to school safety.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

\_\_\_\_\_  
\_\_\_\_\_

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**II. Your child's continued presence at school poses a disruption to other students' learning opportunities.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

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The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. The following behavioral and disciplinary interventions have been exhausted. *(List all behavioral and disciplinary interventions and resources previously utilized to address the student's behavior or indicate if there are no appropriate and available interventions and resources; e.g., any previous correspondence with parents or guardians about the behavior, check-in/check-out, functional behavioral analysis (FBA), behavioral improvement plan (BIP), social academic instructional group (SAIG), in-school suspension, out-of-school suspension and/or other interventions and resources.)*

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**During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.**

Upon returning to school, your child will be given an opportunity to make up work missed during the suspension for equivalent academic credit.

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to *(insert name and address of the superintendent)*.

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date

cc: Board of Education

Cross Reference:

PRESS 7:200-E1, *Short Term Out-of-School Suspension (1-3 Days) Reporting Form*

### **Exhibit – Long Term Out-of-School Suspension (4-10 Days) Reporting Form**

Dear Parent(s)/Guardian(s):

Illinois law requires a school district to provide the following information to a parent/guardian of a child who is being suspended from school due to an act of gross disobedience or misconduct.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Incident Date

Student handbook rules and/or board policy violated: \_\_\_\_\_

Date and time of pre-suspension conference with student: \_\_\_\_\_

*(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)*

**Date(s) of suspension:** \_\_\_\_\_

**Date student is eligible to return to school:** \_\_\_\_\_

**Description of incident:** *(List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Rational for the specific duration of the suspension:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**It has been further determined that:** *(At least one of the following must be completed.)*

**I. Your child's continued presence at school poses a threat to the safety of other students, staff or members of the school community.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

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**II. Your child’s continued presence at school substantially disrupts, impedes or interferes with the operation of the school.** Due to the egregious nature of your child’s conduct (i.e., physical harm, violence, threat) and/or the history or record of your child’s past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

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The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. The following available and appropriate behavioral and disciplinary interventions have been exhausted: *(List all behavioral and disciplinary interventions and resources previously utilized to address the student’s behavior or indicate if there are no appropriate and available interventions and resources; e.g., any previous correspondence with parents or guardians about the behavior, check-in/check-out, functional behavioral analysis (FBA), behavioral improvement plan (BIP), social academic instructional group (SAIG), in-school suspension, out-of-school suspension and/or other interventions and resources.)*

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**During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.**

Your child will be given an opportunity to complete missed assignments or work missed during the suspension for equivalent academic credit in accordance with School District policy.

Students who are suspended out-of-school for longer than four (4) days must be provided with appropriate and available support services during the period of suspension. The following support services are appropriate and available to your child: *(Note that this requirement only applies to*

*students who are suspended out-of-school for 5 through 10 school days. List all support services or indicate if no support services are appropriate and available.)*

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To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to *(insert name and address of the Superintendent)*.

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Building Principal

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Date

cc: Board of Education

Cross Reference:

PRESS 7:200-E2, *Long Term Out-of-School Suspension (4-10 Days) Reporting Form*

### **Prevention of and Response to Bullying, Intimidation, and Harassment**<sup>24</sup>

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, order of protection status, status of being homeless, or 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 **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.

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<sup>24</sup> Public Act 100-137 requires that the district's entire policy on "Prevention of and Response to Bullying, Intimidation, and Harassment" (PRESS 7:180) must be placed in the student handbook. This can be done by: (1) replacing this procedure with the policy of your district, or (2) listing the district policy as an attachment to the student handbook. This procedure is compliant with PRESS 7:180, but does not reiterate those sections of PRESS 7:180 that are not directly relevant to students.

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 a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: name-calling, using derogatory slurs, causing psychological harm, harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, threatened or actual destruction of property, or retaliation for asserting or alleging an act of bullying wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. This list is meant to be illustrative and non-exhaustive.

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

**Nondiscrimination Coordinator**

Travis Titsworth  
500 West Clover Hutsonville, IL  
62433  
(618) 563-4912 x 3112  
travis.titsworth@hutsonvilletigers.net

**Complaint Manager**

**Jason Blankenbaker**  
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**Shawna Smith**  
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A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false



accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.<sup>25</sup>

Cross-references:

PRESS 7:20, *Harassment of Students Prohibited*

PRESS 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*

PRESS 7:190, *Student Behavior*

PRESS 2:260, *Uniform Grievance Procedure*

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<sup>25</sup> References are to the Illinois Association of School Board's PRESS service. We also suggest providing a link to the district policies that are referenced.

## **Exhibit - Aggressive Behavior Reporting Letter and Form 26**

Dear Parent(s)/Guardian(s):

Please be advised that your child engaged in behavior that, if repeated, could escalate into aggressive behavior, such as bullying. Illinois law requires school districts to notify the parent or guardian of a child who demonstrated behaviors that put him or her at risk for aggressive behavior.

The School Board policy on student behavior prohibits a student while at school or a school-related activity from: (1) engaging in any kind of bullying or aggressive behavior that causes physical or psychological harm to someone else, and/or (2) urging other students to engage in such conduct.

This early notification is intended to help all of us work together to avoid repetition of the behavior.

Student \_\_\_\_\_

Incident date \_\_\_\_\_

Incident location \_\_\_\_\_

Incident time \_\_\_\_\_

Reported by \_\_\_\_\_

Reporting date \_\_\_\_\_

**Description of the behavior:** *(Reporters, be specific. Describe what happened, what harm resulted, the child's explanation, and any known or suspected causes for what happened.)*

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**Follow-up conference:** I or someone from my office will telephone you to schedule an in-person meeting or telephone conference to discuss what occurred and ways to help your child, (1) be aware of how others were affected by the behavior, and (2) to understand boundaries and manage conflict.

**The following consequence(s) or intervention(s) is/are recommended:**

- ☐ Counseling or other support services for your child.
- ☐ Providing opportunities for all individuals involved in an incident to reach a resolution.
- ☐ Enabling your child to make amends for the harm caused.
- ☐ Suggesting your child receive non-District affiliated services.
- ☐ [insert other] \_\_\_\_\_

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**26** This exhibit should not be placed in your student handbook. It is provided courtesy of the Illinois Association of School Board's PRESS Service to assist school administrators in implementing district policy.

§6.40-E1

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To be used in conjunction with the Illinois Association of School Board's PRESS Service

Please review this material with your school board attorney before use.

The District is committed to helping those involved learn from this experience.

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Building Principal

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Date

Cross-References:

PRESS 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*

PRESS 7:190-E1, *Aggressive Behavior Reporting Letter and Form*

## **Harassment & Teen Dating Violence Prohibited**

### **Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>27</sup>; 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, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

It is the policy of Hutsonville School District that all forms of sexual harassment of students and District employees are not permitted. Such acts committed by fellow students, District employees or other persons on school grounds will lead to disciplinary and possible legal action.

Students who are the victims of sexual harassment, or are aware of the sexual harassment of fellow students, should report the incident to the principal or, if the principal has allegedly committed the act, to the superintendent, if the superintendent has allegedly committed the act, to the Board of Education. Reports should be made as soon after the incident as possible. The identities of individuals and events involved will remain confidential to the extent feasible.

Upon receiving a report of sexual harassment the principal shall conduct an investigation and report findings and recommendations to the superintendent. When there is sufficient evidence of violation of this policy the principal, superintendent, or Board of Education shall take appropriate disciplinary action which may include warning, suspension, expulsion, or other appropriate action.

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<sup>27</sup> Some school districts have policies with modified protections regarding gender and gender identity. Please assure alignment with your school district's policy manual.

## **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.

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

## **Teen Dating Violence Prohibited**

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

## Making a 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, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

### **Nondiscrimination Coordinator**

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travis.titsworth@hutsonvilletigers.net

### **Complaint Manager**

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### **Complaint Manager**

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

#### Cross-references:

PRESS 7:20, *Harassment of Students Prohibited*  
PRESS 7:185, *Teen Dating Violence Prohibited*

### **Cafeteria Rules**

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunch room supervisor.

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

## **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.

Students may go on educational field trips with their class during the school year. Students traveling to other areas to represent our school should conduct themselves in a manner that will reflect favorably on the school.

Hutsonville Elementary/Junior High School uses a general permission slip for all field trips and outings. Each year students will be asked to return a permission slip signed by the parents or guardian to cover any type of outing the school may have during the year. Parents will be notified through the student each time he/she leaves the premises. This makes it unnecessary to sign and return a permission slip on every occasion. The only reason to respond to the notice would be to ask that their child be excluded.

Students who are failing any subjects will not be permitted to go on nonacademic field trips.

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.

Cross-references:

PRESS 6:240, *Field Trips*

PRESS 6:240-AP, *Field Trip Guidelines*



### **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. School authorities may require a student or his or her parent or guardian 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 school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Cross-references:

PRESS 7:140, *Search and Seizure*

PRESS 7:140-E *Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting*

**Exhibit – Letter to Parents/Guardians Regarding**  
**the Right to Privacy in the School Setting 28**

Re: When may school officials require a student to share the content from his or her account or profile on a social networking website?

Dear Parent(s)/Guardian(s):

State law requires the District to notify students and their parents/guardians of each of the following:

1. School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of *social networking website* include Facebook, Instagram, Twitter, and ask.fm.
2. 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.

Please contact the school if you have any questions.

Sincerely,

Building Principal

Cross Reference:

PRESS 7:140-E, *Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting*

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**28** This exhibit should not be placed in your student handbook. It is provided courtesy of the Illinois Association of School Board's PRESS Service to assist school administrators in implementing district policy.

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Please review this material with your school board attorney before use.

## **Student Use of Electronic Devices**<sup>29</sup>

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off<sup>30</sup> and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.<sup>31</sup>

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

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

Students in violation of this procedure are subject to the following consequences:<sup>32</sup>

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.

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<sup>29</sup> This handbook procedure is an *alternative* to the language currently found in handbook procedure 6.30. It is designed for schools that want a more descriptive procedure on student use of electronic devices. This handbook procedure and handbook procedure 6.30 are fully aligned with the Illinois Association of School Board's PRESS service.

<sup>30</sup> Schools may replace "powered-off" with "silenced," depending on the school's procedure and district policy.

<sup>31</sup> This section may be expanded or removed, depending on a school's preference and school district policy.

<sup>32</sup> Consequences must align with your school's student discipline code.

2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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

- Any Site that is found to interfere with the educational process or work performance, result in unproductive use of time, violate any District policy, or be unlawful may be blocked using the District's content filter.
- Failure to follow these guidelines and procedures may result in the loss of authoring and contributing privileges or other more severe disciplinary measures including student suspension or expulsion, employee termination, or legal action.

#### **Best Practices for Using Sites**

The following should be practiced and modeled by staff and are expected of students when publishing to Sites:

- Review District policies.
- Develop and test all Sites prior to using or assigning them.
- To the best of your ability, ensure usability for all visitors and participants and check that the content reflects yourself and the District.

#### **External Web Content and Social Networking Sites**

Many External Sites may be appropriate for instructional and work related purposes. The following points must be followed when working with external Sites:

- All laws and District policies must be followed.
- An employee, volunteer, or student that posts, creates, collaborates on, or modifies content on external Sites must:
  - Register with a District email address.
  - Provide access to these Sites to an administrator immediately upon request.

- Be aware that the District may monitor these Sites and that the content on these Sites is still subject to FOIA and legal discovery.
- Employees, volunteers, and students that use external Sites take full responsibility and liability for anything they post and will fully accept any repercussions from unacceptable use.

Cross-references:

PRESS 7:190-AP5, *Student Handbook, Electronic Devices*

## **Acceptable Use of the District's Electronic Networks 33**

### **Section 1: Purpose**

Hutsonville CUSD #1, through its Superintendent or designee, may authorize staff, students and other individuals to use or otherwise access District Technology, as defined below, for professional, educational or other uses that further the District's interests. The sole purpose of such use or access is to improve the education of District students and the educational environment of which they are a part. This policy and related administrative procedure shall outline the responsibilities, requirements and other restrictions that govern use of and access to District Technology.

The Hutsonville School District provides access to information resources to support the educational mission of our school. Teachers, students, and members of the community (in this priority order) will be given access to these resources whenever possible. With open access comes the responsibility of utilizing these services in a mature manner. Users must abide by the following guidelines:

- Computer Use and E-Mail System guidelines also apply to use of Internet resources.
- Accessing, downloading, or uploading inappropriate materials is strictly prohibited. This includes any form of data transmission that is inappropriate in a school setting.
- Students may not exchange personal information with strangers or unknown entities on the Internet through this system.
- When using an Internet browser, users may not enter any inappropriate area including, but not limited to, any website labeled adult or over 18 use only.
- Do not change configurations within World Wide Web browsers without permission of the teacher or librarian on duty. Configurations must be returned to their original status. Bookmarks should not be set unless they relate specifically to an educational assignment.
- It is the responsibility of users to learn about the various tools and their uses. The district will have materials available and conduct classes to assist in this educational process.
- Use of this system is a privilege, not a right. The School District reserves the right to limit the use of the system to selected individuals or services and to repeal

or restrict access of users at any time. Individuals who violate the established guidelines will be denied access to the system.

- The school personnel reserve the right to periodically check individual files of students to ensure that students are using the system properly. All computers are the property of the district and therefore all information is subject to be read by system administrators.
- Hutsonville Community Unit #1 assumes no responsibility for inappropriate messages sent or received by students.
- Students should use school provided e-mail accounts for school related activities.
- School computers are not to be used to play unauthorized games or for chat rooms.
- Students are not permitted to use school computers to work on personal web pages.
- Students are not allowed to use any personal electronic devices that have the ability to access the internet unless allowed by teacher for school related activities.

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

### **Terms and Conditions**

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

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

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

This administrative procedure implements Hutsonville CUSD #1's Acceptable Use of Technology, and incorporates by reference all definitions in and terms of that policy. These procedures provide some specific rules and examples regarding use of District Technology. These procedures do not state all required or proscribed behavior, but provide some specific examples so users are on notice of the types of behaviors that are allowed and prohibited.

Users are expected to use/access District Technology only for professional, educational, or other uses that further the District's interests.

#### **USERS OF DISTRICT TECHNOLOGY WILL:**

Exhibit good digital citizenship by conducting themselves appropriately and following these six principles:

1. **Respect Yourself:** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
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 while online. I will protect passwords, accounts, etc.
3. **Respect Others:** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or area.
4. **Protect Others:** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property:** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate 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 purchase, license, and register all software or use available free and open



source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

#### **Section 4 (District Policy)**

- Any Site that is found to interfere with the educational process or work performance, result in unproductive use of time, violate any District policy, or be unlawful may be blocked using the District's content filter.
- Failure to follow these guidelines and procedures may result in the loss of authoring and contributing privileges or other more severe disciplinary measures including student suspension or expulsion, employee termination, or legal action.

#### **Best Practices for Using Sites**

The following should be practiced and modeled by staff and are expected of students when publishing to Sites:

- Review District policies.
- Develop and test all Sites prior to using or assigning them.
- To the best of your ability, ensure usability for all visitors and participants and check that the content reflects yourself and the District.

#### **External Web Content and Social Networking Sites**

Many External Sites may be appropriate for instructional and work related purposes. The following points must be followed when working with external Sites:

- All laws and District policies must be followed.
- An employee, volunteer, or student that posts, creates, collaborates on, or modifies content on external Sites must:
  - Register with a District email address.
  - Provide access to these Sites to an administrator immediately upon request.
  - Be aware that the District may monitor these Sites and that the content on these Sites is still subject to FOIA and legal discovery.
- Employees, volunteers, and students that use external Sites take full responsibility and liability for anything they post and will fully accept any repercussions from unacceptable use.

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

## **Section 5: Limited Rights of Use (District Policy)**

The Superintendent or designee may, when necessary in his or her sole discretion, act to protect and ensure the operability, integrity, security and reliability of District Technology, which may require denying users access in whole or in part.

Materials created by staff members in or related to the performance of their employment duties, including materials created on District Technology, are property of the District. The District retains the right to review, edit and/or delete any material posted on the District's web servers or web pages or on behalf of the District on other web servers or web pages at any time.

**No Expectation of Privacy** – Users have no expectation of confidentiality or privacy with respect to any communication or access made through District Technology, 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 use or access of District Technology (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 or accessing District Technology, users agree to such access, monitoring and/or recording of their use.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the electronic networks. **USERS OF DISTRICT TECHNOLOGY WILL NOT:**

- a. Leave computers unsupervised or leave any District Technology logged into any Hutsonville-managed system.
- b. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- c. Using the electronic networks to engage in conduct prohibited by board policy;
  - Use offensive, obscene, abusive, profane, pornographic, lewd, vulgar, threatening, racially or sexually offensive, harassing, inflammatory, or defamatory speech.
  - Access, download, or create harmful, indecent, sexually oriented, pornographic, threatening, violent, offensive, and or illegal material.
  - Destroy data, programs, networks, or any other system or component of a system, or create, upload, download, or spread a computer virus or worm, either intentionally or recklessly.
  - Intentionally degrade or disrupt systems and/or equipment.

- Damage technology hardware or software.
- d. Violate the rights of others, including their privacy rights.
- e. Download and/or install unauthorized software **or other files, regardless of whether it is copyrighted or scanned for malware.** Unauthorized software is any software not explicitly approved by Hutsonville CUSD #1.
- f. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- g. Downloading of copyrighted material for other than personal use;
- h. Using the electronic networks for private financial or commercial gain;
- i. Wastefully using resources, such as file space;
- j. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means, such as attempting to override, bypass, or otherwise change the Internet filtering software or other network configurations.
- k. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph, video or the personal address, phone number, or other personal information of any individual.;
- l. Using another user's account or password;
- m. **Disclosing any network or account password** or distribute the account or password information of any individual **(including your own) to any other person, unless requested by the system administrator;**
- n. Posting or sending material authored or created by another without his/her consent;
- o. Posting or sending anonymous messages;
- p. Create and/or distribute unsolicited advertisements or other commercial material, political advocacy, chain letters, or pyramid schemes.;
- q. Using the electronic networks for commercial or private advertising;
- r. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- s. **Misrepresenting the user's identity or the identity of others** or forge electronic mail messages; and
- t. Using the electronic networks while access privileges are suspended or revoked or before access privileges have been granted.

- u. Connect personal devices to the Hutsonville network without permission from the technology department or administration.

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

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

**No Warranties** - The District is not responsible for any information that may be lost or damaged (including being rendered unavailable) by use or access of District Technology or any material or services accessed and/or transmitted thereby or thereon, including the Internet and E-Mail. The District specifically denies any liability or responsibility for transmissions or other communications made by any user of District Technology.

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

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

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

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

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

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

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

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be

transmitted in an email message that would be inappropriate in a letter or memorandum.

- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's email system constitutes consent to these regulations.

### **Internet Safety**

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

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

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

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

### **Section 6: Internet Safety and Protection**

The District installs and operates filtering software on District Technology to limit users' Internet access to obscene, pornographic, harmful to children or otherwise inappropriate material as required by the Children's Internet Protection Act. The District does not and can not guarantee the efficacy of such software. It may block access to legitimate materials, and may fail to successfully block access to all inappropriate material. The District's use of such software does not absolve users of the responsibility not to access inappropriate materials or to otherwise abide by State and federal laws and regulations, the terms of administrative procedures implementing this policy and the terms of any related policies and procedures.

## **Section 7: Responsibility For Use and/or Misuse**

User Responsibility – Each Authorized User must maintain the confidentiality of any username(s) and/or password(s) provided to access District Technology and is responsible for all actions taken under those username(s) and/or password(s). Each Authorized User is responsible for any loss, damage, charges or other fees resulting from use of the District Technology unless those charges are authorized by the Superintendent or designee prior to being incurred.

By using District Technology, all users agree to indemnify the District to the extent allowed by law for any losses, costs, unauthorized charges or damages, including reasonable attorneys fees, incurred by the District relating to or arising out of the violation of this policy or any related procedures, other related policies and procedures or State or federal law.

## **Section 8: Enforcement**

Where the Superintendent or designee determines that an Authorized User has violated this policy or related procedures, any other relevant District policy or procedure, and/or State or federal law, he or she may revoke or suspend the Authorized User's access rights. All users, whether authorized or unauthorized, may also be subject to criminal liability and/or civil liability to the extent authorized by law, as well as disciplinary action up to and including suspension and dismissal (staff) or expulsion (students).

## **Section 9: Administrative Procedures**

The Superintendent shall establish administrative procedures that implement this policy, and shall take any other action appropriate to implement this policy.

## **Section 2: Definitions**

For purposes of this policy and any related administrative procedure, the following definitions shall apply:

**“District Technology”** – Any computers, electronic devices, systems, software or network owned, operated or provided by the District, including but not limited to servers, desktop and laptop computers, mobile phones, smartphone devices, IP telephony devices, devices that provide internet and/or network connectivity, E-Mail and messaging systems and accounts owned or operated by or on behalf of the District, web pages published on the District's web servers and/or under its domain and any other personal communications devices or software that run on any of the above. For purposes of this §7.10

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definition, a network is a collection or collections of computers, electronic devices, systems and/or software that are interconnected by communications systems to facilitate sharing of information, data and/or electronic resources or to otherwise communicate electronically with others.

**“Authorized User”** – Staff, students and/or other individuals who the Superintendent or designee has explicitly authorized to use or access District Technology for professional, educational and/or other uses that further the District’s interests.

Cross Reference: PRESS 6:235, <i>Access to Electronic Networks</i>
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### Section 3: Applicability

An individual acknowledges this policy and related procedures and is subject to its terms by using or accessing District Technology. A user need not sign and return an acknowledgement form to be subject to this policy and related procedures.

### **Student Authorization for Access to the District's Electronic Networks** 34

Dear Parents/Guardians:

Our School District has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this *Authorization for Access to the District's Electronic Networks* once while the student is enrolled in the School District.

The District *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow, and the School District respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have a network account, sign the *Authorization* form below and return it to your school.

#### ***Authorization for Access to the District's Electronic Networks Form***

**Students must have a parent/guardian read and agree to the following before being granted unsupervised access:**

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

I have read this *Authorization* form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to

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<sup>34</sup> This Exhibit may be placed in the handbook or provided separately.

restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the *Acceptable Use of the District's Electronic Networks* with my child. I hereby request that my child be allowed access to the District's electronic networks, including the Internet.

\_\_\_\_\_  
Parent/Guardian Name (*please print*)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Students must also read and agree to the following before being granted unsupervised access:**

I understand and will abide by the above *Acceptable Use of the District's Electronic Networks*. I understand that the District and/or its agents may access and monitor my use of the District's electronic networks, including the Internet, my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic networks, including the Internet.

\_\_\_\_\_  
Student Name (*please print*)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Cross-References:

PRESS 6:235, *Access to Electronic Networks*

PRESS 6:235-AP1,E-1 *Student Authorization for Access to the District's Electronic Networks*

### **Guidelines for Student Distribution of Non-School-Sponsored Publications**

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

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Building Principal, 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:
  - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use;
  - e. 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;<sup>35</sup> or
  - f. 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.

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<sup>35</sup> This sentence should not be included in high school student handbooks.

Cross Reference:

PRESS 7:310-AP, *Guidelines for Student Distribution of Non-School Sponsored Publications, Elementary Schools*

PRESS 7:315-AP, *Guidelines for Student Distribution of Non-School Sponsored Publications ; High Schools*

## **Access to Non-School Sponsored Publications**

### **Non-School Sponsored Publications Accessed or Distributed On Campus**

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

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students<sup>36</sup>; 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

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<sup>36</sup> This sentence should not be included in high school student handbooks.

foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Cross Reference:

PRESS 7:315 *Restrictions on Publications; High Schools*

**Annual Notice to Parents about Educational Technology**  
**Vendors Under the Student Online Personal Protection Act** <sup>37</sup>

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

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

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts

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<sup>37</sup> Use the sample text below to provide notice to parents/guardians about educational technology vendors pursuant to the Student Online Personal Protection Act, 105 ILCS 85/28(e), added by P.A. 101-516, eff. 7-1-21. Beginning with the 2021-2022 school year, school districts must provide this notice to parents/guardians at the beginning of each school year through distribution of school handbooks or other means generally used by a district to provide such notices to parents/guardians.

- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

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

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

Cross Reference:

PRESS 7:345-AP, E2, *Student Data Privacy; Notice to Parents About Educational Technology Vendors*



## **Search & Seizure**<sup>38</sup>

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

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

School authorities may inspect and search school property 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 (certified employees and school administrators) 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**. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

When feasible the search should be conducted as follows:

- \* outside the view of others, including students;
- \* in the presence of a school administrator or adult witness;

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<sup>38</sup> This handbook procedure contains both required language and optional language that represents best educational practice. Consult your school district policy manual to assure consistency and alignment with district policy.

\* by a certified employee or administrator of the same sex.

Immediately following the search of a student, a written report shall be made by the school authority who conducted the search. The written report shall be submitted to the Building Principal, where appropriate, and forwarded to the Superintendent. The parents or guardians of a student searched in accordance with this policy shall be notified of the search as soon as possible.

### **Canine Drug Searches**

Periodically, local law enforcement agencies will bring in dogs to do canine searches. If a dog “hits” on a car or a locker, students will be required to open lockers or cars for a more in depth search. Students will be asked to unlock vehicles or remove locks from lockers if there is suspicion of contraband. If students refuse to open cars or lockers, an effort to contact parents will be done.

### **Reciprocal Reporting Act:**

Public Act 88-376 requires that school districts establish a reciprocal reporting system with local law enforcement agencies including the State’s Attorney’s office. Starting with the 1997-98 school year this system was established by Hutsonville High School. Each month, representatives from the County Probation office, County Sheriff’s Police, City Police, and the State’s Attorney’s office will be invited to meet with the Principal of Hutsonville High School. This monthly meeting serves as a regular forum for this reciprocal reporting to work within. It is understood that student and juvenile privacy acts will be adhered to during these meetings and whenever reciprocal reporting occurs between the various departments involved. Reporting shall also take place on an immediate need basis in addition to the monthly meeting.

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.

**School Property** - School property, including but not limited to desks, lockers and parking lots are owned and controlled by the District and the District may make reasonable regulations regarding its use.

### **Rights and Responsibilities - Search and Seizure**

School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) as a means of protecting the health, safety or welfare of the District, its employees and students, without notice to or consent of the student and without a search warrant.

Certified employees may search a student's purse or other private belongings when there is a reasonable suspicion based on all the circumstances that the student or thing to be searched contains illegal or improper items. In all cases where the administration is not certain that reasonable suspicion exists, the advice of legal counsel shall be obtained. In appropriate cases, law enforcement officials shall be notified.

Student vehicles brought to school can be searched under certain conditions as well. The student driver of the vehicle will be held responsible for the contents of the vehicle.

In all other cases, school authorities may search such school property when there are reasonable grounds to suspect that the search will produce evidence that the student has violated either the law or the District's rules.

### **Seizure of Property**

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the District's rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

### **Cooperation with Law Enforcement Agencies**

A mutually supportive partnership between school officials and local law enforcement agencies should exist to better provide critical service and assistance to children and families in need. When deemed appropriate school officials will communicate with law enforcement personnel concerning student disciplinary matters. Likewise, law enforcement agencies may share information with school officials to promote the safety

of the school community. School officials will report known criminal activity to law enforcement agencies when appropriate.

### **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) The Building Principal will check the police officer's credentials and any legal papers such as warrants for arrest, search or subpoenas to be served.
- (b) Notify or attempt to notify the student's parent/guardian, **document the time and manner in writing, and** inform them that the student is subject to an interview.;
- (c) The parents/guardians will be given the opportunity to be present and be represented by legal counsel at their own expense. Interviews of minor students without permission of the parents/guardians is not permitted unless a legal process is presented or in emergency situations. **If the parents/guardians 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 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.**
- (d) Interviews will be conducted in a private setting. If the parents or guardians are absent, the Building Principal and one other adult witness, selected by the Building Principal, will be present during the interview.
- (e) Interview proceedings will be documented in writing for inclusion in the student's temporary records. A copy will be sent to the parents or guardians.
- (f) No minor student shall be removed from the school by the police officer without the consent of a parent or guardian, except upon service of a valid warrant of arrest.

### **Questioning of Students by The Illinois Dept. of Children and Family Services (DCFS)**

1. The Building Principal will check the agent's credentials and any papers pertaining to a legal process.

2. The Building Principal will attempt to contact the student's parents or guardians and inform them that the student is subject to an interview. The parent or guardian will be given the opportunity to be present and be represented by legal counsel at their own expense.

3. If the DCFS agent does not want a parent or guardian present or notified during the interview, this stipulation must be in writing and signed by the DCFS agent.

4. Interviews will be conducted in a private setting. If the parents or guardians are absent, the Building Principal and one other adult witness, a member of the District staff, will be present during the interview.

5. The student may be removed from school by the DCFS agent if case circumstances warrant. An officer of a local law enforcement agency, designated employee of the Department or a physician treating a child may take or retain temporary protective custody of the child without the consent of the person responsible for the child's welfare, if

(1) he/she has reason to believe that the circumstances or conditions of the child are such that continuing in his/her place of residence or in the care and custody of the person responsible for the child's welfare, presents an imminent danger to the child's life or health;

(2) the person responsible for the child's welfare is unavailable or has been asked and does not consent to the child's removal from his/her custody; and

(3) there is not time to apply for a court order on the Juvenile Court Act for temporary protective custody shall immediately make every reasonable effort to notify the person responsible for the child's welfare and shall immediately notify the Department. The Department shall promptly initiate proceeding under the Juvenile Court Act for the continued temporary custody of the child.

6. No District employee may act as a DCFS agent. (Board Policy 114) Leg. Ref.: Ill. Rev. Stat., ch. 23, para. 2051-5.

Cross Reference: PRESS 7:140, <i>Search and Seizure</i>
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## **Extracurricular and Athletic Activities**

Hutsonville Junior High School is a member of the Illinois Elementary School Association and adheres to IESA guidelines for athletic eligibility. The School is a member of the Little Eastern Illinois Conference. Schedules for athletic contests are available in the grade school office.

Hutsonville Junior High School sponsors and is the host school in the Hutsonville-Palestine coop for volleyball. Hutsonville Junior High School also coops girls junior high basketball and boys and girls track with Palestine as the host school. Hutsonville also participates in junior high boys' basketball.

All students participating in these activities are subject to IESA eligibility as well as the Unit #1 Board of education eligibility standards.

## **Extracurricular and Athletic Activities Code of Conduct**<sup>39</sup>

### **Athletics Activities**

Hutsonville Junior High School is a member of the Illinois Elementary School Association and adheres to IESA guidelines for athletic eligibility. The School is a member of the Little Eastern Illinois Conference. Schedules for athletic contests are available in the grade school office.

Hutsonville Junior High School sponsors and is the host school in the Hutsonville-Palestine coop for volleyball. Hutsonville Junior High School also coops girls junior high basketball and boys and girls track with Palestine as the host school. Hutsonville also participates in junior high boys' basketball.

All students participating in these activities are subject to IESA eligibility as well as the Unit #1 Board of education eligibility standards.

**This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.**

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<sup>39</sup> This handbook procedure contains both required language and optional language that represents best educational practice. Consult your school district policy manual to assure consistency and alignment with district policy.

## Requirements for Participation in Athletic Activities

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

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."<sup>40</sup>
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IESA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IESA's Performance-Enhancing Substance Testing Program.<sup>41</sup>
5. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

## Illinois Elementary School Association

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

## Academic Eligibility

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

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain passing work in all school subjects and the school shall certify compliance

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<sup>40</sup> Substitute "Illinois Elementary School Association's "Pre-participation Examination Form" if appropriate.

<sup>41</sup> Required for IHSA schools.

with the IESA By-Law 2.042 Any student failing to meet academic requirements will be suspended from the sport or activity until all academic requirements are met.

### **Absence from School on Day of Extracurricular or Athletic Activity**

Any student who is absent from school with an excused absence (excluding illness) will be allowed to participate in co-curricular activities on that day. Students who sign in during the day upon return from illness and attend school for the second half of the day will also be allowed to participate in extracurricular functions that day.

Students with an unexcused absence will not be allowed to attend extracurricular activities including practice on the day of the absence. Students that are absent for the second half of the school day due to illness, are also unable to attend extracurricular activities including practices on the day of the absence. Students not participating in Physical Education because of illness or injuries shall not participate in practice or a game.

If a student is absent on Friday, the student will not be allowed to attend any weekend extracurricular activity, unless a parental note is given to the principal explaining why the absence occurred and the absence is excused; that is, any absence other than illness should be prearranged. In the case of illness and in lieu of the note, a parent may call the school explaining that the student is sick on Friday.

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.

### **Travel**

All players, participants and other students involved with the team will be expected to ride the bus to the event and back. However, their parent/guardian, or the parent/guardian adult designee may pick them up after the game. The parent/guardian or the parent/guardian designee wishing to take their child home after the game, must sign a §9.10

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sheet provided by the coach/sponsor indicating their intentions to take the student home.

Bus rules and guidelines for parental pick-up of students also pertain to athletics. Students who are suspended from riding the bus due to infractions of bus rules will not be allowed to participate in extracurricular activities which require travel during the suspension.

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

### **"Do What's Right" Program Expectations**

Coaches, Players and Fans who follow the Nine Expectations will represent their school well and create a positive game experience.

1. Accept and understand the seriousness of their responsibility, and the privilege of representing their school and community.
2. Learn the rules of the game thoroughly and discuss them with parents, fans, and fellow students.
3. Treat opponents the way they would like to be treated, as a guest or friend.
4. Never direct remarks at opponents in a taunting manner.
5. Wish opponents good luck before the game and congratulate them in a sincere manner following either a victory or defeat.
6. Respect the integrity and judgment of the game officials.
7. Display great effort and hustle on the field or floor.
8. Play unselfishly in such a way as to build up their team, without drawing unnecessary attention to themselves.

9. Yield to the authority and direction of all officials, bench officials, school personnel and coaches.

## **Code of Conduct**

This Athletic Code has been adopted by the Board of Education of Hutsonville Community Unit School District #1 and applies to student athletes in grades 5-8. This policy is in addition to other policies concerning the student conduct and imposes additional requirements on student athletes. It is intended to promote the health and safety of students and to encourage the development of self-discipline and self-control in student athletes which are attributes the Board finds to be necessary to make successful athletes.

The Board determines that participation in athletics is a privilege. There is no right of students to participate in athletic competition or to participate in particular sports. If the rules and requirements set forth below are not complied with, the privilege to participate in athletics may be lost.

Athletics necessitate, within the limits established by the IESA, a school's ongoing involvement with the student athletes in such areas as training, conditioning, supervision, and equipment and facility usage. Consequently, the rules set forth in this policy apply to the first day of practice that the student athlete attends and continue to apply to the student athlete until the completion of his/her entire athletic career. These rules apply both in and out of season of the sports in which each student athlete participates, during summers, holidays, and vacations, on and off campus, and at both school and non-school activities.

All student athletes are subject to Illinois Elementary School Association (IESA) rules and regulations as well as any rules that the local Board of Education adopts. Students will not be allowed to participate in interscholastic athletics unless they meet both IESA and the local Board eligibility requirements.

### **I. Classroom**

A good athlete should be a good student. A student must maintain a passing average in all classes (no pass no play policy), as well as all of the IESA standards regarding eligibility.

Eligibility will be checked on a weekly basis for 5th through 8th grades (every Friday, by the Athletic Director). The grade being checked will be the cumulative performance for the beginning of each quarter. If a student is ineligible, his/her period of eligibility will last from Monday through Saturday. The head coach / sponsor has the option of establishing a policy on the maximum number of weeks that a player may be ineligible

before that player may be dismissed from a team; however, that number will not be less than four.

With the no pass, no play system, students that failed a class for the quarter will be ineligible until after the next eligibility check which is the first full week of the next quarter.

## II. Training and Participation Rules

A. The student athlete shall not use tobacco products in any form.

B. The student athlete shall not possess, use, deliver, sell, transmit or attempt to possess, use, deliver, sell or transmit any alcoholic beverages, any non-prescribed or illegal drugs, or any substance which the student believes or represents to be any of the foregoing, including, but not necessarily limited to look-a-likes.

C. The student athlete shall not attend an illegal party. An illegal party shall be defined as a party where alcohol, drugs or other illegal substances are present and available for minor's use.

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.<sup>42</sup>

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

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

### **The student shall not:**

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
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

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<sup>42</sup> Make sure that the Code of Conduct is aligned to school district policy and check with your school district's attorney on the legality of enforcing the Code of Conduct 24/365.

- 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.

*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.
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  - a. 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.

### **Penalties for Rule(s) or Policy Violation(s): Disciplinary Actions**

An athlete accused of a violation of the Athletic code will be informed of the charge and given an opportunity to respond. Discipline will be handled by the coach, but suspensions pertaining to Athletic Code violations may only be done by the Principal, Dean of Students, or Athletic Director.

Penalties for violations of the Athletic Code will be carried over from one sport season to another or from one school year to the next. If a violation occurs out of season, the penalty will begin during the athlete's next season. Athletes must successfully complete the penalty portion of the violation before the athlete may compete in any interscholastic competition. Failure to complete the season will result in the penalty being served in the athlete's next season. Athletes are expected to attend all practices and games while serving an athletic suspension.

The following disciplinary actions may be taken for violations of the Athletic Code in addition to any action taken as part of regular school discipline.

Level One Offense includes all serious violations except those categorized under Level Two wherever and whenever they occur. Serious violations typically involve, but are not necessarily limited to:

- Use or possession of tobacco products
- Falsification of documents, i.e. signing name as parent on permission slips
- Harassment
- Attendance at illegal party with legal proof of non-participation (breathalyzer results of 0)
- Other offenses as defined in the student handbook as determined by administration

First Offense – One-fourth of season

Second Offense One-half of season

Third Offense One-year suspension

Fourth Offense Suspension for remainder of career

Level Two offenses involve any Critical Incident as wherever and whenever they occur-examples include:

- Possession, consumption, or distribution of any drug, intoxicant, alcohol, marijuana or look-alike drugs
- Attendance at illegal party

- Weapons violations
- Vandalism
- Assault or battery
- Hazing and/or bullying
- Theft

First Offense                      One-half of season  
Second Offense                  One-year suspension  
Third Offense      Suspension for remainder of career

Example:

	Level 1-1 <sup>st</sup> Offense (1/4 of season)	Level 1-2 <sup>nd</sup> Offense Level 2-1 <sup>st</sup> Offense (1/2 of season)	Level 1-3 <sup>rd</sup> Offense Level 2-2 <sup>nd</sup> Offense	Level 1-4 <sup>th</sup> Offense Level 2-3 <sup>rd</sup> Offense
Baseball (35 games)	8	18	1 calendar year	Remainder of
Basketball (21 games)	5	11	from date of	career
Cheerleading (Fall-9 game/performances)	2	5	infraction	
Cheerleading (Winter-21 games/performances)	5	11		
Football (9 games)	2	5		
Golf (18 games)	4	9		
Softball (35 games)	8	18		
Tennis (18 dates)	4	9		
Track (18 dates)	4	9		
Volleyball (21 matches)	5	11		
Scholastic Bowl (6 matches)	1	3		

\*Language & maximum season as defined by IHSA  
 Will be adjusted based on actual schedules

#### Determining Suspension Period:

The percentage is based on the total number of weeks of the extra-curricular activity.. For competition activities such as sports and scholastic bowl the suspension period is based on the total number of regular season contests scheduled plus the minimum number of games that could be completed in any tournaments entered.

In the case of “cross-over” suspensions, any remaining consequences will be pro-rated to next season based on percentage remaining (no less than one game).

Baseball player caught smoking (Level 1) for the 2<sup>nd</sup> time – 18 game suspensions

Only 7 games remain in the season (mathematically, 7 is 38.8% of 18)

He has served 40% of his suspension.



He goes out for football the next fall – he still has 60% of a suspension to serve  
60% of 5 (the penalty for Level 1-2<sup>nd</sup> Offense) is 3  
He served 3 games to complete his suspension

Football player caught smoking (Level 1) for the 2<sup>nd</sup> time – 5 game suspensions  
Only 2 games remain in the season (mathematically, 2 is 40% of 5)  
He has served 40% of his suspension.

He goes out for wrestling in the winter – he still has 60% of a suspension  
To serve 60% of 9 (the penalty for Level 1- 2<sup>nd</sup> Offense) is 5.4  
He serves 5 games to complete his suspension

Voluntary admission of the use or possession of drugs, alcohol, or drug paraphernalia will result in the penalty being reduced by half if the athlete also obtains and successfully completes assistance for his/her problem acceptable to the Principal and Assistant Principal. An athlete who does not successfully complete the assistance program will be required to serve the full suspension.

Voluntary admission means that the student reports the violation to an administrator of the school before information of the violation has been obtained by the coach or another school official from other sources, or acknowledges the violation immediately upon initial questioning about the violation by the coach or other school official.

This provision may be used only once by any athlete during his/her high school career on a first offense. The length of multiple suspensions can be reduced by administration if a student completes, at their own expense, a school approved assistance program.

Students disciplined or excluded from participation under this policy, who feel they have been treated unjustly, may appeal the decision by following the grievance procedure included in the Student Handbook

## **Drug and Alcohol Testing Program<sup>43</sup>**

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<sup>43</sup> This program is optional and the requirements may be revised in accordance with school district policy and school preference.

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent/guardian must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's Consent to Participate in Extracurricular Drug and Alcohol Testing Program form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

#### **Handbook under School Regulations - Other Guidelines**

**A. Parent participation is expected for all athletes. This participation can take the form of ticket taking, working concessions, or performing other duties as requested (related to their student athletic contest(s)).**

**B. A student athlete is financially responsible for all equipment and uniforms checked out to him or her; and any such equipment or uniform that is damaged or lost will result in the student paying for the replacement cost of such equipment.**

**C. Practice and game schedules will be prepared for student athletes. Schedules will include the beginning and completion time of practices and coaches are expected to have completed practice at the designated time.**

**D. All Hutsonville School District rules and regulations apply to student athletes while they are participating in any school sponsored activity or a member of any school teams. This includes:**

- 1. Disciplinary procedures take precedence over participation in athletics. Students who are suspended or serving an in-school detention may not participate or attend extracurricular activities. Students are required to serve detentions when assigned.**
  - 2. The attendance policies set forth in this handbook also apply to athletics. An unexcused absence will result in exclusion (as per policy) from an extracurricular activity or practice on the day of the unexcused absence. Determination of whether an absence is excused or unexcused is made by the Principal. (See also Absence and Co-Curricular Activities in the Student Handbook.)**
  - 3. Students in Hutsonville Grade School are encouraged to participate in the wide variety of activities sponsored by the school district. At the same time they have a responsibility to each of the activities in which they choose to participate. Coaches and sponsors will work together to minimize conflicts. To help alleviate unavoidable conflicts, the following applies:**
    - 1. Academic responsibilities and instructional field trips will take priority over all other activities. Student athletes will not be penalized for attendance in an academic program.**
    - 2. Interscholastic contests (games) and public performances (concerts, plays, etc.) will take precedence over practice sessions or meetings.**
    - 3. Regularly scheduled monthly (once a month) meetings of school organizations will take precedence over practice sessions.**
- E. Every student athlete must have on file in the Principals or Athletic Directors office a current physical examination form signed by a Physician and proof of insurance coverage (or a signed insurance waiver) before being allowed to participate in an extracurricular activity, or practice for this activity. A pregnant or parenting student must provide a medical release from a physician stating that they are clear to participate in a specific sporting event or activity.**
- F. Athletes may participate in two sports (activities) or a sport and cheerleading activities whose seasons overlap or coincide, with permission from both coaches/sponsors. The coaches along with the athletic director will work out a reasonable compromise on shared time for games and practices for all of these shared sports or cheerleading activities.**

**G. As a general rule, no school functions/games, including practices will be held if school is closed for inclement weather. Exceptions may be made at the discretion of the administration.**

**H. No required or voluntary athletic team or extracurricular activity practices may be held on the following holidays: Labor Day, Thanksgiving, Christmas, New Year's, Good Friday and no practices are to be held on Sunday as well.**

**I. Student athletes that are excused from participating by a doctor's note (because of injury or illness) must also have a doctor's note indicating when they may return to full participation. This applies to both games and practices.**

**J. In activities in which Hutsonville COOPS with another school, every effort has been made to align the two schools' extracurricular policies. If there are any differences between the schools policies, the policies of the host school's rules or policies will take precedence.**

### **Modification of Athletic or Team Uniform**

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

#### **Cross-References:**

PRESS 6:190, *Extracurricular and Co-Curricular Activities*

PRESS 6:190-AP, *Academic Eligibility for Participation in Extracurricular Activities*

PRESS 7:240, *Conduct Code for Participants in Extracurricular Activities*

PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

PRESS 7:300, *Extracurricular Athletic*



## HUTSONVILLE ELEMENTARY/JUNIOR HIGH

Shawna Smith, Principal  
500 West Clover Street  
Hutsonville, Illinois 62433

Travis Titsworth, Superintendent  
(618) 563-4812  
Fax (618) 563-4602

### *Agreement to Participate*

**Each student and his or her parent/guardian must read and sign this *Agreement to Participate* each year before being allowed to participate in interscholastic athletics or intramural athletics. The completed *Agreement* should be returned to the Coach.**

Student Name (*printed*) \_\_\_\_\_

1. I wish to participate in the interscholastic athletics or intramural athletics that are circled: baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, ice hockey, lacrosse, marching band, rugby, soccer, skating, softball, swimming and diving, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, wrestling, other (identify sports) \_\_\_\_\_. (Another *Agreement* must be signed if the student later decides to participate in a sport not circled above).
2. I acknowledge reading the eligibility rules of any group or association sponsoring any athletic activity in which I want to participate, and I agree to abide by them.
3. Before I am allowed to participate, I must: (a) provide the School District with a certificate of physical fitness (the ***Pre-Participation Physical Examination Form*** from the Illinois High School Association (IHSA), Illinois Elementary School Association (IESA), or Southern Illinois Junior High School Athletic Association (SIJHSAA) serves this purpose), (b) show proof of accident insurance coverage, and (c) complete all forms required by any association sponsoring the interscholastic athletic activity, including when applicable and without limitation, ***IHSA Sports Medicine Acknowledgment & Consent Form, Acknowledgement and Consent***.
4. I agree to abide by all conduct rules and will behave in a sportsmanlike manner. I agree to follow the coaches' instructions, playing techniques, and training schedule as well as all safety rules.
5. I understand that Board policy 7:305, *Student Athlete Concussions and Head Injuries*, requires, among other things, that a student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion or head injury must be removed from practice or competition at that time and that the student will not be allowed to return to play or practice until he or she has successfully completed return-to-play and return-to-learn protocols, including having been cleared to return by the treating physician licensed to practice medicine in all its branches, physician assistant, treating advanced practice registered nurse, or a certified athletic trainer working under the supervision of a physician.
6. I am aware that with participation in sports comes the risk of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying



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the highest risk. I am aware that participating in sports involves travel with the team. I acknowledge and accept the risks inherent in the sport(s) or athletics in which I will be participating and in all travel involved.

\_\_\_\_\_  
Student Signature, if under age 18

\_\_\_\_\_  
Date

### To be read and signed by the parent/guardian of the student and the student, if 18 years or older:

1. [circle which applies] I give permission for my child/I agree to participate in the interscholastic sport(s) or intramural athletics indicated. I have read the above *Agreement to Participate* and understand its terms.
2. I understand that all sports can involve many risks of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the higher risk. I am aware that participating in sports involves travel with the team. In consideration of the School District permitting my child/me to participate, I agree to hold the Board, its members, employees, agents, coaches, and volunteers harmless from any and all liability, actions, claims or demands of any kind and nature whatsoever that may arise by or in connection with my/my child's participation in the sport(s) or athletics. I assume all responsibility and certify that my child is/I am in good physical health and is capable of participation in the above indicated sport or athletics.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature, if 18 years or older

\_\_\_\_\_  
Date

### Emergency Contact Information

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Day Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Other: \_\_\_\_\_



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Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Day Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Other: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Day Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Other: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Day Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Other: \_\_\_\_\_

Cross Reference:  
PRESS 7:300-E1, *Agreement to Participate*

### **Attendance at School Dances**

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as \_\_\_\_\_.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

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

Cross-references:

PRESS 6:190, *Extracurricular and Co-Curricular Activities*

PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*



## **Student Athlete Concussions and Head Injuries**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

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

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

Cross Reference: PRESS 7:305, <i>Student Athlete Concussions and Head Injuries</i>
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## **Education of Children with Disabilities**

Special education programs and services are available in our district or in other districts within our special education joint agreement, South Eastern Special Education Cooperative (SESE). The services are available for all types of handicaps and/or exceptionalities. Referrals of students for special education programs and services may be made by parents using the necessary referral forms that are available in the school office.

Students will not be referred for a special education case study or be included in a program of special education without the prior notification and knowledge of the parent. Parents may request a copy of the "Rules and Regulations to Govern the Administration and Operation of Special Education" by writing to the Illinois State Board of Education, Department of Special Education, 100 North First Street, Springfield, Illinois 62777.

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 22<sup>nd</sup> 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:

Jill Weems (name)  
(618) 563-4812 (phone number)

Hutsonville Grade School (office location)

Cross Reference:

PRESS 6:120, *Education of Children with Disabilities*

PRESS 6:120-AP1,E1 – *Exhibit – Notice to Parents/Guardians Regarding Section 504 Rights*

## **Discipline of Students with Disabilities 44**

### **Behavioral Interventions**

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

### **Discipline of Special Education Students**

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

### **Isolated Time Out, Time Out, and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven 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.

#### **Cross Reference:**

PRESS 7:190-AP4, *Administrative Procedure – Use of Isolated Time Out, Time Out, and Physical Restraint*

PRESS 7:230, *Misconduct by Students with Disabilities*

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<sup>44</sup> School districts in a special education cooperative should insert the relevant procedures of the cooperative.  
§10.20

## **Exemption From Physical Education Requirement 45**

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.

Cross Reference:

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

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**45** Note that these exceptions are in addition to the PE exceptions available to all students, as found in Handbook Procedure 2.80 (Exemption from PE Requirement).

**Request to Access Classroom or Personnel for Special Education  
Evaluation or Observation**

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

For further information, please contact the building principal.

Cross Reference:

PRESS 6:120, *Education of Children with Disabilities*

PRESS 6:120-AP2,E1 – *Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*

### **Related Service Logs**<sup>46</sup>

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

Cross Reference: PRESS 7:340-AP1, <i>School Student Records</i>
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<sup>46</sup> For children with an IEP, a school district must provide the parent/guardian information on related service logs within 20 school days from the beginning of the school year or upon establishment of an IEP. This information may be placed in the student handbook or provided to parents on an individualized basis.

## **Student Privacy Protections**

### **Surveys**

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

### **Surveys by Third Parties**

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

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

### **Surveys Requesting Personal Information**

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

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in



the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **Instructional Material**

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

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

### **Prohibition on Selling or Marketing Students' Personal Information**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational 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.

The school expects to administer the following surveys that request personal student information on the following approximate dates:<sup>47</sup>

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

Cross-References:

PRESS 7:15, *Student and Family Privacy Rights*

PRESS 7:15-E, *Notification to Parents of Family Privacy Rights*

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<sup>47</sup> Insert surveys that will be administered that request student personal information along with the approximate dates the School expects to administer the surveys.

## **Student Records**

It is the policy of the Board of Education to permit access to and copying of public records in accordance with the Illinois Freedom of Information Act, balanced by the limited exceptions recognized in this Act to safeguard individual privacy and the efficient operation of the school district.

Requests for access to the District's public records shall be in writing and shall be made to the superintendent. The superintendent shall respond to each written request within 7 working days unless the time period for response is validly extended in accordance with the administrative procedures for disclosure of public records. If the superintendent complies with the written request, the requester shall be given access to the designated requested district public records at the district's central office, during regular working hours, in the presence of the superintendent or the superintendent's designee. Upon request, copies of the designated requested district public records shall be produced at the time of inspection. A fee, which is reasonably calculated to reimburse the district for the actual costs of reproducing and certifying the public records, may be charged. Such fees shall be set annually by a Board of Education resolution. In the event that a written request for access to public records is denied, in whole or in part, the Superintendent shall provide the requester with a written denial and notice of the right to appeal in accordance with the statutes and district's administrative procedures for disclosure of public records. Following notification and five years after graduation, these records will be destroyed.

No such reports or records with respect to a pupil shall be provided to a parent who has been prohibited by an order of protection from inspecting or obtaining school records of that pupil pursuant of the Illinois Domestic Violence Act of 1986.

### **Information in Files**

An individual file which contains complete school records is kept on each student. This file is used as a guide in counseling students and is often referred to in answering questionnaires from prospective employers about students who have graduated. The school must have the student's permission to show his/her records to a prospective employer. Data kept in the student's personal file may include achievement test scores, grades, ability test scores, attendance records including tardiness, college aptitude scores, reading ability scores, extracurricular activities, special recognitions or honors, and conduct.

Records shall be defined as any material concerning individual students of Hutsonville Community Unit School District # 1 maintained as official records by the Board of Education and employees of the Board of Education. All records shall be maintained so as to protect the confidentiality of individual students. There are two Categories of Records:

1. Permanent Data - Permanent data shall include the following: identifying information (student's name, birth date, race, sex, name and address of parents or

guardians), academic work completed, level of achievement (grades and credit earned), and attendance data.

2. Temporary Data — Temporary data may include verified information including but not limited to scores on intelligence and aptitude tests, psychological tests, interest inventory tests, health data and family background information, teacher or counselor ratings and observations or verified reports of serious or recurrent behavior patterns. In addition, a second file is kept in the principal's office on each student containing information concerning tardiness, letters to parents, deficiency reports and behavioral reports. Upon graduation of the student from Hutsonville High School, this category of records shall be destroyed after five years from graduation date.

### **Current Information**

Students and parents are expected to keep the office informed on personal information such as current address, telephone number, and any change in health status. Any changes with this information should be reported immediately to the office. Student information forms are provided at registration and are available in the school office.

### **Notification of Changes**

Students and parents are expected to keep the office informed on personal information such as current address, telephone number, and any change in health status. Any changes with this information should be reported immediately to the office. Student information forms are provided at registration and are available in the school office.

### **Release of Information**

Parents must request (in writing) each school year if they wish to deny the release of their student's school records to any otherwise authorized entity. Federal law requires that schools which receive federal funds must release (upon request) student names, addresses, and phone numbers to any military recruiter of the United States Armed Forces. A written denial of privilege from the parent will make their student exempt from such a release of directory information.

Likewise, parents must request (in writing) each school year if they wish to deny school officials the use of their student's likeness in any school publication (i.e. yearbook, newsletter, extracurricular program, school web page, etc.). Unless such a written notice is filed in the Principal's Office, the school may use such legally-permissible images in its publications without restriction.

1. Other school officials, including teachers within the Hutsonville School system or local educational agency that has legitimate educational interests.
2. Officials of other schools or school systems in which the student intends to enroll, upon the condition that the students' parents are notified of the transfer and sign a request authorizing the Hutsonville Schools to transfer the students' records to the designated school.
3. Authorized representatives of federal or state agencies who have legitimate reason to access the file. A record of such persons, agencies, or organizations

desiring access to the records of a student under the provisions of this paragraph shall be kept with the file of the student, but only for inspection by the parents or student, indicating specifically the legitimate educational or other interest that each person, agency, or organization has in seeking information. Such form shall be available to parents and to the school officials responsible for record maintenance.

4. It is again noted that directory information (including identifying information: name, address, gender, grade level, birth date, and place, and parents' names and addresses; and period of attendance in school are subject to public release, Parents may notify the school in writing that specific directory information may not be released concerning their child.

The Hutsonville schools shall not make available any personally identifiable information contained in personal school records to any persons other than those listed above unless:

1. There is written consent from the parents or guardians, or from the student if age 18 or over, specifying the records to be released, the reasons for such release, and the persons to receive the records. If desired, a copy of the records to be released will be sent to the students parents and the student.
2. Such information is furnished in compliance with judicial order, or pursuant to any lawfully issued subpoena upon conditions that the parents and the students are notified of all such orders in advance of the compliance therewith by the Hutsonville Schools.

### **Inspection of Information**

Parents shall have the right upon written request, to inspect their students' cumulative records and to have the assembled data interpreted to them by a trained specialist. This right shall also be accorded to a student with the consent of one parent or guardian. Consent is not required for any student who is above the age of 14.

Written requests for review of records under this paragraph shall be made to the principal.

The principal shall notify the parent and/or student of his/her receipt of written request and shall establish a date and time that is convenient for the parties to review the requested records. In no case shall the time in granting requests of parents, guardians, or students to review the individual records exceed 15 days.

The Hutsonville Schools reserve the right, under the provisions of this section, to have appropriately trained professional personnel present during the review to provide assistance necessary to enable the student and/or parent or guardian to understand the material contained in cumulative records.

### **Hearing To Challenge Records**

The parents, guardians, or any student above the age of 18 shall have the opportunity for a hearing to challenge the content of the school record to insure that the records are not

inaccurate, misleading or otherwise in violation of the privacy or other rights of students. Further, the parents, guardians, or student over the age of 18 shall have the opportunity under this section for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained in the cumulative records of their child.

If the parents, guardians, or student requests a hearing to challenge the content of the cumulative records in question, the following procedure will be used.

1.The request for a hearing shall be made in writing to the principal. Such request for hearing shall be made within 30 days after the parents, guardians, or student has examined the records in question.

2.The principal shall within 10 days, arrange for a hearing to be held at a time and place convenient for the parties involved.

3.The principal, teacher, guidance counselor, or other designated professionally trained personnel, the superintendent or his designate, and the parents, guardians, student and designated representative shall constitute the hearing committee.

4.The superintendent of schools shall be the hearing officer. Within 10 days after the scheduled hearing to contest the content of student records, he /sheshall notify the parents, guardians, or student of his decision, stating the reason for his granting or denying the request.

5.If the student, parents, or guardians are dissatisfied with the decision of the hearing officer they may request that the matter be brought before the Board of Education for consideration. The request for hearing before the Board shall be made in writing to the superintendent within 30 days of the previous hearing. Upon receipt of the written request, the superintendent shall place the matter on the agenda of the next regularly scheduled meeting of the Board of Education.

For the purposes of this section, whenever a student has attained 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

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:

**7. 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.

**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;<sup>48</sup> 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.

##### **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:

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<sup>48</sup> For elementary and high school districts only.



- 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.<sup>49</sup>**

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.**

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<sup>49</sup> This section is only applicable to high schools.

The name and address of the Office that administers FERPA is:

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

Cross-reference:  
PRESS 7:340, *Student Records*

### **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.

Cross-reference: PRESS 7:340, <i>Student Records</i>
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### **Exhibit - Biometric Information Collection Authorization**

*Distribute to legal custodian(s) at the time they register their child for school and to students reaching their 18<sup>th</sup> birthdays before graduation, marriage or entry into military service. Return to the Building Principal to be kept in the student's temporary record.*

**Student Name** \_\_\_\_\_

The District collects biometric information from its students only for identification and/or fraud prevention purposes. Biometric information includes any information collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition, or iris or retinal scans. The School Code requires written permission from the individual who has legal custody of the student, or from the student if he or she has reached the age of 18, before the District may collect biometric information from students.

When collecting biometric information, the School Code also requires the District to:

1. Store, transmit, and protect all biometric information from disclosure.
2. Prohibit the sale, lease, or other disclosure of biometric information to another person or entity unless: (a) prior written permission by you is granted, or (b) the disclosure is required by court order.
3. Discontinue the use of a student's biometric information under either of the following conditions:
  - (a) Upon the student's graduation or withdrawal from the school district; or
  - (b) Upon receipt in writing of a request for discontinuation by the individual having legal custody of the student or by the student if he or she has reached the age of 18.
4. Destroy all of a student's biometric information within 30 days after the occurrence of either conditions 3(a) or 3(b) above.

**I consent to the collection of biometric information of the above-named student by the School District solely for identification or fraud prevention. I understand that this authorization is valid until he/she graduates from the District, I request that the District's use of his/her biometric information be discontinued, or he/she reaches the age of 18, whichever is earlier. I understand that a request for discontinuation of the use of the above-named student's biometric information may be made at any time by notifying the Building Principal in writing.**

\_\_\_\_\_  
Legal Custodian (*if student is under age 18*) signature

\_\_\_\_\_  
Student (*if age 18 or over*) signature

\_\_\_\_\_  
Date

Cross-Reference: PRESS 7:340-AP1, E5 – <i>Biometric Information Collection Authorization</i>
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### **Requests from Military or Institutions of Higher Learning**

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

Cross-reference: PRESS 7:340, <i>Student Records</i>
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## Teacher Qualifications<sup>50</sup>

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;
- 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.

For additional information regarding this requirement, see Section 1111(h)(6) of the NCLB legislation at <http://www.house.gov/rules/hr0001cr.pdf>.

### Cross-References:

PRESS 5:190, *Teacher Qualifications*

PRESS 5:190-E1, *Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications*

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<sup>50</sup> This procedure is technically applicable only to Title I schools and districts, though it is recommended for all schools.

## **Standardized Testing**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: Illinois Assessment of Readiness (IAR).<sup>51</sup>

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

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

Cross-Reference: PRESS 6:340, <i>Student Testing and Assessment Programs</i>
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**51** Insert State and District assessment information, including: (1) The subject matter assessed; (2) The purpose for which the assessment is designed and used; (3) The source of the requirement for the assessment; (4) Information on the amount of time students will spend taking the assessment and the schedule for the assessment; and (5) Information on the time and format for disseminating results.



### **Homeless Child's Right to Education**

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

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

Educational organizations and schools:

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Food bank and meal programs:

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Local service organizations (Goodwill, Salvation Army, etc.):

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Family shelters:

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Medical services:

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Other support:

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Cross-References:

PRESS 6:140, *Education of Homeless Children*

PRESS 6:140-AP, *Education of Homeless Children*

## **Family Life & Sex Education Classes**

Students will not be required to take or participate in any class or courses in comprehensive sex education; family life instruction; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. **52**

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

Among the mandated units to be taught in 5th and 7th grade health is the unit on sex education and human growth and development. Since the sex education portion of the curriculum is addressed in the school code, I am including a copy of this regulation. If you prefer to exercise your right to object to your child's participation in the study of sex education and human growth and development, please follow the procedure described in the following regulation. Please sign and return this letter by **set date** to confirm that you did receive written notification. You are welcome to examine any materials that will be used to teach sex education to the students. Please make an appointment to view the material.

### 27-9.1. Sex Education

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**52** For schools that do not include grades 6-12, substitute the following:

Students will not be required to take or participate in any class or courses in comprehensive sex education; family life instruction; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

No pupil shall be required to take or participate in any class or course comprehensive sex education if his parent or guardian submits written objection thereto, and refusal to take or participate in such course or program shall not be reason for suspension or expulsion of such pupil. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

An opportunity shall be afforded to such parents or guardians to examine the instructional materials to be used in such class or course.

Added by P.A. 76-1745, 1, eff. Oct. 6, 1969

Cross-References:

PRESS 6:60-AP1, *Comprehensive Health Education Program*

PRESS 6:60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs*

**Exhibit - Notice to Parents/Guardians of Students Enrolled in  
Family Life and Sex Education Classes 53**

Date \_\_\_\_\_

Class and Time \_\_\_\_\_

Teacher \_\_\_\_\_

**Classes or Courses on Sex Education, Family Life Instruction, Instruction on Diseases, Recognizing and Avoiding Sexual Abuse, or Donor Programs for Organ/Tissue, Blood Donor, and Transplantation**

For your information, State law requires that all sex education instruction be developmentally and age appropriate, evidence-based, medically accurate and complete. 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 a wholesome and comprehensive 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 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.

☐ **I request to examine the instructional materials and course outline for this class.**

**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 following **class attendance waiver** statement and return it to your child's classroom teacher within 5 school days.

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<sup>53</sup> This exhibit should not be placed in your student handbook. It is provided courtesy of the Illinois Association of School Board's PRESS Service to assist school administrators in implementing district policy.  
§12.60

**I request that the District waives the class attendance of my child in a class or courses on:**

- ☐ **Comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS**
- ☐ **Family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS**
- ☐ **Instruction on diseases**
- ☐ **Recognizing and avoiding sexual abuse**
- ☐ **Instruction on donor programs for organ/tissue, blood donor, and transplantation**

\_\_\_\_\_  
Student (*please print*)

\_\_\_\_\_  
Parent/Guardian (*please print*)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**References:**

PRESS 6:60-AP, *Comprehensive Health Education Program*

PRESS 6:60-E1, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

### **English Learners**

The school offers opportunities for resident English Learners to achieve at high levels of 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, and (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.

For questions related to this program or to express input in the school's English Learners program, contact elementary school principal at 618-563-4812

Cross Reference: 6:160, <i>English Learners</i>
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## **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.

Cross-References:

PRESS 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights*

PRESS 8:95-E2, *Verification of School Visitation*

### **Pesticide Application Notice**

The district maintains a registry of parents/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:

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

Cross-Reference:

PRESS 4:160-AP, *Environmental Quality of Buildings and Grounds*



### **Mandated Reporters**

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

Cross Reference:

PRESS 5:90, *Abused and Neglected Child Reporting*

### **Unsafe School Choice Option**

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

Districts with each grade in only one attendance center may substitute the following for this paragraph:

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.

Cross-References: PRESS 4:170, <i>Safety</i>
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## **Student Privacy 54**

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Cross Reference:

PRESS 6:170-AP2, *Notice to Parents Required by Elementary and Secondary Education, McKinney-Vento Homeless Assistance, and Protection of Pupil Rights Laws*

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**54** 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 nonemergency, invasive physical examination. Notice should include the dates of administration and the ability of parents to opt out their student.

### **Sex Offender Notification 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 – 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.

<b>Cross-References:</b>
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PRESS 4:175-API, <i>Criminal Offender Notification Laws; Screening</i>
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## **Sex Offender & Violent Offender Community Notification Laws**

Date:

To: Parent(s)/Guardian(s)

Re: 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 Ill. Dept. 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>

Cross Reference:

PRESS 4:175-AP1,E1. Informing Parents/Guardians About Offender Community Notification Laws

## **Parent Notices Required by the Every Student Succeeds Act** <sup>55</sup>

### **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 requires students to take certain standardized tests. For additional information, see handbook procedure 12:20. <sup>56</sup>

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 aggregated and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at \_\_\_\_\_. <sup>57</sup>

### **IV. Parent & Family Engagement Compact** <sup>58</sup>

### **V. 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. For additional information, see handbook procedure 12:100. <sup>59</sup>

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<sup>55</sup> Required for school districts receiving federal funds. We have only included those mandatory notifications that are appropriate for placement in the student handbook. Your school may be required to provide additional information to parents. For more information, see PRESS 6:170-AP2, *Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act*.

<sup>56</sup> Insert applicable student handbook procedure.

<sup>57</sup> Insert District website address or other place where such information will be made available.

<sup>58</sup> Insert your school or district Parent & Family Engagement Compact, if applicable.

<sup>59</sup> Insert applicable student handbook procedure.

## VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.<sup>60</sup>

## VII. 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. For additional information, see handbook procedure 12:60.<sup>61</sup>

## VIII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure 12:30.<sup>62</sup>

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

### Cross Reference:

PRESS 6:170-AP2, *Notice to Parents Required by Elementary and Secondary Education, McKinney-Vento Homeless Assistance, and Protection of Pupil Rights Laws*

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<sup>60</sup> Insert applicable student handbook procedure.

<sup>61</sup> Insert applicable student handbook procedure.

<sup>62</sup> Insert applicable student handbook procedure.

## **Grievance Procedure**

A grievance is a difference of opinion raised by a student or group of students, involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation. The grievance procedure is not intended to limit the option of the district and a grievance(s) to resolve any grievance mutually and informally. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and, (5) proceed without harassment and/or retaliation.

Students who feel that they have been a victim of discrimination and wish to make a formal grievance shall make their request in *the* following manner (time limits refer to days when school is in session):

STEP I The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

STEP II If the problem is not resolved, the grievance should be referred informally to the building principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

STEP III If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Superintendent. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be conducted. Extra time, if needed, can be mutually agreed upon. A meeting shall be held between the grievance and district representative within ten (10) days and a written response made within five (5) days following the meeting.

STEP IV If the issue is not satisfactorily resolved on Step IV, the grievance(s) may appeal the grievance in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within thirty (30) days and a written response shall be given within five (5) days thereafter.



## **Birth Certificate**

Public Act 4-1430 requires school districts enrolling students for the first time to request a certified birth certificate or some type of governmental documentation of the student's identity including an affidavit explaining why a birth certificate cannot be provided. School districts are required to report the names of any parents failing to comply with this act in ten days to the state police.

## **Care of School Property - Lockers, Coat Rack, and "Cubby Holes"**

Everyone should handle all equipment and furnishings with care. Damage to school property by students, due to negligence, shall be paid for by the person causing the damage. Every student is provided a locker for the safekeeping of coats and school materials. Students are responsible for the condition of lockers, both inside and out. It is recommended that students keep their lockers locked and keep all material inside the locker. The only locks allowed on the lockers are those provided by the school, any other lock is subject to removal without compensation. Please do not leave items on the top of lockers. Put them inside the locker as the school is not responsible for any stolen articles. Under no circumstances should students leave valuables or money in their desk or lockers. If it is necessary to bring sums of money to school, students should bring it to the office for safe keeping. Lockers and desks are the property of the School District, and school authorities may open and inspect lockers, desks, and their contents to assure compliance with school regulations. No tampering with locking mechanisms. Do not leave items on top of lockers when leaving for the day.

## **Insurance**

Group accident insurance is offered to all students. It is the students' responsibility to pick up accident claims in the high school office. All boys and girls going out for sports and all cheerleaders shall be required to take out student insurance, unless a signed statement from the parents is turned in releasing the school from being responsible for any accident or injury occurring to and from school or work or during any school activity. A student who receives an injury at school or at any school sponsored activity must immediately report the accident to the teacher, coach or supervisor in charge at the time of injury. This is important for insurance purposes. If medical treatment is necessary, the accident should be reported immediately to the principal who will make arrangements for treatment and for the completion of the necessary student accident forms.

## **Lost And Found**

The school maintains a lost and found department in the school office. Students who find articles lost by others should take them to the office immediately. Owners of lost articles should also claim them as soon as possible. All unclaimed articles are held in the office for a reasonable length of time and are then turned over to a charitable organization or otherwise disposed.

## **Use of Telephone**

The elementary school has only one phone line. It is important that lines be kept open for the business of the school and for parents who urgently need to get a message to the school. It is especially important that the lines remain free during emergency closings of school. Parents should monitor the school website or Facebook page for information on emergency school closings and refrain from calling to ask if school is being dismissed early.

Permission to use the grade school phone must be secured from office personnel. The phone is to be used by students only in case of emergency. We do not permit students to call home for homework, uniforms, shoes, P.E. clothes, parent information (ball practice, meetings, visiting a friend, etc.), and all other matters considered unnecessary to functioning in school. Students will not be taken from class to talk on the phone except in cases of emergency.

## **Cellular Telephones**

Effective August 9, 2002, House Bill 3938 (PA 92-0793) amends Sections 10-20.28 and 34-18.14 of the Illinois School Code by allowing local school boards to establish appropriate rules and disciplinary procedures governing the use or possession of cellular radio telecommunication devices by a student while at school, on school property, during regular school hours, or at any other time involving school functions. The Hutsonville CUSD #1 Board of Education permits students to have cellular phones in the building, in their locker, or in their backpack during the school day while classes are in session as long as the phones are turned off and not in the student's immediate possession (such as in their pants, shirt, coat pockets, etc.). To maintain an educational atmosphere within the school, particularly within the classroom setting, cellular devices are not to be used during class time, passing time, lunch time, or any other time during regular school hours. Students may use cellular phones on school buses during regular school routes, to or from a student's home, only with the use of headphones. Student use of cell phones on extracurricular and/or school field trips is permitted only with the approval of the supervising adult school official.

Once students arrive at school, electronic devices are to be turned off and left in their lockers at the beginning of the school day.

Students are prohibited from sending sexually explicit images and/or messages via their cell phones (sexting) both on and off campus. During the junior high health classes, sexting and other inappropriate uses of technology will be addressed both for safety and student awareness of consequences of these actions.

Infraction of the cell phone policy will incur the following consequences.

- 1st offense - the phone will be returned to the student at the end of the day.
- 2nd offense - the student will have their parent(s) called and a parent(s) will need to pick up the phone.

- 3rd (and following) offense - student's parent(s) will be notified and the student will need to turn the phone into the office every day for 5 consecutive school days while the student is attending. Failure to comply will result in additional consequences.

### **Sealed Containers**

Beverages in lockers must remain sealed. Water is the only beverage that may be kept in class but must be in a clear container.

## ACADEMICS

### Grading

Hutsonville Elementary School uses an A, B, C, D, and F reporting system coupled with a satisfactory and unsatisfactory system. For the most part, S's and U's are used in the primary grades. Letter grades are given in the intermediate and Jr. High classes. Report Cards are sent to the parents following each nine week period.

The Wednesday following the close of the fourth week of each grading period, parents will receive a progress/deficiency report informing parents of the student's grades to that point. Parents are expected to sign and return these forms so the teachers know they received them.

### Honor Roll

Hutsonville Elementary School has an honor roll for students in grades fifth through eight. The honor roll is calculated using a twelve point system — A=12, A-=11 B+=10, B=9, B-=8, C+=7, C=6, C-=5, D+=4, D=3, D-=2, F=1

Subjects counting toward honor roll status include reading, math, language, science, and social studies. A "B" average is necessary for an honor roll with no grade below a C- and an "A-" average is required for high honors with no grade less than B—. An example of how the honor roll is figured follows:

<u>Seven Subjects</u>	<u>Avg</u>	<u>Points</u>	<u>Six Subjects</u>	<u>Avg</u>	<u>Points</u>
Honor Roll (6x9=54)	B	63 (7x9=63)	Honor Roll	B	54
High Honors (6x11=66)	A-	77 (7x11=77)	High Honors	A-	66
Math B-		8	Math A		12
Reading B		9	Reading B+		10
Language C+		7	Language A-	11	
Spelling A		12	Health B+		10
Health B-		9	Science A		12
Science B+		10	Social Studies A		<u>12</u>
Social Studies A-		<u>11</u>	Total		67
Total		66	Since this total is more than 66, the student earns high honors.		
Since this is 63 or more, but less than 77, student earns honor roll status.					

### Parent - Teacher Conferences

Our staff is always willing to schedule parent — teacher conferences. Parents should not hesitate to contact their child's teacher to set up an appointment to discuss any aspect of their child's educational activities.

We set aside time each school year specifically for conferences. We attempt to talk with most of our parents on this date or dates, but we like to meet parents more than one time

during each year. Therefore, we hope parents will contact us anytime they feel that talking with their child's teachers would be beneficial. Education of each child requires a joint effort by both parents and school personnel. It is our job to educate children, but it is a job that requires parent assistance as well if the child is going to gain as much as possible from his/her school experiences.

### **Gifted Education Program**

#### **Identification and Assessment (Pending state funding)**

Identification and assessment of gifted and talented children in Hutsonville Community # 1 originates with the gifted coordinator looking at the composite scores and subject area sub-scores of standardized achievement tests and ISAT tests of all students. A ninetieth percentile score will qualify a student for the pool of students from which participants will be selected. Teachers will be asked to recommend students in each fundamental area of learning based on specific subject matter tests, evidence of accomplishment ability or performance. This will be especially useful in identification of students in the areas of physical development and health and fine arts. Parents may nominate their child to this pool of students from which participants in the gifted program will be selected. Students who have been identified and enrolled in a gifted program and transfer into our district will be enrolled in the gifted program.

Data will then be gathered on each student in the pool to aid in the final selection. This data will include educational ability scores, previous school performance, teachers evaluation and recommendation, and achievement test subscores. These will be organized in the form of a matrix with the selection being made on the basis of a point system. Final selection for the gifted program will be made by the Gifted Committee. This committee will include the gifted coordinator, teacher representatives of each building, and administration.

The data collected for each student selected will be used to assess the needs of that student and from this assessment an instructional program will be developed to meet those special needs. This process will take place during the spring for the following year with a review at the beginning of the school term to accommodate transfer students.

#### **Exit from the Program**

Every student in the gifted program needs to achieve within the program relative to his/her abilities: therefore, due to psychological growth and development, a student is reevaluated annually. This reassessment will include how well a student performs in the program. Classroom teachers who have had the student will be asked for input by questionnaire. If there is a question regarding placement, a conference will be arranged. This conference may include the classroom teacher, guidance counselor, principal, gifted coordinator, enrichment class teachers and may include the student and/or his/her parents. Because the program is voluntary, students may exit the program, but only after written notification to their teacher followed by a conference with student, parent, gifted

coordinator, and administration. It is requested that students exit only at the end of a quarter unless extreme circumstances warrant immediate action.

## **Physical Education**

Physical education as a course is intended to help bring about proper physical development in the elementary school child. Everyone is required to take P.E. Students may be excused for one day if they present a note signed by the parents or a form filled out by the principal. Excuses shall be for one day only. After three days of this type of excuse, the student is required to present a medical excuse from a doctor indicating the need to remain out of P.E. for a longer period of time. If a student is excused from P.E. for illness, they will remain inside during recess.

Students will be outdoors during P.E. and recesses unless it is raining or extremely cold. Students should dress in a manner suitable to the outdoor temperature every day. Junior high students will be required to wear black shorts and white t-shirts for PE.

## **Music/Band**

Junior high students are given the opportunity to participate in the grade school band program. Music is offered several times a week to students in all grades. The students in the 6th through 8th grades are given the opportunity to participate in the Jr. High Choir. The band and choir programs are climaxed by the state band and music contests held in conjunction with the Illinois Elementary School Association each year. Expense for instruments and the like are the responsibility of the parents with the exception of a few of the larger items.

Music and art are required for students in grades K-6. Band and choir are electives for grades 5th - 8th. Students committing to elective subjects such as band and choir should expect to honor that commitment for a semester.

## **Student Organizations**

The Honor Club has been functioning since 1991. The purpose of the club is to improve the school climate and help the entire student body through tutoring and advice to achieve honor roll status or to improve current grade point standing. Students in the Honor Club get certain privileges not extended to the general student population. The purpose of the reward system is to offer an incentive to other students to want to participate in this and to encourage the members of the club to continue to offer their services.

## **Fund Raising Projects**

As a general rule, Hutsonville Elementary School does not participate in fundraising projects but leaves this to our support groups such as parent groups, band boosters, and booster club. Any fundraisers must be approved by the principal.

**Scholastic Bowl**

Students wishing to participate in an academic co-curricular activity are urged to join Scholastic Bowl. Scholastic Bowl is sanctioned by the IESA and has a regular season schedule culminated by state tournament competition.

**Prohibited Organizations**

No organization or society shall be entitled to use the name of Hutsonville Community Unit School or any department thereof in connection with the organization without consent of the school principal. It is also understood that approved organizations shall accept supervision of the teaching personnel assigned by the principal.

**Emergency Closings**

From time to time there will be early dismissals, school closures due to weather and other events unforeseeable to include into a school year calendar. In the event of such circumstances, the school will provide the information to the radio station WTYE (101.7 FM; 1570 AM) in Robinson, Illinois and push the information via the SchoolWay app. We urge you to tune in, especially during inclement weather, to find out the latest information on school cancellations. WTYE also airs many of our activities throughout the school year. Rescheduled athletic events will also be posted on [www.hutsonvilletigers.net](http://www.hutsonvilletigers.net) athletic calendar. Many other types of public information dealing with school are published in the Robinson Daily News.

The school registration form contains a section for special procedures which should be followed in case of an emergency early dismissal. Parents are urged to include these instructions on the registration

## **STUDENT DISCIPLINE**

### **Disruption of Learning Process**

Any student behavior that poses a disruption of the educational process will be curtailed and/or prohibited

### **Student Rights and Responsibilities**

As citizens, all students have certain rights and attendance responsibilities. As members of the school community, these citizens acquire additional responsibilities. Fundamental to the workings of a democracy is the right that all citizens not be deprived of their rights without due process of law. However, when the rights of a group are exercised so as to infringe on the rights of others or when the responsibilities of a group toward another go unfulfilled, the environment needed to achieve quality education for all is jeopardized. No protected right should be construed as a license to engage in disorder, to disrupt the educational process, or to infringe upon the rights of others or attempt to undermine the authority of the teacher. One has responsibility in exercising rights. Only by maintaining a balance between rights and responsibilities will the rights of everyone be preserved. The right of free expression is fundamental in a free society. Though a student has this right, it must be exercised in a responsible manner so as not to interfere with the rights of other members of the school community or to disrupt the educational process. Hutsonville Grade School ascribes to this belief and will make every reasonable effort to protect this right for all students.

### **Assemblies**

Assemblies will be held from time to time throughout the school year. In order that each student be able to receive maximum benefit from each assembly certain behavior will be expected from all students:

1. Movement to the assembly and return to the rooms should be orderly.
2. Students will not be permitted to talk during a program.
3. Students are expected to show respect and courtesy at assemblies no matter the student's interest.
4. Students should remain seated until dismissed by grades.
5. Students who talk or misbehave will be dismissed from the assembly and detention of equal length to the assembly will be assigned.

All students attending extracurricular events in the school gym should remain seated and should watch the game in an acceptable manner. Trips to the concession stand or the rest room should be made during intermissions. Students are not allowed to leave the building and then return unless they have prior consent from the principal or school staff member chaperoning the activity. If students leave, they must also leave the school grounds as loitering on school grounds or in the parking lot will not be allowed.



Students attending co-curricular activities are expected to observe the following rules:

1. Cheer for the Jr. Tigers but direct nothing degrading at officials, opposing players, cheerleaders or the fans of the opposing team.
2. Do not swear, use language or gestures that are in poor taste.
3. Do conduct yourself in a courteous manner and follow the directions of the school staff or responsible adult when directed to do something.
4. During basketball, students from Hutsonville are expected to remain quiet during free throws.
5. Students do not stomp bleachers unless part of a cheerleader led cheer.
6. Halls should be clear when games are in progress. Visits to concessions, bathrooms, drinks, etc. should occur at half time and between games.
7. Only students attending the game should be on school grounds.
8. Students should practice good manners and good sportsmanship at all times.
9. Students should not throw things in the bleachers or run around in the bleachers
10. No student is to be outside the building except during arrival and departure. Students are told this will eliminate accusations if damage should occur outside.
11. Students should not leave until all contests are over unless they present a note from the parents.
12. Students should show proper respect during the National Anthem. It is important that students understand these expectations for all athletic contests, grade school and high school as failure to abide by the rules could result in losing the privilege to attend.
13. Personal Appearance at school related activities will be adhered to as it appears on page 26 of this handbook.

Upon a first violation of these rules a student will receive a verbal warning. Any further violations will result in removal from the activity and repeat offenders may be placed on social probation; and thus, not allowed to attend extracurricular activities without their parent/guardian being present and in strict charge of their behavior during the activity.

### **Showing of Affection**

Students are expected to refrain themselves from any inappropriate public displays of affection toward others while attending school activities. Violation of this rule will result in a conference with the principal and possible notification of parents.

### **Cheating/Academic Integrity**

§12.130

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Please review this material with your school board attorney before use.

Cheating (academic misconduct), including, but not limited to plagiarism (from another individual, resource, or any internet resource), use of notes without permission, copying from another student, or other forms of such dishonest behavior will be considered as a serious violation of acceptable and trustworthy behavior for Hutsonville students. Any action intended to obtain or assist in obtaining credit for work which is not one's own is considered academic misconduct.

Cheating/academic misconduct is detrimental to the educational progress of all students. Cheating will not be tolerated. Depending upon the seriousness of the offense, the following options may be exercised by the teacher and/or administration: zero for assignment, resubmission of the assignment, detention, suspension, or referral for expulsion hearing. Any and all of these may be considered depending upon the seriousness of the offense and the student's prior history relative to cheating.

### **Theft**

Students are expected to respect the property of others. Students who are caught stealing will receive a minimum four hour Saturday detention and will be required to make restitution.

### **Weapon Possession**

Weapons possession may result in an expulsion for not less than one calendar year and up to two calendar years. A student who is determined to have brought a weapon to school shall be expelled for a period of not less than one year, except that the expulsion may be modified by the board on a case-by-case basis. Weapon as defined by this policy includes any firearm which expels (or is designed to expel) a projectile by action of an explosive, and any explosive, incendiary, or poison gas device, including bombs, grenades, rockets, missiles, or mines. If a student is found to illegally possess a firearm on school grounds, the principal is to notify the police and guardian of the student. (PA 91-0011) Weapons are also construed to include any device used in a menacing or dangerous manner to threaten the physical wellbeing of another. This policy also applies for possession, use, distribution, trafficking, sales, transfer, control and purchasing of a weapon while on school grounds or while the student is involved in any school or school-related activity or event.

### **Threats of Violence**

Students, parents and visitors to school district properties are advised that threats of violence toward district students, teachers, administrators and any school employees; or threats of destruction of school property will not be tolerated. The district reserves the right to exercise its discretion to immediately address any such threats by any persons to the full extent of the civil and criminal laws as well as under the district's rules and regulations. Any such threats, that include statements or claims regarding the impending use of weapons, firearms, bombs, or other destructive devices on school properties, even if made in an allegedly joking manner, will be taken seriously. Likewise, engaging in any activity on or off campus including the

use of any computer (from either an on or off campus location) to access and post any threat or danger to the safety of other students, staff, or school property that constitutes an interference with school purposes or an interruption to the educational process is also strictly prohibited. Student violators of this policy will be subject to expulsion and criminal prosecution.

District employees will take all student threats seriously, even if they are in the form of a couple of lines scribbled in a class journal or a conversation overheard around school, at the bus pick up or at extracurricular activities. No longer can we afford to dismiss a threat simply because it might have been made in jest as the consequences of inaction might be devastating.

We want to thank Unit #1 parents for all that you do to make school safe for our students. We encourage you to take a few minutes 'in your own special way' to discuss the content and the importance of this section with your children.

Anyone who suspects the threat of violence should immediately inform school officials or call the State of Illinois' School Violence Tip line at 800/477-0024.

## **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.

## **Impersonation of a Parent/Guardian**

The impersonation of a parent or legal guardian to school officials is an act of dishonesty which will be punished by detention and if it occurs on multiple occasions, possible suspension. In addition, this act constitutes a Class A misdemeanor under Illinois Law (720 ILCS 5/32-5.3) School officials reserve the right to notify legal authorities of such violations and request that misdemeanor charges be brought against the student committing such an act.

## **Drug and Alcohol Abuse**

One of the primary responsibilities of the faculty, administration, and Board of Hutsonville School District is to provide a safe, healthy atmosphere conducive to learning. As a result, the use, possession, sale, or transference of drugs, drug "act-a-likes", or alcohol on school property is strictly prohibited (unless necessary for legitimate medical purposes). Student violations of this rule shall be considered gross misconduct and the student will be suspended

from school for three to five days. Criminal prosecution and penalties may also result from violation of this rule. (Also see “Athletics” for further information regarding drug and alcohol abuse). We at Hutsonville stand committed to aid any student who may have a drug or alcohol problem. This help may take the form of counseling, contacting parents, recommending involvement of outside agencies, or other measures deemed appropriate for a particular circumstance.

### **Classroom Behavior**

To assure the maximum advantage of learning situations students must adhere to high standards of behavior in the classroom. It is each student’s responsibility to listen attentively, participate actively, follow teacher directives, and comply with classroom rules. Students must be properly prepared — supplies at hand and homework completed — before class each day. To prevent misunderstandings, teachers will inform their students of classroom rules.

Disruptive students will be assigned noon and after school detentions by the teacher. Students that continue to be disruptive after detentions have been assigned will be removed and sent to the principal for assignment to Saturday detention. Disrespect, attempts to undermine the authority of a teacher, use of profanity or their substitutes, or negative reactions to correction will result in a minimum of Saturday detention. Students who continue to disrupt the learning process after detentions have been issued may be suspended, required to have parental supervision, or ultimately, recommended for expulsion from the class.

### **Discipline Regarding Internet Usage**

The computer and thus the internet is to be used as a resource to gather information for school assigned reports, projects or correspondingly related research activities. With this in mind, students are to use these tools for educational projects or reports and not for chat rooms; personal correspondence; discussion with or observance of any inappropriate sites, or internet e-mail.

Any student not following the guidelines, policies or rules mentioned in the student handbook in relation to the individual violation(s) will be subject to disciplinary action(s) including, but not limited to the loss of computer privileges and / or possible detention(s), Saturday detentions or even suspension; depending upon the severity of the violation and circumstances of the situation as determined by a school administrator.

### **Behavior During Unstructured Activity (Halls, Bathrooms, Lunchroom)**

Students are expected to move in a quiet and orderly fashion when passing through the halls and classrooms. Students that are boisterous, running, flipping water, placing hands on each other, hanging from the door frames or restroom stalls, etc. will be assigned after school detentions. Students in Hutsonville are taught that school is a special place, the students are special, and that their behavior should reflect this.

## Disciplinary Procedures

Due to the nature of some unpredictable events, circumstances may warrant that disciplinary responses may include but are not limited to the actions described in this handbook as determined by a school administrator.

### Student Discipline

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "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.
  - g. 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.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. 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.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. 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.
9. 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.
10. 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.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.

15. 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.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. 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.
21. 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.
22. 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 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; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

#### **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.

#### **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:

- (1) A firearm, meaning any gun, rifle, shotgun, 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 weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

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

#### **Gang & Gang Activity Prohibited**

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

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

#### **Detention**

Students who fail to comply with school rules are assigned to detention. Detention may also be given for improper school conduct, profanity, unexcused absences, or tardiness. Noon detentions are equal in length to the student's free time, after school detentions are one hour in duration, and Saturday detentions are a maximum of four hours in duration. If a student is assigned to an after school detention, the parents or guardians shall be notified through the student one day prior to the start of the detention. Bus transportation to and from school will operate on a normal schedule. Parents or guardians will be responsible for providing transportation for the student after dismissal from the detention period. Notification of Saturday detention will be sent by mail to the parent with

sufficient time for the mail to be received. Transportation to Saturday detention is the responsibility of students and parents.

On any days that school shall be dismissed early or by reasons of emergency closings or holidays, the detention will begin or continue on the next day that school is in regular session. Failure to complete detentions when assigned without special permission will result in an increased penalty. Students failing to report for noon detention will be assigned a one hour after school detention and still serve a noon detention. Students failing to report for an assigned after school detention will be assigned a four hour Saturday detention and still serve the after school detention. Students failing to report to Saturday detention will receive a one day suspension and still serve a four hour Saturday detention and will not be allowed to attend any school sponsored activity scheduled for the remainder of the weekend in which the Saturday detention was to be served.

Students assigned to detentions or suspensions will be assigned work to be completed in order to satisfy the detention or suspension. Students may be able to earn time off the detention or suspension by completing the assigned work in less than the allotted time.

Detentions will not be permitted to continue to accumulate. Continuing to receive noon, after school, or Saturday detentions will result in additional penalties as follows:

Five noon detentions will equal one after school detention.

Five after school detentions will equal one Saturday detention.

Three Saturday detentions will equal one out of school suspension.

### **Eating and Drinking/Chewing Gum**

Eating and drinking is not allowed in the classrooms or hallways. Students may eat or drink in the classroom with permission from the teacher or for special occasions. Any student found eating/drinking in inappropriate areas will be given an after school detention.

Chewing gum is not allowed at any time. After school detentions will be issued.

### **Social Probation**

Social probation may be imposed by the principal when standards of behavior are not met during co-curricular activities, when attendance at co-curricular activities interferes with a student's academic progress, or as a disciplinary measure for a major rules infraction.

A student on social probation may not participate in or attend co-curricular events for a specified period of time. The probation may be inclusive of all events or specific to one type of event depending on the individual circumstances. Notification of social probation will be sent to the student's parents.

### **Parental Supervision**

As an alternative to serving a suspension, the principal may authorize all or any part of a suspension to be replaced with parental supervision days. During parental supervision the student will attend school under the direct



supervision of a parent or guardian. The parent will accompany the student to each class and assure that the student's behavior is appropriate at all times. The parent will be responsible for supervising the student before school, during lunch, between classes, and after school as well as during class. Parents are required to take care not to interfere with the normal teaching of classes while attending school with their child. Students may not attend any co-curricular activities or practices on parental supervision days.

### **Suspensions and Expulsions**

Students committing acts of gross disobedience or misconduct may be suspended or expelled from school. Any student suspended or expelled may make up work missed as a result of such suspension or expulsion but will not be given credit for that work. Authority to suspend a student is delegated to the Superintendent, Principal, or Dean of Students.

Suspension is defined to mean an exclusion of the student from school or from riding the bus for a period of time not to exceed ten school days by summary action of the Superintendent, or the Principal, or Dean of Students.

Expulsion is defined to mean exclusion of the student from school or from riding the bus for a period not to exceed two years by the Board of Education. Expulsion may be preceded by suspension.

School personnel include employees, teachers, administrators, school board members, school bus drivers, and other school district employees and students where the term is appropriate.

Gross disobedience or misconduct may be grounds for suspension or expulsion. Such conduct may occur on school grounds, on a school bus, or at a school function. Such conduct may also occur outside the school provided there is a direct relationship between the conduct and the school's educational function. Gross disobedience or misconduct shall include any conduct, behavior, or activity which causes or may reasonably lead school authorities to forecast substantial disruption or material interference with school activities or the rights of others. It shall be further defined to include, but is not limited to the following types of conduct, behavior or activity, or any other activity or behavior which may be prescribed by the school board from time to time:

Failure to complete detentions when assigned without special permission will result in an increased penalty.

### **Procedure For Suspension**

The principal or designated administrative representative shall investigate the nature of the alleged offense whenever an incident occurs that may lead to a suspension. This investigation shall include a discussion with the pupil unless the pupil is unavailable or unwilling to discuss the incident. The student shall be adequately advised of the reasons for the proposed suspension and asked for his/her version of the incident that gave rise to the proposed suspension. If the student denies guilt, he/she shall be advised as to the evidence upon which the suspension may be predicated. The student shall be given an opportunity to respond to the evidence. If the

conference does not cause the charges to be dropped, the student may then be suspended. The person conferring with the student shall make an anecdotal record of the conference.

If the principal or designated administrative representative determines that a student's presence in school will pose a continuing danger to person or property or constitute an ongoing threat of disrupting the academic process, he/she may immediately remove the student without prior notice and hearing. Except in cases of disruption, or where circumstances make it vital that one or several students be removed from school property immediately, students shall not be released from school during the school day without notifying or without making a reasonable effort to notify parents or guardians.

#### **Notification**

The administration shall within 24 hours give written notice to the student and parents or guardians of the reason for removal from school and the suspension. Said notice shall be sent by certified mail with return receipt requested. The notice shall:

1. State the reasons for the suspension and the duration of the suspension.
2. Inform the parents or guardians of the student that they may request a review of such suspension and that their failure to request such within five days after receipt of the notice shall constitute a waiver of the right to the review. The written request for review should be directed to the principal. It shall be confirmed in writing by a letter to the guardian.

#### **Suspension Review By Superintendent**

If a written request for review of the suspension is made by the student and parents or guardians, written notification of the time and place of such review shall be given at least one week prior to the review by the superintendent. The letter shall also set forth the review hearing procedures that will be conducted by the superintendent.

The student may be represented by a representative of his/her choice. Evidence presented may be presented orally or in writing. Each party will have their opportunity to question the other. The superintendent will issue his written decision on the appeal within one week of the hearing with copies being sent to the student and parent and the school board.

#### **School Board Review**

In the event the parent and/or student is dissatisfied with the decision of the superintendent, an appeal in writing may be made to the Board of Education. The request for an appeal to the Board should be made in writing to the superintendent within one week after receiving the decision on the suspension review by the superintendent.

The review of a contested suspension by the Board shall be conducted by the school board in executive session within thirty days of the suspension review hearing conducted by the superintendent. The School Board shall

take such action as it deems appropriate, including affirming or overruling the suspension. The decision of the school board shall be final and shall be made in public session except that the name of the student need not be announced.

If the Board determines the suspension was not justified, the student's records shall be expunged of all notations regarding the suspension and the student's absence shall be marked "excused." The student shall be afforded every opportunity to makeup all lost educational opportunities, including, but not limited to, makeup assignments and tests.

Written notification of the Board's decision on the suspension review shall be mailed by the superintendent to the parents or guardians within 48 hours after the school board meeting.

### **Procedure For Expulsion**

If a student is recommended for expulsion, the superintendent shall send a letter by registered or certified mail with return receipt requested to the parents or guardians of the student, notifying them of the proposed expulsion. If the expulsion is preceded by a removal from school, the pre-suspension procedure must be followed.

The superintendent may elect, after a suspension is initiated, to move to expel, in which

1. The reasons for the proposed expulsion.
2. The time and place of the expulsion.
3. The hearing procedure.

### **Procedure for Suspension and Expulsion Hearings**

The hearing shall be held in executive session. The student may attend the hearing and be represented by a representative of his/her choice. Presentation of evidence:

1. The school officials shall present their evidence first. Such evidence may be in oral or written form. The school officials need not present their witnesses for confrontation if the school officials determine that such witnesses would be subject to physical or mental harassment. In such cases, a written summary of the witnesses' testimony must be presented to the student at the hearing.
2. The student may present evidence to refute the charges either orally or in writing. He/She shall be afforded an opportunity for cross-examination of the witness and an examination of any written evidence presented.
3. Pertinent and relevant evidence shall be received without regard to the rules of evidence in such manner as is appropriate to the circumstances.
4. The hearing may be recorded stenographically or by tape. If either party causes a recording to be made, the other party

should be offered an opportunity to purchase a copy of the transcript or tape.

5. The parties may make a short opening statement as to their position on the issues at the commencement of the hearing.
6. There may be short closing arguments by the parties at the conclusion of the hearing.
7. A motion to exclude witnesses may be made by either party.

The Department of Mental Health shall be invited to send a representative to the hearing to consult with the Board whenever there is evidence that mental illness may be the cause for the suspension or expulsion. Juvenile or probation authorities shall be invited to send a representative to consult with the Board whenever the student is subject to the jurisdiction of the juvenile court system.

## **Asbestos**

Hutsonville School District buildings contain managed asbestos building materials. An asbestos management plan is available for public inspection in the office of each building.

## **Hutsonville Homepage**

A homepage designed by faculty and students can be found at [www.hutsonvilletigers.org](http://www.hutsonvilletigers.org) (accessible from any off-campus computer). This page contains information pertaining to academic, athletic, and faculty information

## **Internet Use Guidelines**

### **Administrative Procedure 1 – Use of Technology – General Acceptable Use**

#### **Disciplinary Actions**

Where the Superintendent or designee determines that an Authorized User has violated the Use of Technology Policy or its administrative procedures, any other District policy or procedure, and/or State or federal law, he/she may revoke or suspend the user's access rights. All users, whether authorized or unauthorized, may be subject to disciplinary actions and criminal and/or civil liability to the extent authorized by law.

Disciplinary actions for such violations may include, but are not limited to:

- Conference between the user and relevant staff.
- Parent contact (for student violations).
- Reprimand.
- Confiscation of inappropriate item(s).
- Restoration/Restitution.

- Student discipline pursuant to District discipline policies and procedures, including but not limited to suspension and expulsion.
- Employee discipline pursuant to District employment policies, procedures, and any relevant collective bargaining agreement, including but not limited to suspension without pay, notice to remedy, and dismissal.

## Administrative Procedure 2 – Use of Technology – Websites

This administrative procedure implements Hutsonville CUSD #1's Acceptable, Use of Technology, and incorporates by reference all definitions in and terms of that policy. These procedures provide some specific guidelines regarding use of both "Internal" and "External" websites which are defined as:

- **Internal Sites:** Any networked or online District resource that allows publishing of content in any format that is accessible to students, staff, or the public where accounts and access are created and maintained by the District technology department for example; the Tiger3 network, students Google accounts and LUMEN.
- **External Sites:** Any online District resource (including social networks) that allows publishing of content in any format that is accessible to students, staff, or the public where accounts and access are not created and maintained by the District technology department for example; the Hutsonville CUSD #1's Website or School Connect.

The term "Sites" in this administrative procedure refers to both Internal and External Sites and any site created by an employee, volunteer, or student that identifies the content author or contributor as an employee, volunteer, or student associated with the District, as well as any site that links back to any Internal site.

Teachers, administrators, coaches, activity sponsors, and students are authorized to create, publish, and collaborate on Sites related to educational, professional, and other purposes that further the District's interests. This is a limited authorization and does not create a limited public forum. Moreover, content published in this manner is subject to the same rules and regulations as all other District Technology activity, including the limitations on user rights.

### **Risks**

The District cannot guarantee that the content of Sites will be error-free or completely dependable. While the District will strive to ensure that Sites created by District employees, volunteers, and students are accurate and appropriate, the District is not liable or responsible for: (1) any information that may be lost, damaged, or unavailable due to technical or other difficulties; (2) the accuracy of information on Sites; (3) breaches of confidentiality; or (4) the unauthorized use of or access to District Sites.

### **Subject Matter**

All subject matter on Sites must relate to curriculum, instruction, school-related activities, or general information relating to the school district and its schools. Professional pages (which might include academic qualifications, credentials, and related items) are allowed

and strongly encouraged. Personal Sites (those containing personal information not directly related to academics) are prohibited.

Documents may not contain objectionable material or provide links to objectionable material. “Objectionable” means offensive, obscene, abusive, profane, pornographic, lewd, vulgar, threatening, racially or sexually offensive, harassing, inflammatory, or defamatory, and is defined in the discretion of the District administration.

### **Quality**

Anything posted on a Site must be free of spelling and grammatical errors. Time-specific material must be kept up to date. All content appearing out of date (30 days or more past an event or timeline at the longest) may be removed from the Web by the Director of Technology without prior notice or consent.

### **Ownership**

All Internal Sites are the property of the District. All External Sites created and used on District time, using District Technology, and/or for work-related purposes may be considered “work for hire.” Ownership of physical and virtual products created must be surrendered by the creator of the work to a building or District administrator upon request, including any online material created to be used with students for instructional or co-curricular purposes.

### **Student Protections**

- Students must be identified only by first name or initials on all Sites. No other personally identifiable information will be published. Student phone numbers and home addresses shall never be published.
- Students or parents may select not to have their image (video or still) in District publications and Sites by updating the Image Release Form.

### **Copyright**

Electronic transmissions and posting materials on the Web are forms of copying. Users may not produce, transmit, or post unlawful copies of copyrighted materials via District Technology. Site creators and contributors will only post material that, to the best of their knowledge, is not copyrighted or trademarked, or, for material that is copyrighted or trademarked, post only with the permission of the copyright or trademark holder and include documentation verifying the granting of permission. Users should not use photographs, drawings, video clips, sound clips, or other media on a Site without permission of the person who owns the rights to them.

All links that take users to external websites should be identified as not being part of the District’s site.

### **Use of Sites**

The following guidelines and procedures must be followed by employees, volunteers, and students when using or authoring any Site:

- All Sites must adhere to all laws and District policies.
- Sites created by or collaborated on by employees, volunteers, or students that violate the law, are inconsistent with Hutsonville’s mission statement, disrupt the educational process, interfere with an employee’s performance or work responsibility, are not in accord with this policy, or that damage the integrity of the District are prohibited. Such Sites will be removed upon request of the administration and may result in disciplinary action.

- Nothing will be posted on a Site that is discriminatory, confidential, threatening, libelous, disparaging, obscene, indecent, or makes slanderous comments about the District, its employees, students, or parents. Employees, volunteers, and students are personally liable for their own commentary.

### **E-Mail System**

The District will provide and support Google Apps for Education (GAFE) accounts for all teachers, students, and appropriate support staff, as determined by the District administration. GAFE accounts must be used for all email communications related to teaching, learning, and school business and must adhere to all the rules regarding acceptable use of District Technology. The District will archive all faculty and staff email for the purposes of electronic discovery. Users may not install any email program on any District computer.

### **Sex Education Exemption**

State law mandates parents/guardians have the right to waive sexual education instruction which is included in health education classes. The parents/guardians must provide a written statement prior to the beginning of class on that material.

### **Federal Funding Notification**

Hutsonville CUSD # 1 Parents:

The Hutsonville Unit #1 School District annually receives federal funds for programs in Title I (Remedial Reading), Title II (Math/Science Staff Development), Title IV (Drug Free Schools) & Title VI (Innovative Programs). The District has used funds from these programs for the following activities:

- Title I This grant provides early intervention reading services and remedial reading services for district elementary students.
- Title II This grant provides funds for teachers to improve their skills by attending conferences and workshops basically in the areas of math and science.
- Title IV This grant provides funds for Safe and Drug Free Schools, Past activities include the purchase of curriculum materials, training of teachers, the D.A.R.E. Program, and other programs in Cooperation with other Crawford County Schools to provide drug education awareness.
- Title V This grant has provided funds to target programs in the District for improvement or emphasis. This grant has been used in the past mainly to purchase equipment such as computers and other technology related equipment.

These Federal programs require Unit # 1 to evaluate the effectiveness of them and to conduct a needs assessment for them. If you would like to participate in the evaluation or needs assessment, please contact Superintendent Roger Eddy at the Unit # 1 office in §12.130

Hutsonville or phone him at 618/563-4912. An evaluation form will be sent to you at your request.

### **The Family Educational Rights and Privacy Act**

#### **Model Notification of Rights under for Elementary and Secondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

(1) The right to inspect and review the student’s education records within 15 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible students of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parents or eligible student believes are inaccurate or misleading.

The parents or eligible student may ask Hutsonville Community Unit School District to amend records that they believe are inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, a supervisor, an instructor, or a support staff member (including health or medical staff and law enforcement contracted to perform a special task (such as an attorney, an auditor, a medical consultant, or a therapist); or a parent or student serving on an official committee such as a disciplinary or a 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.

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) 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 address of the Office that administers FERPA is:

Family Policy Compliance Office



U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

### **Hazardous Travel Determination**

Parent(s) or legal guardians who must provide transportation to and from school because free transportation is not available for their children may be eligible to receive money from the state to help offset some of the cost, for example, bus fares or mileage reimbursement for private automobiles at 32.5 cents per mile (pending state funding).

If you can answer yes to the following questions for the current school year, you may be eligible to receive reimbursement for providing such transportation.

- 1) Was the pupil under the age of 21 at the close of the school year?
- 2) Was the pupil a full time student in grades kindergarten through 12?
- 3) Did the pupil either live 1 & 1/2 miles or more from school or live less than 1 & 1/2 miles from school but must be transported due to a serious safety hazard approved by the Illinois Department of Transportation? (See following paragraphs.)
- 4) Did the pupil attend a school within Illinois which meets Illinois compulsory attendance laws?
- 5) Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?

If you answered yes to any of the above questions, lived in Illinois, and wish to file a claim, you must go to the school where each of your children are enrolled by June 30, of the current school year, to complete a claim application. Claim forms should be available from February of the current school year through June of the current school year.

In addition, parent(s)/guardian (s) who had pupils living less than 1 1/2 miles from the school attended must have already verified that a safety hazard exists by completing an Application for Determination of Serious Safety Hazard at the Regional Superintendent of Schools office for the county in which they live. Parents/Guardians residing within the City of Chicago must have received and submitted applications from the Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001 by February 1, of the current school year. The Regional Superintendent of Schools is required to send the application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the Application and returns it to the Regional Superintendent of Schools within 30 days. Upon receipt of the reviewed Application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be approved. If the safety hazard is approved, the parent/guardian must go to the school the pupil attends and complete the claim form. Parents who have received approval of a safety hazard during or after the 1997-1998 school year, and whose children attend the same school and live at the same address, do not have to reapply for safety hazard verification.

Once all claims are completed at the school, the claim forms will be sent to the Illinois State Board of Education. If your claim is approved, you should receive notice directly from the state for the lesser of the cost of transporting your §12.130

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child/children or the average per pupil reimbursement paid to public schools for transporting regular pupils. If insufficient funds are appropriated by the General Assembly, all claims will be prorated.

If you have any questions, please call or come to the school as soon as possible.

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