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The faculty, staff, and administration of Franklin-Johnson-Massac-Williamson Regional Office of Education are looking forward to working with you.

This Student-Parent Handbook is presented by the staff of Project ECHO Alternative school and STARQuest Academy Regional Safe Schools in an effort to inform all parents and students of their rights and responsibilities as patrons of the school. This handbook has been adopted by the Regional Office of Education to clarify the procedures followed in the local district and to implement provision of the School Code of Illinois and the rules and regulations of the State Board of Education. Questions about any of the items included herein may be directed to the building principals or to the Regional Superintendent of Schools.

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as the appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his or her parents, and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his or her age and maturation, any mitigating circumstances, and the effect that his or her actions might have on the welfare of the school community, the severity of the punishment, and the interest of the child.

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the students. Rather, the provisions reflect the current status of the rules, practices, and procedures, and, as a result, are subject to change.

It is a well-established fact that parents can make a rich contribution to the educational development of their children. All parents are, therefore, urged to help in directing the energies of their children along constructive lines and to assist in the development of good citizens. It is for this purpose that this handbook has been distributed.

Sincerely,

Lorie LeQuatte, Regional Superintendent of Schools

Learning Sites and Contact Information

Project ECHO Alternative School
17428 Rt. 37, PO Box 238
Johnston City, IL 62951
(618) 983-6628
Hours 8:00am – 2:00pm
Eddy Henriksen
ehenriksen@roe21.org

STARQuest Academy RSSP North
17428 Rt. 37, PO Box 303
Johnston City, IL 62951
(618) 983-5625
Hours 8:00am – 3:00pm
Eddy Henriksen
ehenriksen@roe21.org

ECHO Juvenile Detention Center Program
409 E. Washington St.
Benton, IL 62812
(618) 438-2222
Hours 8:00am – 3:00pm
Jeff Hammonds
jhammonds@roe21.org

STARQuest Academy RSSP South
1102 W. 10th
Metropolis, IL 62960
(618) 534-3736
Hours 8:00am – 3:00pm
Eddy Henriksen
ehenriksen@roe21.org

Our safe schools and alternative programs are designed to meet the needs of individual learners. Safe school programs serve students who have been expelled or who have served multiple suspensions due to serious and/or repeated misconduct. Our alternative programs are designed to serve students for a variety of purposes, credit recovery and chronic truancy, for example. Our programs are offered throughout the Regional Office of Education #21 service area. We serve students in Franklin, Johnson, Massac, and Williamson Counties.

ADMINISTRATION, FACULTY, AND STAFF MEMBERS

Administrative Offices:

Lorie LeQuatte	Regional Superintendent
Mandy Horn	Assistant Regional Superintendent
Edwin Henriksen	Principal
Cortney Hale	Assistant Principal
Deanna Morris	Student Services Director
Traci Stroud	Administrative Assistant

Faculty and Staff:

Mario Allois	Custodian
Jim Toms	ECHO Social Studies
	ECHO Math
Gina Grant	ECHO History/Science
Donica Melvin	School Secretary
Sarah Dubach	ECHO English Language Arts
Renee Lowe	ECHO Junior High
Hayley Gendron	ECHO Junior High
Gayla Hill	Teacher's Aide
John Geiger	Driver's Education
Jeff Hammonds	ECHO Juvenile Detention Center Lead Teacher
Sandra Sorenson	ECHO Juvenile Detention Center Teacher
Mark Smith	ECHO Juvenile Detention Center Teacher Aide
Jamie Clark	STARQuest South RSSP Teacher
Molly Stephens	STARQuest South RSSP Aide
Deanna Hamilton	STARQuest North RSSP Teacher
Dustin Sievers	STARQuest North RSSP Teacher

Handbook Disclaimer – This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). The administrator or lead teacher may establish additional rules, procedures, and regulations not contained within this handbook. Since no handbook or disciplinary code can cover every action that interferes with fellow students or disrupts the educational process, the administration reserves the right to take disciplinary action when necessary, even though the offense is not specifically referred to in the student handbook. **IN ADDITION TO THIS HANDBOOK STUDENTS MUST ADHERE TO SPECIFIC POLICIES FOR THEIR LEARNING SITE. SEE APPENDIX.** Students and parents should also be familiar with the handbook for the home district.

Discrimination Policy– All academies and safe schools ensure that equal education opportunities are offered to students without regard to their sex, race, color, national origin, age, religion, or handicap. Inquiries regarding possible discrimination and/or the school's grievance procedure should be directed to: Regional Office of Education #21, 901 Public Square, Benton, IL 62812.

Introductory Information and General Practices

School Operations During a Pandemic or Other Health Emergency

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

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

Additionally, please note the following:

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

12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Cross Reference: PRESS 4:180, *Pandemic Preparedness; Management; and Recovery*

Student/Parent Handbook Acknowledgement and Pledge

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. *(signed copy in student file)*

I agree to accept additional criteria that may be established for my admission.

I understand failure on my part to meet standards established by personnel shall be reason for my dismissal from the program.

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. *(signed copy in student file)*

EDUCATIONAL PHILOSOPHY AND OBJECTIVES

Project ECHO's educational program will seek to provide an opportunity for each child to develop to his or her maximum potential. The objectives for the educational program are:

- To foster self-discovery, self-awareness, and self-discipline.
- To develop an awareness of and appreciation for cultural diversity.
- To stimulate intellectual curiosity and growth.
- To provide fundamental career concepts and skills.
- To help the student develop sensitivity to the needs and values of others and a respect for individual and group differences.
- To help each student strive for excellence and instill a desire to reach the limit of his or her potential.
- To develop the fundamental skills which will provide a basis for lifelong learning?
- To be free of any sexual, cultural, ethnic, or religious bias.

Any philosophy of education should be based on a clear understanding of the interests, characteristics, abilities, and needs of the individual student and of the society in which he/she lives. It is the responsibility of the community to provide educational experiences which will assist the student in becoming a responsible and contributing member of society.

The classroom teacher, the administrator, and the Regional Office of Education should constantly strive to maintain a harmonious working relationship and to establish confidence in and respect for each other's viewpoint. Together, they should provide sequential

experiences which will assist the students in discovering their interests and abilities, as well as furnish them a firm basis for making a wise professional or vocational choice.

The teacher should assist the student in acquiring good work habits and in learning to appreciate and take pride in good workmanship. The teacher should help the student to feel accepted for individual contributions to the class so that each pupil will have a feeling of accomplishment and security while developing skills. The administrator and the Regional Office of Education should serve as liaison personnel to keep parents and the public informed as to the progress, needs, and effectiveness of the school system.

The home and the school have a special obligation to help the student develop a feeling of responsibility as a member of our democratic society, as well as to cultivate attitudes which will serve as a basis for loyalty, good citizenship, and worthy home membership. Each student should become a part of the total group while developing initiative, sharing responsibility, and learning to respect the rights of others.

Vision and Mission Statement

It is the vision of E.C.H.O. (Education Career Heightened Opportunity) to build self-esteem, self-motivation, and self-determination in our students in order to help them prepare and succeed in a competitive and challenging global environment.

Project ECHO's mission is to give children the opportunity to become great! Our focus is to provide an alternative learning environment for "at risk" youth and to produce life-long learners. We pride ourselves on developing relationships with our students and their families. Our schools provide a bridge connecting young adult learners to important steps in their lives. These next steps or goals include new or better jobs, expanded careers, further education and improved family and community involvement. We recognize the uniqueness of the individual and life circumstances creates the need for an alternative school environment.

Statement of Assurance

In keeping with the guidelines of Title VI, Section 601, Civil Rights Act of 1964, Title IX, Section 901, Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Project ECHO assures that no person in the United States shall, on the basis of race, color, national origin, age, sex, or handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.

Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate Project ECHO's policies or rules will be subject to disciplinary measures.

Parent Responsibilities

1. Assume responsibility for their child's prompt and regular school attendance;
2. Notify the school when their child is to be absent or must leave school early;
3. Recognize that, in matters relating to discipline and conduct of the schools, the teacher stands in place of the parent or guardian;
4. Instill in the child respect for the law, for lawful authority, for the rights of others, and for private and public property;
5. Take an interest in all aspects of their child's education;
6. Talk with their child about school activities;
7. Share with their child and with his/her teachers an active interest in report cards and in school progress;
8. Safeguard the physical and mental health of their child and be responsible for periodic health examinations as required by law;
9. Attend individual and group conferences and special school programs;
10. Plan the time and place for homework assignments and provide necessary supervision;
11. Cooperate with the school in fulfilling recommendations made and in carrying out disciplinary actions taken in the best interest of their child.
12. We expect all visitors/parents/guardians at ECHO to follow certain rules and act in a manner that is respectful to our students and staff. It is required to follow our school rules and to act in a civil and respectful manner.

Student Responsibilities

1. Be punctual and attend school regularly; Maintain 80% or better attendance
2. Make academic progress set forth by ECHO administration
3. Answer for his or her actions.
4. Dress appropriately and practice habits of personal cleanliness and hygiene;
5. Respect and address the rights of fellow students and school personnel;
6. Respect school and community property;
7. Respect authority both in school and at school-sponsored activities;
8. Avoid engaging in any activity that may disrupt the educational process of the school or threaten the welfare of any student, employee, or visitor;
9. Know, understand, and obey school rules;
10. Obey City, State, and Federal laws;
11. Understand reasons and methods of discipline, including suspension or expulsion;
12. Avoid abusive or profane language, **either verbal or written**;
13. Avoid actions or language that may offend or discriminate against others.

Visitors

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. 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.

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. 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 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 rollerblading, 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.

Cross-reference: PRESS 8:30, *Visitors to and Conduct on School Property*

Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:
Eddy Henriksen @ 983-6628 or Cortney Hale

Cross-Reference:

PRESS 7:10, *Equal Educational Opportunities*

PRESS 2:260, *Uniform Grievance Procedure*

Animals on School Property

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

Treats & Snacks [K-12]

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.

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 7:30 a.m. as **Project ECHO or STARQuest Academy**. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. The school will also utilize School Messenger to send out mass messages. STARQuest South will follow Massac County Schools school closings for weather

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Cross-Reference: PRESS 4:170,

Video and Audio Monitoring System

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.

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. 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 should be developed by your home school district 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.

Care of Students with Diabetes

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

- 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.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- 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.

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*

ATTENDANCE, PROMOTION, AND GRADUATION

ATTENDANCE

Project ECHO is an alternative placement for many students with truancy issues. We strive to provide an alternative educational environment that offers students an opportunity to gain credit and improve his/her attendance.

Students must attend school on a regular basis. Students must arrive on time and stay through end of day. Students who fall below 80% attendance rate may be referred to their home district.

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

The policy of Project ECHO shall be to promote regular attendance by all students who are enrolled. The absent student misses the learning process that goes on in the classroom, and much of that can never be made up or replaced. There is a high correlation between good attendance and good grades. Students should not miss school for unimportant reasons. **A student that in the opinion of the building principal has accumulated an excessive number of absences may be dropped from the program immediately and returned to their home districts.**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, 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^[1], or other reason as approved by the building principal.

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.

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

The school is required to provide 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 618-983-6628 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. 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.

General: (1) For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released from school: (a) at any time other than the regular dismissal times, and/or (b) to any person other than the custodial parent/guardian; (2) Students participating in regularly sanctioned school activities under the supervision of a school staff member shall not be considered absent from school on their permanent records.

Cross-reference: PRESS 7:70, Attendance and Truancy

Procedures for Reporting Absences

If a student is absent from school for any reason or cause, it is important that the following procedures be followed:

- A phone call from a parent/guardian is required each day a student is absent. Calls must be made to 983-6628 between 8:00a.m. - 10:00a.m. The school must be notified of all absences DAILY. If the call is not received, the school will attempt to contact the parent/guardian. If contact is not made, a written OFFICIAL NOTE must be presented when the student returns to school.
- Upon returning to school following an absence, the student will report to the office for an admission slip before reporting to first period class.
- No student is to leave school during the day without prior permission from the attendance officer or Principal's office. In case of illness at school, the student must contact school office personnel so that necessary calls can be made to his/her family.
- Medical appointments should be made either before or after school or on days that school is not in session. Medical appointments that will involve school time must be presented to the office between 8:00a.m. and 8:30a.m. the day of the appointment.
- Students should not request to be dismissed from class to take care of personal business that may be taken care of either before or after school or on days that school is not in session.

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

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.

Cross-reference: PRESS 7:70, Attendance and Truancy

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. A student is considered truant when he/she is absent 5% of 180 school days. Administration will report absences to the Truancy Interventionists of Franklin-Johnson-Massac-Williamson Counties.

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.

Tardiness

Students arriving late disrupt the entire classroom. Therefore, a student who is tardy a total of three times in one quarter will face disciplinary action. These penalties shall range from verbal warning to being dropped from the program.

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 any examination, study, or work requirement.

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

Release of Students during School Hours

FOR THE PROTECTION OF THE STUDENT, PARENTS/GUARDIANS WHO WISH TO PICK UP STUDENTS DURING THE SCHOOL DAY SHOULD DO THE FOLLOWING:

- Call the building and state the reason for early release.
- Give the time the student is to be picked up.
- Tell who will pick up the student since students will be released only to their parents or to a person that their parents designate.
- If a court order limits a parental custody of the child, copies of the order must be on file in the school office.
- If the student is to be released to a person other than parents, the person should be prepared to provide identification if not known to the school.

The person picking up the student should go only to the office. The student will then be summoned from the classroom.

FAILURE TO FOLLOW THE PROPER PROCEDURE WILL BE CONSIDERED AN UNEXCUSED ABSENCE AND THE STUDENT COULD BE CONSIDERED **TRUANT**.

ACADEMIC REQUIREMENTS

Report Cards, Grades, and Grading System

Grades are an evaluation of what has been learned and may include the following assessments: academic performance, class participation, and presence in class. A student's time in class is calculated daily. After reaching 60 hours of attendance and completing the assigned coursework the student will have earned ½ credit.

Report Cards

Report cards are issued at the end of each semester and letter grades are used to designate a student's progress.

Progress Reports

Progress reports are sent home at the end of each month. Parents are encouraged to contact the teachers for more information if needed or follow their student's progress on our student information website: www.schoolinsight.com/parent

Grading System

The letters A to F are used in all subjects and indicate the kind of work the student is doing based upon standards established for his/her grade or class. To find the scholastic average, the following points are assigned to each letter grade:

A	4.00	(93-100)
B	3.00	(86-92)
C	2.00	(76-85)
D	1.00	(70-75)
F	0.00	(0-69)

- I Incomplete (All incomplete work must be made up in a time frame determined by the principal or designee at Project ECHO).

Student Transfers

In case of a student transfer, a student must have cleared to the satisfaction of school personnel all fees that he or she may have incurred while at Project ECHO.

Grading & Promotion

School report cards are issued to students on a semester basis. For questions regarding grades, please contact the classroom teacher. Progress Reports will be issued to students on a monthly basis.

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.

Cross Reference: PRESS 6:280, *Grading & Promotion*

Home and Hospital Instruction (Home or hospital instruction will be provided by the home district.)

Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to November of the student's seventh semester.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition. The student and a parent will schedule a conference with the Principal and the senior counselor prior to November of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

Cross Reference: PRESS 6:300, *Graduation Requirements*

High School Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

- Completing all State mandated graduation requirements listed below.
- Completing all District graduation requirements that are in addition to State graduation requirements.
- Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
- Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

- Four years of language arts.
- Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
- Two years of science.
- Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.
- One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
- One semester of health education.

- Physical education classes.¹
- A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
- Nine weeks of consumer education.

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

- File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
- File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Cross Reference: PRESS 6:300, <i>Graduation Requirements</i>
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****In order to secure a diploma from Project ECHO the graduation credit requirement will be a minimum of 24 credits. All classes are 1/2 credit unless otherwise noted. Students are awarded credit for classes on the basis of the Carnegie Unit.**

- ½ credit requires 60 hours of school attendance
- 1 credit requires 120 hours of school attendance

To achieve sophomore status, a student must have 6 credits, for junior status 12 credits, and for senior status 18 credits.

The graduation requirements of 24 Credits at Project ECHO are as follows:

- 4 credits of English
- 3 credits of Math (including Algebra I & Geometry)
- 1 credit of American History
- 1 credit of Government (which will include a semester of Civics)
- ½ credit of Consumer Education
- 2 credits of Science
- 1 credit of Music, Art, Foreign Language, Vocational Education
- 1 credits of P.E.
- ½ credit of Health Education
- ½ credit of Driver’s Education (if available)
- 9 ½ credits of electives

STUDENT FEES AND MEAL COSTS

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit 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 does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers 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:

- The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
- The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Student's 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.

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-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*

School Breakfast & Lunch Program

Project ECHO participates in the Community Eligibility Option (CEO) through the state of Illinois which provides free breakfast and lunch for all Alternative and Safe school students.

Students are allowed to bring their lunch or eat the lunch provided by the school. Outside drinks must be in a sealed unopened plastic bottle.

Cross Reference: PRESS 4:130, *Free and Reduced-Price Food Service*

FEES

Project ECHO does not charge a book rental fee but may require a deposit refundable upon return of books. Students are responsible for the proper care of all books and failure to take proper care of books will result in the pupil having to pay the entire replacement cost of the book.

All books (whether hardback or consumable) and technology remain the property of the ROE and may be collected at any time. If a student loses or destroys a book or technology, it will be the responsibility of the student or parent to pay for the replacement. All outstanding fees must be paid to the school office at a time designated by appropriate school officials.

TRANSPORTATION AND PARKING

Bus Transportation

Bus transportation is provided at the discretion of the district. A list of bus stops will be published at the beginning of the school year. 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.

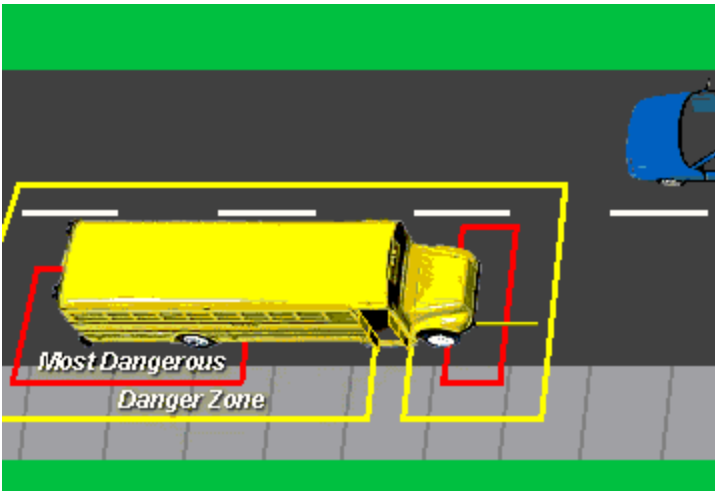
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The district's regular suspension procedures shall be used 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; however, the bus suspension does not excuse them from school. Students may also lose the privilege of bus transportation.

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

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.
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.
6. 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.
7. 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.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. 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.
10. 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.
11. Never run back to the bus, even if you dropped or forgot something.
12. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
13. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
14. Parents will be liable for any defacing or damage students do to the bus.



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: Eddy Henriksen @ 983-6628.

Cross-references:

PRESS 4:110, *Transportation*

PRESS 7:220, *Bus Conduct*

PRESS 4:170-AP3, *School Bus Safety Rules*

PRESS 7:220, *Bus Conduct*

PRESS 7:220-AP, *Electronic Recordings on School Buses*

Alternative and safe school students living in Franklin or Johnson Counties will coordinate transportation with their home school districts.

School bus riders, while in transit on routes or trips, are under the jurisdiction of the school bus driver or monitors assigned by Project ECHO. Consequences for failing to follow bus rules:

- **Gross misconduct notices can** include the following:
 - disrespectful speech or conduct towards the bus driver or other students
 - use of tobacco on the bus
 - vandalism
 - fighting
- **Regular misconduct notices can** include the follow:
 - Moving around while bus is in motion
 - Talking too loud/disruptive conduct
 - Use of cell phone/ipod/electronic devices
 - Multiple warnings from driver for conduct

Accumulation of points and the severity of the misconduct or action will determine the action taken by the ECHO/STAR Quest administration. The point system will be as follows:

Student Vehicles and Parking (A Copy of Driver’s license and proof of insurance is required)

Students must realize that driving a car to school is a privilege not a right. Students will not be allowed to sit in their vehicles and visit after parking on the school lot. This applies before school and during the lunch period. Students are not to be in any vehicle during the school day without office approval.

Students may park their vehicles in the lot designated between the hours of **7:30am** and **2:30pm**. Vehicles must be parked appropriately, should be driven safely, and must yield to pedestrians. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

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.

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

School policy on driving to school: **DRIVE IT, PARK IT, LOCK IT, LEAVE IT.** Violation of school driving regulations will result in disciplinary action being taken. Violation of a driving suspension will result in additional sanctions and the possibility of having one's car towed away at the driver's expense. Students who allow or use their vehicle(s) to assist others in breaking school regulations are subject to disciplinary actions. Students shall provide all required information listing model/make/color and license plate number of cars they drive to school, and current insurance and driver's license.

Closed Campus Policy

Project ECHO is a closed campus. Once students have arrived on campus, they may not leave campus until the end of their scheduled school day without the permission of a designated school official. Only those visitors who have legitimate school business are allowed on campus during the school day, and all visitors and guests must register in the school office immediately upon entering campus. Parents are welcome to visit the school as appropriate, but they are required to register in the office. Students are not permitted to have visitors or bring younger children or babies on campus during the school day except as arranged as part of the instructional process as cleared by the school administration. Loitering will not be permitted in the building or on the campus.

HEALTH AND SAFETY

Physicals and Immunizations

In compliance with the school code of Illinois, an Illinois medical examination by a physician shall be required of each student prior to enrollment and attendance at Project ECHO. A record of such examination from another school system will be accepted. Students will not be allowed to attend school until a report of such examinations is presented. The examination shall verify that the child has been immunized against the diseases required by law before entrance into school.

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.

- 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. 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.

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 (see Illinois School Code)

Cross Reference:

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

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take 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).

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-AP, *Dispensing Medication*

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

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

Cross-Reference: PRESS 6:270, *Guidance and Counseling Program*

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 drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Cross-References: PRESS 4:170, *Safety*, PRESS 4:170-AP1, *Comprehensive Safety and Crisis Program*

Disaster Plan

In the event of a natural disaster or local emergency, the students will be evacuated from the buildings to a safe collection area if it has been determined by the school district to be unsafe to have students in the classroom. School district staff will begin a check out process from the collection area and no students will be allowed to leave without going through the checkout process. No students (minors) will be released to anyone other than to those named on their emergency cards. Radio announcements will be made on local stations.

Communicable Diseases

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

- Parents are required to notify the school nurse if they suspect their child has a communicable disease.
- 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.
- The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- 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.

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 recommendations of the Illinois Department of Public Health regarding head lice.

- Parents are required to notify the school nurse if they suspect their child has head lice.
- Infested students will be sent home following notification of the parent or guardian.
- The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.

- 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*

Mandated Reporter

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

DISCIPLINE AND CONDUCT

Students are expected to conduct themselves in a manner which reflects respect for each other, for their teachers, for staff members, and for school facilities. At times students will engage in activity that does not comply with these expectations. When those times occur, the Regional Superintendent of Schools has given the administration and staff the authority to take the proper and necessary action to discipline the student engaged in such activities. The goal, which is to be achieved through discipline, is the maintenance of an orderly, constructive, learning environment for all students. Students that accumulate multiple infractions may be subject to a more serious disciplinary action. Students may be placed on probationary status, and any violation of the terms of the probation may result in the appropriate discipline for the probationary infraction and the new violation. The administration, teachers, and school board have the right to add, change, or delete rules in their area of authority.

Behavior Monitoring and Behavioral Data Collection

Each student will be required to carry a behavior monitoring sheet that they will utilize to self-evaluate their behavior in several increments throughout the day. At the assigned time, each student will discuss their positive and negative behaviors with the appropriate school personnel. The behavior monitoring sheet will be used to collect data on specific behaviors and provide social and emotional information that can be utilized to aid in student social and emotional growth. This data will also be utilized to create behavioral interventions for individual students as well as to highlight each student's behavioral strengths and weaknesses. The information collected from the self-evaluation procedures will serve as a progress monitoring tool for each individual student's behavioral growth, since entering the program, and help to determine if they are ready to integrate back into their home district or if it would be appropriate to update behavioral goals and interventions. Refusal by a student to participate in the self-monitoring procedures may result in disciplinary action.

General Building Conduct

Students shall **NOT** arrive at school before 7:40 a.m., classes begin at 8:00 a.m., and students are dismissed at 2:00 p.m. daily. 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 and place in the office.
- 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...INCLUDING TEXT BOOKS
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No lasers of any kind.

School Dress Code / Student Appearance

Personal Appearance and Hygiene Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Dress and/or grooming which is not in accord with reasonable standards of health, safety, modesty and decency will be considered inappropriate.

Dress Code Students must wear appropriate clothing. Clothing may not disrupt the educational process. If you are not sure that an article of clothing is appropriate, ASK before you wear the item. Any student arriving at school not in compliance with the dress code may be refused admittance and/or asked to change clothing.

Hygiene Students must maintain good hygiene by wearing clean clothing and keeping their person (body and hair) clean. Students who are not appropriate will be asked to change to appropriate clothing or to leave the school premises. Any inappropriate individual form of expression that inhibits the learning process will not be tolerated. Non-compliance with the dress/hygiene code will result in disciplinary action. The teacher in charge is the final authority in determining this.

- Students are expected to wear clothing in a neat, clean, and well-fitting (**pants must be above buttocks**) 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. **NO PAJAMAS/HOUSE SHOES.**
- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images including gang related colors or signs.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, **showing skin 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...**NO HOUSE SHOES**
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- 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 discipline.
- **NO BACKPACKS, PURSES, OR BAGS.**

Cross Reference:
PRESS 7:160, *Student Appearance*

Student Behavior

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

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

1. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. 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..
4. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
5. 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.
6. 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.
7. 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.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
11. Entering school property or a school facility without proper authorization.
12. 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.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. 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.
18. 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.
19. 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:

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

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:

- Notifying parents/guardians.
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen or damaged property.
- In-school suspension.
- 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.)
- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- 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.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.
- The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Isolated Time Out, Time Out and Physical Restraint

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

Corporal Punishment

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

Weapons Prohibition

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

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

Cross-references: PRESS 7:190, <i>Student Discipline</i> , PRESS 7:190-AP2, <i>Gang Activity Prohibited</i>

Alternative Classroom (ACR) Policy

ACR is an in-school suspension program designed to improve the behavior of truant, chronically tardy, or misbehaving students. If the student's behavior does not improve, the only remaining recourse of the school administration is out-of-school suspension, referral to another school, and, as a last resort, expulsion from school.

The program is designed to be both punitive and rehabilitative in nature. The student will be allowed to make up class work missed while in ACR. The physical structure of ACR will be a room equipped with individual study areas. Partitions are arranged in such a way that there is little or no interaction among students assigned to ACR. Students in ACR have access to the ACR teacher only and not other students in the room. The major objectives are to improve the attitude and behavior of the students by: Providing close supervision, removing the student from the school population and participate in restorative practices with the goal to improve behavior.

Rules governing in-school suspension will be presented to students during the first week of school. The basic rules include the following:

- Students assigned to ACR will report at 8:00a.m. and remain until 1:45 p.m.
- Students assigned to ACR will eat lunch in the ACR room.
- Students assigned to ACR will be given restroom breaks and will be escorted to the facilities by the ACR instructor.
- Restorative lessons will be a part of the discipline.

The Administration or his/her agent will make the referral and assignment to the ACR. Any ACR assignment will not exceed a period of ten (10) consecutive days. Students are required to turn in all make-up work assigned and will receive credit for all work completed while in ACR.

The purpose of the Alternative Classroom is to serve the needs of the students, faculty, administrators, and parents by providing a meaningful alternative to out-of-school suspension. ACR is viewed as a last step prior to a student's suspension out of school. Students are expected to study during ACR and gain credit for work completed. Students must follow the directions of the ACR instructor, and all the rules established by the administration. Failure to comply with these guidelines may result in immediate out-of-school suspension and possible return to home school.

Removal from Class and School Activities

Teachers and administrators may remove students temporarily from classrooms and school activities for violation of the disciplinary code, and the student will be dealt with according to the seriousness of the offense. It is recommended that teachers attempt to solve the disciplinary problems that arise in their classes, but if a student fails to respond or to cooperate and thus becomes detrimental to the well-being of the rest of the class, the student(s) will be sent to administrative personnel. An attempt will be made by the Administration to work with the parents or guardians in resolving the problems which the students encounter. If this fails to bring about the desired results, the student will be removed from the class, suspended, placed on probation, or expelled, as Section 10-22.6 of The School Code of Illinois provides.

Suspension

Suspension is a period of time when the student is not allowed to attend school. Suspension is for a definite period of time with the student permitted to return to school before the end of the academic year. Suspension can be for the remainder of the school day or for a period of days. Suspension from school forbids participation in and presence at all school activities during the suspension period.

Suspension Procedures

The following are suspension procedures:

- Before suspension, the student shall be provided a conference during which the charges will be explained, and the student will be given an opportunity to respond to the charges.
- A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
- Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of notice shall be given to the Regional Superintendent of Schools.
- Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Regional Superintendent of Schools or designee or a hearing officer appointed by the Superintendent. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Regional Superintendent or hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Regional Superintendent shall take such action as he finds appropriate.

Expulsion

Expulsion is the prohibition of a student from attending school during a semester or a school year. Expulsion is the most severe penalty which can be imposed on a student. A student who is expelled will not receive any credit for the semester or school year in which the expulsion occurs, unless the Building Principal determines otherwise.

Expulsion hearings will be held by the Home School District.

Expulsion Procedures

The following are expulsion procedures:

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

appointed by him/her. If a hearing officer is appointed by the Superintendent, he or she shall report to the Superintendent the evidence presented at the hearing and the Superintendent shall take such final action as it finds appropriate.

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

Delegation of Authority

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

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

Criminal Code and Juvenile Court Act

The Criminal Code and the Juvenile Court Act specifically address crimes related to the problems of gangs and criminal activity in and around our schools. P.A. 84-1075, effective 12/02/85, amended the Criminal Code and made it a crime for anyone 18 years or older to express or to imply a threat to do bodily harm to a person under 18 years of age or to use any other unlawful means to solicit or to cause any person under 18 years of age to join any organization or association (Ill. Rev. Stats. 1985 Ch. 38, Sect. 12-6.1).

The Act provides stricter criminal penalties for conviction of unlawful possession of drugs in any school, on school property, or on any public way within 1,000 feet of school property (Ill. Rev. Stats. 1985 Ch. 37, Sects. 702-7[b][a] and 7[a]-[c]).

P.A. 84-721, effective 01/01/86, amended the Criminal Code to create a new subsection making it a crime of unlawful use of a weapon to carry or possess certain weapons, additional to those enumerated in P.A. 84-1075, on school grounds. This crime also carries stricter penalties for violation of the section (Ill. Rev. Stats. 1985 Ch. 38, Sect. 24-1[a][12]).

Contact local law enforcement authorities or the State's Attorney's office for more specific information.

It is the responsibility of all students to ensure the safety of all those attending Project ECHO. Students are encouraged to disclose any information to faculty members or to the principal regarding weapons and/or potentially dangerous situations.

Reciprocal Information Sharing Agreement

In conformance with Public Act 88-376, effective January 1, 1994, Project ECHO and local law enforcement agencies have agreed to establish and maintain a reciprocal reporting system regarding criminal offenses committed by students.

The purpose of sharing information among the schools and agencies having contact with these students or the families of these students is to better coordinate efforts to address and resolve the problems experienced by these students or their families.

This agreement provides that information may be shared among Project ECHO and local law enforcement agencies when any of the agencies reasonably believe that another of the agencies may have information regarding the commission of a criminal offense by a student attending Project ECHO.

Law Enforcement and Officials

The Principal shall cooperate with law enforcement officials in the following ways:

- If the law enforcement official has a warrant for the arrest of a student, the school official shall: (a) honor the warrant, (b) make an attempt to contact the parent/guardian and inform him or her of the arrest.

If the law enforcement official has no warrant but wishes to talk to the student, a school official shall be present at all times.

STUDENTS

Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, 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 nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail,

Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of 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*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of bullying as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Nondiscrimination Coordinator:

Lorie LeQuatte, Superintendent
17428 Rt. 37
Johnston City, IL 62951
llequatte@roe21.org
(618) 983-6628

Complaint Managers:

Eddy Henriksen, Principal
17428 Rt. 37, PO Box 238
Johnston City, IL 62951
ehenriksen@roe21.org
(618) 983-6628

Cortney Hale, Assistant Principal
17428 Rt. 37, PO Box 238
Johnston City, IL 62951
chale@roe21.org
(618) 983-6628

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The principal or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. 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.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concluded 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.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired) and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, school personnel, parents/guardians, and students.

12. The District's bullying prevention plan must be consistent with other ISBE policies.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

An anonymous report line has been established by the school and can be utilized by in either of the following ways: Calling the Safe School Helpline at 1-800-418-6423 ext. 359 or text to 66746, TIPS. A free mobile app is also available and the Safe School Helpline's webpage address is: www.safeschoolhelpline.com.

LEGAL REF.:

405 ILCS 49/, Children's Mental Health Act.
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

Adopted August 2019

Sexual Harassment & Teen Dating Violence Prohibited

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:

- 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
- Has the purpose or effect of:
- Substantially interfering with a student's educational environment;
- Creating an intimidating, hostile, or offensive educational environment;
- Depriving a student of educational aid, benefits, services, or treatment; or
- 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 Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:
Eddy Henriksen, Principal
ehenriksen@roe21.org
618-983-6628

Complaint Managers:
Cortney Hale, Assistant Principal
618-983-6628

Deanna Morris, Student Services Director
dmorris@roe21.org
618-983-6628

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

Lunch & Cafeteria Rules

Lunchroom

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Cafeteria

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

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 fieldtrip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

Cross-references: PRESS 6:240, *Field Trips*, PRESS 6:240-AP, *Field Trip Guidelines*

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

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.

Student Use of Electronic Devices

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 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.

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:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. 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.

During school days, cell phones may not be used on campus between 7:45 a.m. and dismissal time without teacher or administrator approval. NOTE: Minimum consequence for refusing to give a staff member or administrator your cell phone will be in-school suspension for insubordination and failure to follow the school rules.

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.

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

INTERNET, TECHNOLOGY, AND PUBLICATIONS

Internet Acceptable Use

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

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

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

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.
- n. Visiting social sites such as UTUBE, FACEBOOK, MYSPACE, email, and similar sites are strictly prohibited unless given permission by teacher for academic research.**

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 email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

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

Indemnification - The user agrees to indemnify the School 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 a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

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 computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone 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 web or on District websites or file servers 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.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students 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 School 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 School 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 School 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 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 School District's email system constitutes consent to these regulations.

Cross Reference: PRESS 6:235, *Access to 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, such as, 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 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, 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; or
- 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.

Cross Reference: PRESS 7:310-AP, *Guidelines for Student Distribution of Non-School Sponsored Publication*

SEARCH AND SEIZURE

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Cross-reference: PRESS 7:140, <i>Search and Seizure</i>
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STUDENT DRUG AND ALCOHOL TESTING PROGRAM

The alternative and safe school administration maintains a student driver drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in activities and use of school parking facilities is a privilege, and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any activity and/or to utilize student parking facilities. Failure to sign a “Random Drug and Alcohol Testing Consent” form will result in non-participation and/or denial of the student parking privilege.

If a test is “positive,” the student will not be allowed to operate or park his or her vehicle on school property until after a “follow-up” test is requested by the Building Principal or designee and the results are reported. Students testing positive must also comply with additional remediation procedures, as assigned by the Building Principal or designee. 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 activities and/or student parking privileges. If a “positive” result is obtained from the “follow-up” test, or any later test, the student shall lose his or her privilege to participate in activities and/or his or her privilege to operate or park his or her vehicle on school property for one calendar year.

The Building Principal or designee shall develop procedures to implement this policy. 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 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.

Students enrolled under an expulsion from their home school district for “being under the influence” of a drug/alcohol or possession of paraphernalia or found to be under the influence while at school will consent to:

- **Random drug tests performed by administration or facilities chosen by administration at the expense of the parent/guardian.**
- **Drug counseling at the expense of the parent/guardian.**
- **Student will be returned to home school for expulsion if counselor reports that student is missing appointments and not actively participating or has more than 1 positive drug test.**

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities will be at the discretion of the home school district.

Family Educational Rights and Privacy Act (FERPA) Student Privacy Protections

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:

- Political affiliations or beliefs of the student or the student’s parent/guardian.
- Mental or psychological problems of the student or the student’s family.
- Sexual behaviors or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian.
- Income other than that required by law to determine program eligibility.

The student’s parent/guardian may inspect the survey or evaluation upon and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

HB3606: STUDENT ONLINE PROTECTION

Creates a Student Data Protection Oversight Committee. Prohibits the listing of a student's name, address or other identifying information without parental permission.

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.

Cross-References: PRESS 7:15, *Student and Family Privacy Rights*, PRESS 7:15-E, *Notification to Parents of Family Privacy Rights*

Student Records

(Updated: July 2020)

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

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

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

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

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

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting

another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; 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:

- 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.²**

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

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

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

The name and address of the Office that administers FERPA is:

U.S. Department of Education, Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Cross-References:

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, *Student Records*

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-AP, *Student Records*

PARENTAL RIGHTS AND NOTIFICATIONS

Instruction

Standardized Testing

Standardized testing will be done at the alternative and safe school programs. 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 can assist their students achieve their best performance by doing the following:

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

McKinney Vento 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:

- Regional Office of Education #21 McKinney Vento Homeless Assistance Act
- Contact: Johna Schullian 618-998-1283

Food bank and meal programs:

- Marion Ministerial Alliance, 103 E. Calvert St., (618) 993-8419
- Johnston City First United Methodist Church, 400 W. Broadway, (618) 983-5150
- Herrin Community Food Pantry, 509 N. 17th St., (618) 942-2080
- Christopher Angel Tree Project, 109 W. Market St., (618) 724-9423
- Carterville Community United Pantry, 121 W. Illinois Ave., (618) 985-3171

- Cambria Food Pantry, City Hall, 103 S. Maple St., (618) 985-2800
- Benton-West City Ministerial Alliance, 302 S. Main St., (618) 438-5841
- Food Pantry in Benton 618-927-6270 (Vicky)
- Franklin County Food Pantry, 410 W. Main St., (618) 932-8000 or (618) 937-3581

Local service organizations (Goodwill, Salvation Army, etc.):

- Crosswalk in West Frankfort 618-937-3581
- **Goodwill** Industries, 2806 Outer Drive Marion, IL 62959 (618) 998-1670
- Salvation Army, 906 Tower Square Plz Marion, IL 62959 (618) 993-5854

Family shelters:

- Light House Shelter in Marion 618-993-8181

Cross-References: PRESS 6:140, *Education of Homeless Children*, PRESS 6:140-AP, *Education of Homeless Children*

Family Life and Sex Education

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 1.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Cross-References:

PRESS 6:60-AP, *Comprehensive Health Education Program*

PRESS 6:60-E, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

Pesticide Notification Registration

Project ECHO has an Integrated Pest Management Policy which incorporates building maintenance, sanitation, physical barriers, and, as a last resort, the safest, most effective means of pesticide. In the event that it is found necessary to spray or fog with pesticides, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency wherein pesticides must be used immediately, we will notify you as soon as possible. Contact the main school office if you wish to be added to the registry.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Public Asbestos Notice (The alternative and safe school building does not have asbestos)

Mandated Reporter

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

Cross Reference:

PRESS 5:90, *Abused and Neglected Child Reporting*

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. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

Cross-References:
PRESS 4:170, *Safety*

Student Privacy

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 ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act*

Sex Offender Notification Law

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, www.isp.state.il.us/sor/
Illinois Murderer and Violent Offender Against Youth Registry,
www.isp.state.il.us/cmvo/
Frequently Asked Questions Concerning Sex Offenders,
www.isp.state.il.us/sor/faq.cfm

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):

- To attend a conference at the school with school personnel to discuss the progress of their child.
- To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- 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.

Cross-References:
PRESS 4:170-AP2, *Criminal Offender Notification Laws*

Parent Notices Required by the Every Student Succeeds Act

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. ²

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

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District’s website at _____. ³

IV. Parent & Family Engagement Compact ⁴

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. ⁵

VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105. ⁶

VII. English Learner

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. ⁷

VIII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure 12:30. ⁸

⁸ Insert applicable student handbook procedure.

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 ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act*

SCHOOL ADMISSIONS AND STUDENT TRANSFERS

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Building Principal of their home school district. Parents/guardians of students enrolling in Project ECHO must present:

- A certified copy of the student's birth certificate, social security number and required health records.
- Proof of residence, as required by school policy.
- Proof of disease immunization or detection and the required physical examination, as required by State law and school policy.
- Referral by the student's home school district.

Student Transfers To and From Franklin-Johnson-Massac-Williamson County Schools

A student may transfer into or out of Project ECHO according to State law and procedures developed by the Building Principal. A student seeking to transfer into the Project ECHO 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 unless an exception is provided by law.

Students enrolling at Project ECHO for disciplinary reasons will be reviewed upon a case by case basis. Students must follow the guidelines set forth by ECHO administration for enrollment.

OTHER POLICY AND PROCEDURES

Accidents and Incidents

Due to the potential liability of Project ECHO and because of the requirements of the insurance carrier for the district, all accidents and incidents must be reported to the office. Failure to report an accident or incident could affect insurance coverage and may result in disciplinary sanctions.

*******Change of Address and Telephone Number*******

Students or parents must report changes of address or telephone number to the office immediately. The office must have a way to get in touch with all parents in case of an emergency. Parents must also provide us an alternative number in case they cannot be reached at home or work.

College / Military Visitation

A senior is permitted two visits to a college or university of his choice providing the following requirements are met: (1) the student notifies his or her teachers prior to leaving and completes the necessary forms. Even though the student is not in attendance, he/she shall not be counted absent. (2) A student must be eligible to graduate in order to secure a college visit. (3) All visitations should be prior to the month of May

Interpretation

This policy shall not be interpreted to infringe upon the First Amendment rights of students, and is not intended to prohibit expression of religious, philosophical, or political views, provided that such expression does not cause an actual disruption to the school environment. Many behaviors that do not rise to the level of harassment, hazing, or bullying may still be prohibited by other E.C.H.O. policies or building, classroom, or program rules.

Identification Request

Any school employee under Illinois Law 105ILCS5/24-25 may require the identification of any person entering the school building or being present on school property.

Posters

All posters or announcements to be displayed anywhere in the school or on school property must be approved by the school administration, and care must be taken not to damage walls or other surfaces.

Relations with Other Organizations and Agencies

ROE Alternative and safe schools shall cooperate with other organizations and agencies, including the:

- County Health Department;
- Law enforcement agencies;
- Fire authorities;
- Planning authorities;
- Franklin-Williamson County Truancy Officers
- H-group Counseling Services
- Zoning authorities; and
- Other school districts.

School Entrances

In the concern for safety, all outside doors shall be kept locked.

School Safety

Students shall report issues relative to school safety to teachers, administrators, or school staff immediately. This includes knowledge of weapons, drugs, threats to do harm to staff, students, visitors, or to the school, its property, or that which is used to carry out the educational initiative. Students are also subject to a school lockdown for safety, search, or weather-related happenings as determined by the administration. It shall be the policy of Project ECHO to use all means available, including surveillance cameras, to help ensure school safety.

Teachers' Classroom Requirements

Every teacher is a unique individual and therefore may have differing expectations for classroom work and classroom behavior. It is the responsibility of the student not only to be aware of each teacher's expectations, but also to fully follow and obey the guidelines and rules of each teacher.

Telephone Usage

Telephones in the school offices are only for emergency or school business. Students will be called out of class only in an emergency. The office will take messages and materials from home for later delivery to the student. **Students shall not use cell phones.**

Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify the school district Principal or designee if he or she believes that the school, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

- Title II of the Americans with Disabilities Act;
- Title IX of the Education Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- Individuals with Disabilities Education Act, 20 U.S.C. § 1400 *et seq.*;
- Title VI of the Civil Rights Act, 42 U.S.C. § 2000d *et seq.*;
- Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e *et seq.*;
- Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
- Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
- Curriculum, instructional materials, and/or programs;
- Victims' Economic Security and Safety Act, 820 ILCS 180;
- Illinois Equal Pay Act of 2003, 820 ILCS 112; or

- Provision of services to homeless students.

The building principal or designee will attempt to resolve complaints. The building principal is the Title IX Grievance Officer, and will handle all grievances.

Valuables

Students are cautioned not to bring large amounts of money, IPODS, radios, or cameras to school and, if they wear glasses, watches, or other valuables, to keep track of them at all times. **Students (NOT THE SCHOOL) are responsible for their personal property.**

Southern Illinois University of Carbondale Care-A-Van

The Care-A-Van is a school health center and rural health center that provides teen friendly medical and mental health services to the students of Project ECHO every Friday. The Care-A-Van is staffed by full-time employees of SIU School of Medicine and all have strong interest in and experience with teen health issues.

SCHOOL WELLNESS POLICY FOR PROJECT ECHO AND STARQUEST ACADEMY

School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in Project ECHO and STARQuest Academy's educational program, school activities and meal programs. This policy shall be interpreted consistently with Section 2014 of the Child Nutrition and WIC Reauthorization Act of 2004.

Goals for Nutrition Education

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Schools will include nutrition education in the health education curriculum.
- Schools will encourage students and faculty to practice good nutritional habits by consistently promoting good nutrition throughout the curriculum and school environment. (i.e. in learning activities, classroom snacks, etc)
- School staff will be encouraged to be good nutritional role models.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active life for students.
- Physical education will be taught and shall include a curriculum that fosters and enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.
- School staff will encourage students to engage in physical activities with their families and friends on a regular basis.
- All physical activities shall be planned and taught by a qualified instructor.

Nutrition Guidelines for Foods Available in Schools During the School Day

Students will be offered meals and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for American and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall control food sales that compete with the District's non-profit food service in compliance with the Child Nutrition Act. Food services rules shall restrict the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture, in the food service areas during the meal periods and comply with all applicable rules of the Illinois Board of Education.

Guidelines for Reimbursable School Meals

Reimbursable school meals shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring

The principal of Project ECHO and STARQuest Academy or their designee(s), shall review the implementation and execution of the wellness program annually making adjustments as needed to ensure the program meets or exceeds minimum state or federal requirements.

Community Input

The principal of Project ECHO and STARQuest Academy or their designee will invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from community members, including parents, students, school staff, school administrators, representatives of the school food authority and the public.

Legal Ref: Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204
Child Nutrition Act of 1966
National School Lunch Act
105 ILCS 5/2-3.139
23 Ill. Admin Code Part 305, Food Program
ISBE's "School Wellness Policy" Goal, adopted Oct. 2007

Appendix

Project ECHO Alternative Junior High and High School

The E.C.H.O. Alternative School Program has been in existence since 1989 providing educational services for students throughout ROE #21. The program emerged from an interest of local school administrators and educators to provide programming for students considered to be at-risk of dropping out of school. The program was initiated to provide students who did not qualify for special

educational services and were not experiencing success in the traditional day school program, for a variety of reasons, with an option to continue their education.

E.C.H.O. has expanded over time to meet the educational needs of at-risk students, grades 7 to 12. The program is available to any student residing in Franklin, Johnson, Massac, and Williamson Counties. To participate in the Alternative School program, a student must be officially enrolled in his/her Home School District and be referred by the administration of their Home School. Students who will benefit from the educational structure and environment of E.C.H.O. may exhibit some but not all of the following characteristics:

- “At-risk” status due to social emotional factors that may affect the student’s ability to attain academic success, such as: frequent mobility, low self-esteem, and various family situations.
- Overage for grade level.
- Students who do not qualify for special educational services but would benefit from an alternative form of educational structure providing an individualized and remedial approach.
- History or current, incompatibility with traditional day school that may be indicated through truancy, minor discipline problems, and academic failure.

ECHO is a Trauma Sensitive School with trained staff and a focus on the whole child:

- A trauma-informed school promotes a safe and welcoming climate;
- Seeks to create a structured and predictable learning environment that minimizes unnecessary trauma and loss reminders;
- Focuses on building positive and attuned relationships between teachers and students, and among school staff
- Has anti-bullying and suicide prevention programs; and
- Uses a balanced restorative justice (a.k.a. restorative practices) approach to conflict and conflict mediation with appropriate disciplinary action.

Home Schools are responsible for recommending students who exhibit characteristics that lead the Home School personnel to believe the student may be successful at E.C.H.O. Factors that should be considered are ability level, student support, parent support, discipline history, and willingness to participate in credit recovery. It is the goal of the E.C.H.O. staff to do what is best for the individual student in cooperation with the student’s Home School. The Principal will work with the Home Schools when a student’s success at E.C.H.O. may be questionable.

Process for Enrollment

To enroll in the Project ECHO Alternative School a student must first be enrolled in a public school district within Franklin, Johnson, Massac, or Williamson Counties. The home school will complete a referral form and be in contact with ECHO administration regarding the reason for transfer and goals for the student. Once ECHO receives the referral, we will be in contact to set up a registration appointment. Students accompanied by their parent/guardian and a member of the home school team will be required to attend an enrollment conference with ECHO administration. All students enrolled in ECHO will have an Individualized Optional Education Plan (IOEP) that will identify student goals and guide their education plans.

For the FY21 school year we will be utilizing an online registration process through our student information system, Teacher Ease, but the completion of registration will take place at the school during the enrollment conference.

Daily Schedule

Project ECHO educational school day will run from 8 a.m. to 2 p.m. each day.

- Breakfast will be served from 7:45 a.m. – 8:00 a.m.
- Morning Class
 - High School- 8 a.m. – 11:15 a.m.
 - Junior High- 8 a.m. – 10:30 a.m.
 - Morning Break from 9:20 a.m. - 9:30 a.m. or 9:40 a.m. - 9:50 a.m.
- Lunch
 - Junior High School Lunch- 10:30 a.m. – 11 a.m.
 - High School Lunch- 11:15 a.m. – 11:45 a.m.
- Afternoon Class
 - High School 11:45 a.m. – 2 p.m.
 - Junior High 11 a.m. – 2 p.m.
 - Afternoon Break from 12:20 p.m. – 12:30 p.m. or 12:40 p.m. - 12:50 p.m.
- Dismissal
 - Bus Riders- 2 p.m.
 - Car Riders/Drivers- 2:10 p.m.

Lunch and Breakfast

Lunch and breakfast will be served as a grab and go meal. Breakfast will be served to the students when they arrive each day and eat in their morning classroom. Lunch will be served on a staggered schedule and students will eat lunch in the cafeteria and designated outdoor locations, with Social Distancing protocols in place, in groups under 50 per the Center for Disease Control (CDC) recommended guidelines.

Daily Self-Certification

Per the most recent Center for Disease Control (CDC) Guidelines parents will be responsible for certifying their student's good health by completing a ***DAILY Self-Certification Checklist***. By sending your student to school you are certifying that you have completed The Self-Certification Checklist and verifying that your student is healthy. The Self Certification Checklist will be provided to each family during registration and will also be available on the Regional Office of Education #21 website and Project ECHO Facebook page.

S.T.A.R. Quest Academy Regional Safe School (RSSP)

Success Through Acting Responsibly

S.T.A.R. Quest Academy Regional Safe School (RSSP) serves expulsion-eligible and suspension-eligible students in grades 6-12. The statewide program began serving Illinois students in FY97 as established by 105 ILCS 5/13A of the Illinois School Code providing a system of alternative education programs for disruptive students. Because of the actions of a small number of disruptive students, local school districts face increasing problems in maintaining a safe environment for all students. Expelling or suspending disruptive

students puts them on the street, which may increase safety and advance the learning environment inside the school premises but does not serve the educational needs of the expelled or suspended students or the community's need for public safety.

The purpose of RSSP is twofold:

1. to increase safety and promote the learning environment in schools and
2. to meet the particular educational needs of disruptive students more appropriately and individually in an alternative educational environment.

The program is designed to meet the educational and personal growth needs of students who have been disruptive to the learning environment or have the potential to be harmful and may pose as a threat to themselves or their peers within the school setting. The program is available to any student residing in Franklin, Johnson, Massac, and Williamson Counties. To participate in the S.T.A.R.Quest program, a student must be officially enrolled in his/her Home School District and be referred by the administration of their Home School.

Students who will benefit from the educational structure and environment of the S.T.A.R.Quest program may exhibit some but not all of the following characteristics:

- The student has been suspended at least twice for a period of 3-10 days for gross misconduct.
- The student has been arrested by police and/or remanded to juvenile or criminal courts for acts related to school activities.
- The student has been involved in repetitive incidents of misconduct considered to be of a serious nature.
- The student has been expelled from their Home School District for the violation of a school policy.

Behavior modification training and other counseling, life skills training, community service, and work-based learning experiences are aspects of RSSP. Computerized learning systems may supplement the primary academic instruction or may be used as the primary method of instruction.

STARQuest Academy is a Trauma Sensitive School with trained staff and a focus on the whole child:

- A trauma-informed school promotes a safe and welcoming climate;
- Seeks to create a structured and predictable learning environment that minimizes unnecessary trauma and loss reminders;
- Focuses on building positive and attuned relationships between teachers and students, and among school staff
- Has anti-bullying and suicide prevention programs; and
- Uses a balanced restorative justice (a.k.a. restorative practices) approach to conflict and conflict mediation with appropriate disciplinary action.

Home Schools are responsible for recommending students who exhibit characteristics that lead them to believe the student may benefit by enrolling in the S.T.A.R.Quest program. It is the goal of S.T.A.R.Quest to do what is best for the individual student in cooperation with the student's Home School. The Principal will work with the Home Schools when a student's success in the S.T.A.R.Quest Program may be questionable.

The RSSP has a set of guidelines, based upon best practices for alternative programs. Each student will have an Individual Optional Education Plan (IOEP) to guide their educational and behavior goals that include positive outcomes including reduction in disruptive behavior, regular attendance, coursework completion and credit received advancement in grade level, return to home school, grammar or high school graduation.

S.T.A.R. Quest Academy North Campus – (Johnston City Location)

Success Through Acting Responsibly

Process for Enrollment

To enroll in STARQuest Regional Safe School a student must first be enrolled in a public school district within Franklin, Johnson, Massac, or Williamson Counties. The home school will complete a referral form and be in contact with STARQuest administration regarding the reason for transfer and goals for the student. Once STARQuest receives the referral, we will be in contact to set up a

registration appointment. Students accompanied by their parent/guardian and a member of the home school team will be required to attend an enrollment conference with STARQuest administration. All students enrolled in STARQuest will have an Individualized Optional Education Plan (IOEP) that will identify student goals and guide their education plans.

For the FY21 school year we will be utilizing an online registration process through our student information system, Teacher Ease, but the completion of registration will take place at the school during the enrollment conference.

Daily Schedule

S.T.A.R. Quest Academy educational school day will run from 8 a.m. to 2 p.m. each day.

- Breakfast will be served from 7:45 a.m. to 8:00 a.m.
- Morning Class
 - 8:00 a.m. – 10:30 a.m.
 - Morning Break 9:30 a.m. – 9:40 a.m.
- Lunch
 - 10:30 a.m. – 11:00 a.m.
- Afternoon Class
 - 11:30 a.m. – 2:00 p.m.
- Dismissal
 - Bus Riders- 2:00 p.m.
 - Car Riders- 2:05 p.m.

Lunch and Breakfast

Lunch and breakfast will be served as a grab and go meal. Breakfast will be served to the students when they arrive each day and eat in their morning classroom. Lunch will be served on a staggered schedule and students will eat lunch in the cafeteria and designated outdoor locations, with Social Distancing protocols in place, in groups under 50 per the Center for Disease Control (CDC) recommended guidelines.

Daily Self-Certification

Per the most recent Center for Disease Control (CDC) Guidelines parents will be responsible for certifying their student's good health by completing a ***DAILY Self-Certification Checklist***. By sending your student to school you are certifying that you have completed The Self-Certification Checklist and verifying that your student is healthy. The Self Certification Checklist will be provided to each family during registration and will also be available on the Regional Office of Education #21 website and Project ECHO Facebook page.

S.T.A.R. Quest Academy-South Campus (Metropolis Location)

Success Through Acting Responsibly

Process for Enrollment

To enroll in STARQuest Regional Safe School a student must first be enrolled in a public school district within Franklin, Johnson, Massac, or Williamson Counties. The home school will complete a referral form and be in contact with STARQuest administration regarding the reason for transfer and goals for the student. Once STARQuest receives the referral, we will be in contact to set up a registration appointment. Students accompanied by their parent/guardian and a member of the home school team will be required to attend an enrollment conference with STARQuest administration. All students enrolled in STARQuest will have an Individualized Optional Education Plan (IOEP) that will identify student goals and guide their education plans.

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- Lunch
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- Afternoon Class
 - 11 a.m. – 2 p.m.
- Dismissal
 - Bus Riders- 2:00 p.m.
 - Car Riders/Drivers- 2:00 p.m.

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Instruction

STARQuest South utilizes Edgenuity, an online curriculum for instruction along with Life Skills curriculum designed for both campuses.