

**ECHO**  
ALTERNATIVE SCHOOL

S.T.  .R.  
QUEST ACADEMY  
REGIONAL SAFE SCHOOL PROGRAM

**2023-2024**  
**STUDENT HANDBOOK**

**ROE21**

Program for At-Risk Students through  
the Regional Office of Education #21

Lorie LeQuatte, Regional Superintendent

Mandy Horn, Asst. Regional Superintendent

Cortney Hale, Principal

Jason Spannagel, Dean of Students

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This Student-Parent Handbook is presented by the staff of ECHO Alternative school and STARQuest Academy Regional Safe Schools 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 provisions 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.

Sincerely,  
Lorie LeQuatte, Regional Superintendent of Schools

## LEARNING SITES & CONTACT INFORMATION

### **ECHO Alternative School**

17428 Rt. 37, PO Box 238  
Johnston City, IL 62951  
(618) 983-6628  
Hours 8:00am – 3:00pm  
Cortney Hale, Principal  
chale@roe21.org

### **STARQuest Academy RSSP North**

17428 Rt. 37, PO Box 303  
Johnston City, IL 62951  
(618) 983-5625  
Hours 8:00am – 3:00pm  
Cortney Hale, Director  
chale@roe21.org

### **ECHO Juvenile Detention Center Program**

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

### **STARQuest Academy RSSP South**

109 East 5th Street  
Metropolis, IL 62960  
(618) 534-3736  
Hours 8:00am – 3:00pm  
Jeremy Holley, Assistant Director  
jholley@roe21.org

## ADMINISTRATION, FACULTY, AND STAFF MEMBERS

### Administrative Offices

Lorie LeQuatte  
Mandy Horn  
Cortney Hale  
Jason Spannagel  
Deanna Morris

Regional Superintendent  
Assistant Regional Superintendent  
Principal  
Dean of Students  
Director of Student Services

### Faculty and Staff

Atkins, Tammy  
Dubach, Sarah  
Evans, Brice  
Geiger, Jon  
Grant, Gina  
Hamilton, Deanna  
Hammonds, Jeff  
Holley, Jeremy  
Keena, Lucie  
Lynn, Daniel  
Overturf, Ashley  
Short, Makayla  
Spiller, Caitlin  
Stephens, Molly  
Toms, Jim  
Whitledge, Debra

ECHO Juvenile Detention Center Instructor  
ECHO High School Instructor  
ECHO High School Instructor  
ECHO Driver's Education Instructor  
ECHO High School Instructor  
STARQuest North Instructor  
ECHO Juvenile Detention Center Instructor  
STARQuest South Assistant Director/Instructor  
ECHO Teacher's Aide  
ECHO ACR Supervisor/Support Staff  
ECHO Juvenile Detention Center Support Staff  
ECHO Junior High Instructor  
STARQuest North Instructor  
STARQuest Academy Teacher's Aide  
ECHO High School Instructor  
ECHO High School Instructor

Cornell, Dr. Sibyl  
Stanley, Michaela

School Psychologist/Stress and Trauma Center  
Social Worker

Hilliard, Julie  
Melvin, Donica

Administrative Assistant/Paraprofessional  
Administrative Assistant

Eldridge, Don  
Stephens, Molly

Janitorial/Maintenance  
STARQuest South Support Staff/Maintenance

Bink, Jeff  
Cox, John  
Saeger, Luke  
Stanton, Lisa

Truancy Interventionist  
Truancy Interventionist  
Truancy Interventionist  
Family and Community Engagement Specialist

## VISION & MISSION STATEMENT

**Vision:** *To ensure every student has a promising and successful future.*

**Mission:** *The mission of Alternative Education is to provide a unique education environment. The delivery of services meets the individual learning needs of a diverse population in a nontraditional setting. Alternative Education provides a choice for students and parents, capitalizes on the high quality of available expertise, and fosters caring, respectful relationships where students are valued. With the support of families and the community, we create enriching and diverse pathways that lead our students to success*

Objectives:

- High Expectations for Student Learning
- Student Social and Emotional Well-Being
- Dedicated and High-Quality Team
- Positive Climate and Safe Environment
- Efficient Operations
- Engaged and Invested Communities

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 & GENERAL PRACTICES

### **ECHO Alternative School**

The ECHO 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 school program, for a variety of reasons, with an option to continue their education. ECHO 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 officially be enrolled in his/her Home School District then be referred by the administration of their Home School. Students who will benefit from the educational structure and environment of ECHO may exhibit some but not all 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.
- Over age 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 school that may be indicated through truancy, minor discipline problems, and academic failure.
- ECHO is a Trauma Informed 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 ECHO. 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 ECHO 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 ECHO may be questionable. Each student will have a Student Success Plan to guide their educational and behavioral goals that include positive outcomes including: reduction in disruptive behavior, regular attendance, coursework completion and credit received for advancement in grade level, return to home school, or high school graduation.

### **STARQuest Academy Regional Safe School Program (RSSP)**

#### ***Success Through Acting Responsibly***

STARQuest Academy Regional Safe School (RSSP) serves expulsion-eligible and suspension- eligible students in grades 6-12. The statewide program began serving Illinois students in 1997 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 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 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 STARQuest 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 STARQuest 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, and life skills training 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 Informed 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 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 STARQuest program. It is the goal of STARQuest 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 STARQuest Program may be questionable. The RSSP has a set of guidelines, based upon best practices for alternative programs. Each student will have a Student Success Plan 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, or return to home school.

## SCHOOL ADMISSIONS & STUDENT TRANSFERS

### Admission Procedure

All students must register for school each year at their home school district. Parents/guardians of students enrolling in 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 form by the student's home school district along with transcripts and other information pertinent to behavior and attendance.
- Registration meeting is required before admission into the program. Attendees must include the student, a parent/guardian, representative from the home school, ECHO / SQ administration, and school social worker.
- A Student Success Plan will be developed with the student and staff and shared with parent/guardian.

A student may transfer into or out of ECHO according to State law and procedures developed by ROE #21. A student seeking to transfer into ECHO or STARQuest Academy 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 ECHO or STARQuest Academy unless an exception is provided by law. Students enrolling at ECHO for disciplinary reasons will be reviewed upon a case-by-case basis. Students must follow the guidelines set forth by ECHO/STARQuest administration for enrollment.

## STUDENT ACKNOWLEDGEMENT & PLEDGE

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and 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 the reason for my dismissal from the program.

## PARENT/GUARDIAN ACKNOWLEDGEMENT & 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.

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)

## 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, 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.

## 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.

## FAITH'S LAW NOTIFICATIONS

The Regional Office of Education #21 will follow the required procedures when hiring staff.

Faith's Law Resource Guide is available online at:

[https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf?\\_cldee=zUe3W9p0ZH94q\\_J\\_6dZB64h4xB7Q-q-mNaeMCpngZ1QwV70Y7FimV7cH3qLagz9s&recipientid=contact-e2a7ff03558eeb11a81200224809a3d4-34421787c2744d7eba67ba0c006e2670&esid=e018b217-920b-ee11-8f6e-000d3a3148fb](https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf?_cldee=zUe3W9p0ZH94q_J_6dZB64h4xB7Q-q-mNaeMCpngZ1QwV70Y7FimV7cH3qLagz9s&recipientid=contact-e2a7ff03558eeb11a81200224809a3d4-34421787c2744d7eba67ba0c006e2670&esid=e018b217-920b-ee11-8f6e-000d3a3148fb)

## EMPLOYEE CONDUCT STANDARD

All ROE 21 employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, [Code of Ethics for Illinois Educators](#), adopted by the Illinois State Board of Education, is incorporated into this Code of Conduct. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in *grooming* as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Standards related to school employee-student conduct shall, at a minimum:

1. Comply with the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education;
2. Prohibited grooming behaviors and sexual misconduct include, but are not limited to (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student.

Examples include, but are not limited to:

1. A sexual or romantic invitation
  2. Dating or soliciting a date
  3. Engaging in sexualized or romantic dialog
  4. Making sexually suggestive comments that are directed toward or with a student
  5. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
  6. A sexual, indecent, romantic, or erotic contact with the student.
3. Employees are expected to maintain professional relationships with students.

4. Employees are strictly prohibited from using any form of communication with students (e-mails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and inappropriate between an employee and student. This ROE 21 has a “zero tolerance” for any conduct that crosses over that professional line.
5. Employees are not permitted to transport students in the employee’s privately owned vehicle.
6. Employees are not permitted to take or possess a photo or video of a student on their private devices. Student pictures for school sponsored activities used in furtherance of the school’s educational mission are permitted.
7. Employees are not permitted to meet with a student or contact a student outside the employee’s professional role. Employees are expected to avoid crossing a line that results in an actual or perceived inappropriate relationship.
8. ROE 21 employees are mandated reporters and required to comply with all reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
9. Employees, students, parents, and any third party can report prohibited behaviors and/or boundary violations pursuant to *Uniform Grievance Procedure; Title IX Sexual Harassment Grievance Procedure; Abused and Neglected Child Reporting*, to a ROE 21 Complaint Manager, Nondiscrimination Coordinator, Title IX Coordinator, or any other District administrator or staff member the person feels comfortable reporting to; and
10. Employees are required to complete training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law, *Title IX Sexual Harassment Grievance Procedure; Awareness and Prevention of Child Sexual Abuse, and Grooming Behaviors; Abused and Neglected Child Reporting; and Staff Development Program*.

Code of Ethics for Illinois Educators Link to law:

[https://www.isbe.net/Documents/educator\\_COE\\_0311.pdf](https://www.isbe.net/Documents/educator_COE_0311.pdf)

<https://www.ilga.gov/commission/jcar/admincode/023/023000220000200R.html>

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

## ATTENDANCE, PROMOTION, AND GRADUATION

### Absenteeism and Truancy Policy

#### Attendance

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 attendance. The official school day for all students is from 8:00 am – 2:00 pm Monday through Friday. A school calendar will be provided at the time of registration.

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 ECHO/STARQuest shall be to promote regular attendance by all students who are enrolled. The State of Illinois considers a student attending school less than 95% of the time to be truant, A successful ECHO / STARQuest student will attend classes regularly and on time. Attendance interventions will be put in place to assist students in maintaining a healthy discipline of attending school. Students with excessive absences will be referred to the Partners Against Chronic Truancy Program. If truancy continues the student may be returned to their home school district.

There are two types of absences: excused and unexcused. Excused absences include: illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, 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 , 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 ROE #21, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

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

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

\*Pursuant to Public Act 102-981 (effective 1-1-23), school boards must allow "public middle school and high school" students one day-long excused absence per school year for the purpose of attending a civic event.

ECHO and STARQuest Academy require documentation explaining the reason for the student's absence. Excessive absences will require a meeting with administration and may result in the student being removed from the program.

### **Attendance Letters**

Parents will be notified in writing when their child has been absent for three (3) days, five (days), and then again if they reach nine (9) days regardless of whether the absences are classified excused or unexcused. This is an effort to raise awareness of the number of absences for the year.

## **STUDENT ABSENCES**

**Parents may excuse the first 5 absences. Any absences beyond the first 5 must have documentation or it will be unexcused.**

### 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 618-983-6628 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 no one is available to answer the call and/or does not return the call, an automated call will then be sent to prompt the parent/guardian to make contact with school officials. 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. within 5 days of the absence. All ECHO and STARQuest students must use the provided Medical Excuse Form which will be provided at the time of registration and can be found on the school's website.
- 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.

### Release of Students during School Hours

The official school day for all students is established in the handbook. Students may not leave school for any reason, except family emergencies. A request to be dismissed early must be confirmed through a parent/guardian phone call indicating the time and reason.

For the protection of the student, parents/guardians who need 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 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 report 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.***

***Leaving school grounds without administrative approval will be considered a suspendable offense and the police will be called.***

Cross-references: 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.

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 Partners Against Chronic Truancy Program
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline and/or return to Home School District

### **Tardiness**

Students arriving late disrupt the entire classroom. Excessive tardiness will require a meeting with administration and may result in the student being removed 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

## 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.

### **Reporting of Grades and Promotion**

Grades are recorded as the students complete assigned courses. Report cards are issued to students at the conclusion of each semester. Report cards will be mailed home to parents/guardians with a copy of the report sent to the student's home school.

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.

ECHO is approved by the Illinois State Board of Education to issue a high school diploma. To earn a diploma from ECHO students must complete 24 credits. Classification of grade level for students in grade 9-12 is as follows:

- 6 credits completed = Sophomore
- 12 credits completed = Junior
- 18 credits completed = Senior

**ECHO hosts a graduation ceremony annually in May. We provide cap/gown and a high school diploma certificate.**

### Progress Reports

Progress reports may be 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](http://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	(90-100)
B	3.00	(80-89)
C	2.00	(70-79)
D	1.00	(60-69)
F	0.00	(0-59)

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

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. The student and a parent will schedule a conference with the principal and the student services director 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, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (f).
- One semester of health education.
- Physical education classes.
- 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.
- For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.
- Completion of the FAFSA.

\*Pursuant to Public Act 102-1077 (effective 1-1-23), school districts must begin the process of allowing students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school, but only for high school credit. Pursuant to Public Act 101-654 and Public Act 102-209 (effective in the fall of 2023), students who meet or exceed State standards on State assessment tests in English language arts, math, and science must be automatically enrolled in the

following school year in the next most rigorous level of advanced course offered by the high school. Other changes are made to comply with PRESS.

### **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, Graduation Requirements

**\*\*To secure a diploma from ECHO the graduation credit requirement will be a minimum of 24 credits. All classes are 1/2 credit unless otherwise noted.**

### **ECHO graduation requirements:**

- 4 credits of English
- 3 credits of Math (including Algebra I and 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 credit of PE
- ½ credit of Health Education
- ½ credit of Driver's Education (if available and approved for enrollment)
- 9 ½ credits of electives

### **Parental Involvement**

Everyone is responsible for the success of the students at the school. While the school provides the best education we can, it is critical to the success of the students that parents assist us in meeting the goals of the education set forth by the state, the federal government and ourselves. Communication between home and school helps bind the students, parents, teachers, and administration into a partnership working toward a common goal of helping the student succeed. Every parent is required to attend an annual orientation meeting prior to enrollment. Student Led Conferences will be offered once per semester to allow the people most directly involved with the student to become an active participant in the

educational process. The administration may require parent/guardian meetings throughout the school year to help foster students' success. Parents/guardians are strongly encouraged to contact the school to schedule a conference whenever there is a question or concern.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students and provides advice and information about how to get involved and participate in the educational process.

### **Complaints About Curriculum, Instructional Materials, and Programs**

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

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.<sup>1</sup>

Cross Reference: PRESS 6:260, Complaints About Curriculum, Instructional Materials, and Programs  
PRESS 6:260-AP-E, Exhibit – Curriculum Objection Form

## **STUDENT FEE 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.

## **Fees**

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

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.

### **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**

ECHO participates in the Community Eligibility Option (CEO) through the state of Illinois which provides free breakfast and lunch for all ECHO and STARQuest 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. Breakfast is served every school day from 7:35 am – 8:00 am. Lunch is served every school day from 10:30 am to 11:30 am (lunch times may vary).

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

## ECHO & STARQuest

### Local Wellness Policy SY 2021 - 2024

This document is intended to outline ECHO's and STARQuest Academy's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing distractions. The policy ensures that:

- students in the school have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus/day – in accordance with federal and state nutrition standards;
- students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- students have opportunities to be physically active before, during and after school;
- schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- school staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- the community is engaged in supporting the work of the LEA in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- the LEA establishes and maintains an infrastructure for management, oversight, implementation, evaluation, and communication about the policy and its established goals and objectives.

This Local Wellness Policy (LWP) outlines the LEA's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. This policy applies to all students, staff and schools in ECHO & STAR Quest Academy. Specific measurable goals and outcomes are identified within each section below.

## LOCAL WELLNESS COMMITTEE

### Committee Role and Membership

ECHO & STAR Quest Academy will establish a Local Wellness Committee that meets at least two times per year to develop goals for and oversee implementation of school health and safety policies/programs, including periodic reviews and updates of this LWP.

The Local Wellness Committee will represent all school levels (middle, junior, and high schools) and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (e.g., school nutrition director); physical education teachers; health education teachers; school health professionals (e.g., health education teachers, school health services staff (e.g., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services), and mental health and social services staff (e.g., school counselors, psychologists, social workers, or psychiatrists); school administrators (e.g., superintendent, principal, vice principal); health professionals (e.g., dietitians, doctors, nurses, dentists); and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators (SNAP-Ed).

### Leadership

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

Local Wellness Committee:

Name	Title / Relationship to the School or District	Email address	Role on Committee
Cortney Hale	Principal	chale@roe21.org	Assists in the evaluation of the wellness policy implementation; School Wellness Policy Coordinator
Deanna Morris	Director of Student Services/School Nutrition Program Director	dmorris@roe21.org	School Wellness Policy Coordinator
Jason Spannagel	Dean of Students	jspannagel@roe21.org	Assists in the evaluation of the wellness policy implementation
Julie Hilliard	Secretary/Breakfast & Lunch Aide	jhilliard@roe21.org	Secretary/Lunch Program
Molly Stephens	Support Staff	mstephens@roe21.org	Secretary/Lunch Program
Michaela Stanley	School Social Worker	mstanley@roe21.org	Wellness Team Leader
Jen Chambless	SIU Caravan Certified Physician's Assistant	jchambless@siumed.edu	Health & Nutrition Educator
Jennifer Hammonds	SIU Caravan; LCSW	jhammonds@siumed.edu	Health & Nutrition Educator

## WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT

### Implementation Plan

ECHO & STAR Quest Academy schools will develop and maintain an implementation plan for implementing this LWP. This plan will delineate the roles, responsibilities, actions and timelines specific to

the school; and include information about who will be responsible to making what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

ECHO & STAR Quest Academy will use a variety of tools (see list below) to complete school-level assessments of implementation of this plan; based on the results; ECHO & STAR Quest Academy will create an action plan, implement the plan, and generate an annual report. ECHO & STAR Quest Academy will retain records to document compliance with the requirements of this LWP at the ECHO's & STAR Quest Academy's main office and with the Office of the State Superintendent of Education.

Documentation maintained in these locations will include but is not be limited to:

- this written LWP;
- documentation demonstrating that the policy has been made available to the public;
- documentation of efforts to review and update the LWP; including an indication of who is involved in the update and methods the LEA uses to make stakeholders aware of their ability to participate on the Local Wellness Committee;
- documentation to demonstrate compliance with the annual public notification requirements;
- the most recent assessment on the implementation of the LWP; and
- assessment documents will be made available to the public.

ECHO & STAR Quest Academy will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The school will make this information available via the school website <http://roe21.org> and through school-wide communications. This will include a summary of the school's events or activities related to wellness policy implementation. Annually, the schools also will publicize the name and contact information of the school officials leading and coordinating the Local Wellness Committee, as well as information on how the public can get involved with the Committee.

### **Triennial Progress Assessments**

At least once every three years, ECHO & STAR Quest Academy will conduct a Triennial Progress Assessment and develop a report that reviews each schools' compliance with this LWP. This assessment and report will include a full description of the progress made in attaining the goals of ECHO & STAR Quest Academy's LWP.

The persons responsible for managing the triennial assessment and report are: Cortney Hale, Principal/School Wellness Policy Coordinator ([chale@roe21.org](mailto:chale@roe21.org)) and Deanna Morris, Director of Student Services/School Wellness Policy Coordinator ([dmorris@roe21.org](mailto:dmorris@roe21.org)).

The above referenced individual will monitor ECHO & STAR Quest Academy schools' compliance with this LWP and develop the triennial progress reports by utilizing, among other tools, the annual LEA self-evaluations described in the above section. ECHO & STAR Quest Academy schools will actively notify households/families of the availability of the triennial progress report.

### **Establishing a Plan to Measure the Impact and Implementation of the Local Wellness Policy**

ECHO & STAR Quest Academy will evaluate compliance and effectiveness of this LWP using existing data collection tools, such as, but not limited to:

- IL Healthy Schools Act School Health Profiles;
- Centers for Disease Control and Prevention School Health Profiles;
- USDA triennial administrative review.

**Revisions and Updating the Local Wellness Policy**

This LWP will be assessed and updated at least every three years, following the triennial assessment discussed above. The Local Wellness Committee will update or modify this LWP based on the results of ECHO & STAR Quest Academy's annual self-assessment, the USDA triennial administrative review, and on other variables, including if/when ECHO & STAR Quest Academy's health priorities change; the community's health needs change; the wellness goals are met; new health science arises, new technology emerges; and new federal or state guidance/standards are issued.

**Community Involvement, Outreach and Communications**

ECHO & STAR Quest Academy are committed to being responsive to community input, which begins with awareness of the LWP. Schools will actively communicate ways in which representatives of the Local Wellness Committee and others can participate in the development, implementation and periodic review and update of the LWP through a variety of means appropriate for ECHO & STAR Quest Academy. Schools also will inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. Schools will actively notify the public about the content of or any updates to this LWP annually, at a minimum. ECHO & STAR Quest Academy will also use these mechanisms to inform the community about the availability of the annual and triennial reports. Additionally, ECHO & STAR Quest Academy will disseminate this LWP to parents through posting it in the school office, on the school website, and through any parent-teacher organizations.

**Nutrition**

ECHO & STAR Quest Academy are committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, lean protein and fat-free or low-fat dairy, that are moderate in sodium, low in saturated fat, have zero grams trans-fat per serving (nutrition label or manufacturer's specification), and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of students, help mitigate childhood obesity, model healthy eating habits to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

ECHO & STAR Quest Academy is committed to offering school meals through the National School Lunch Program (NSLP) and the School Breakfast Program (SBP)

- are accessible to all students;
- are appealing and attractive to students;
- are served in clean and pleasant settings;
- meet or exceed current nutrition requirements established by local and federal statutes and regulations;
- ensure all qualified students will become eligible for free lunch;
- schools will provide at least 30 minutes for students to eat lunch and sufficient time during the lunch period for every student to pass through the service line;
- schools will operate a Universal "Free for All" School Breakfast Program in the cafeteria; and
- promote healthy food and beverage choices by using Smarter Lunchroom techniques, such as the following:
  - whole fruit options offered in attractive, accessible settings;
  - sliced or cut fruit offered, especially for age-appropriate students;
  - placing white milk at the front of the coolers

**Staff Qualifications and Professional Development**

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA Professional Standards for Child Nutrition Professionals](#).

## Water

To promote hydration, free, portable drinking water will be available to all students throughout the school day and throughout every school campus. ECHO & STAR Quest Academy will make drinking water available where school meals are served during mealtimes.

## Competitive Foods and Beverages

ECHO & STAR Quest Academy is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards and the DC Healthy Schools Act 2010.

To qualify for a Smart Snack, a snack or entree must:

- be a grain product that contains 50% or more whole grains by weight (have a whole grain as the first ingredient), or
- have the first ingredient a fruit, vegetable, dairy product or protein food, or
- be a combination food that contains at least ¼ cup of fruit and/or vegetable and
- meet the following minimum standards for calories, sodium, sugar and fats:

Nutrient	Snack	Entree
Calories	200 calories or less	350 calories or less
Sodium	200 mg or less	480 mg or less
Total Fat	35% or calories or less	35% of calories or less
Saturated Fat	Less than 10% of calories	Less than 10% of calories
Trans Fat	0g	0g
Sugar	35% by weight or less	35% by weight or less

## Rewards

ECHO & STAR Quest Academy schools will not use foods or beverages as rewards, incentives, or prizes for academic performance or good behavior that do not meet the nutritional requirements above.

## Third-Party Vendors

ECHO & STAR Quest Academy schools will not permit third-party vendors to sell foods or beverages of any kind to students on school property from midnight on the day school begins to 90 minutes after the school day ends, in accordance with Healthy Schools Act and USDA Smart Snacks Standards.

### **Food and Beverage Marketing in Schools**

ECHO & STAR Quest Academy is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. ECHO & STAR Quest Academy strives to teach students how to make informed choices about nutrition, health and physical activity. It is ECHO & STAR Quest Academy's intent to protect and promote students' health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with this LWP.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container;
- Displays, such as on vending machine exteriors;
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As ECHO & STAR Quest Academy's school nutrition services reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by this LWP.

### **Nutrition Promotion**

ECHO & STAR Quest Academy schools will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- implementing 10 or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- ensuring 100 percent of foods and beverages promoted to students meet the USDA Smart Snacks nutrition standards.

### **Ensuring Quality Nutrition Education, Health Education and Physical Education**

ECHO & STAR Quest Academy aims to provide age-appropriate and culturally sensitive instruction in nutrition, health and physical education that help students develop the knowledge, attitudes, and skills to enjoy healthy eating habits and a physically active lifestyle.

### **Nutrition Education**

ECHO & STAR Quest Academy will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;

- includes enjoyable, developmentally appropriate, culturally relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- includes nutrition education training for teachers and other staff

### **Essential Healthy Eating Topics in Health Education**

ECHO & STAR Quest Academy will include in the health education curriculum the following essential topics on healthy eating:

- Meeting the students' nutritional needs
- Choosing a healthful diet
- Maintaining a healthy weight

### **Health Education**

ECHO & STAR Quest Academy is dedicated to providing formal, structured health education, consisting of planned learning experiences that provide the opportunity to acquire information and the skills students need to make quality health decisions. As such, ECHO & STAR Quest Academy will provide students a comprehensive school health education that address a variety of topics such as alcohol and other drug use and abuse, healthy eating/nutrition, mental and emotional health, personal health and wellness, physical activity, safety and injury prevention, sexual health, tobacco use, and violence prevention. Health education curricula and instruction should address the Illinois Learning Standards. ECHO & STAR Quest Academy will provide health education that:

- is offered at least 75 minutes per week at each grade level, 6-12, as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is incorporated into classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- incorporates an age-appropriate sequential health education curriculum that is consistent with district and national standards for health education;
- incorporates active learning strategies and activities that students find enjoyable and personally relevant;
- incorporates opportunities for students to practice or rehearse the skills needed to maintain and improve their health;
- incorporates a variety of culturally-appropriate activities and examples that reflect the community's cultural diversity;
- incorporates assignments or projects that encourage students to have interactions with family members and community organizations;
- requires the health instructors to participate at least once a year in professional development in health education; and
- requires professional development for all teachers in classroom management techniques in the past two years.

Additionally, in an effort to ensure reinforcement of health messages that are relevant for students and meet community needs, ECHO & STAR Quest Academy will base its health education program, at least in part, on the results of the Health and Physical Education Assessment and in collaboration with the community. ECHO & STAR Quest Academy will also seek to imbed health

education as part of student visits with the school nurse, through posters or public service announcements, and through conversations with family and peers.

### **Improving Environmental Sustainability**

ECHO & STAR Quest Academy will seek to improve its environmental sustainability and engage in sustainable agriculture practices through:

- contracting with food service vendors that utilize locally grown, locally processed and unprocessed foods from growers engaged in sustainable agriculture practices;
- school wide recycling programs

### **Physical Education and Physical Activity**

ECHO & STAR Quest Academy acknowledges the positive benefits of physical activity for student health and academic achievement. It is the goal of ECHO & STAR Quest Academy that students engage in the recommended 60 minutes per day of physical activity. Additionally, recognizing that physical education is a crucial and integral part of a child's education, we will provide opportunities to ensure that students engage in healthful levels of vigorous physical activity to promote and develop the students' physical, mental, emotional, and social well-being.

The components of ECHO & STAR Quest Academy's physical education program may include a variety of kinesthetic activities.

Students shall be given opportunities for physical activity through a range of programs. ECHO & STAR Quest Academy will ensure that:

- students in grades 6-8 receive at least 225 minutes per week of physical education;
- physical education teachers shall develop and implement a curriculum that connects and demonstrates the interrelationship between physical activity, good nutrition, and health;
- 50 percent of physical education class time is devoted to actual physical activity;
- physical education staff shall appropriately limit the amount or type of physical exercise required of students during air pollution episodes, excessively hot weather, or other inclement conditions; and
- physical activity is neither required nor withheld as punishment.

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
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## **FOOD RECOVERY AND UNUSED FOOD SHARING PLAN**

### **Standard Operating Procedures**

#### **Share Table SOPs:**

- All share tables are supervised by a member of the food service staff under the direction of Julie Hilliard (Secretary/Breakfast & Lunch Aide) to ensure that no food or beverage has been contaminated (e.g. opened, partially consumed, etc.) and the original packaging is maintained in sound condition.

- The share tables are placed at the end of a serving line or POS, rather than further out in the cafeteria or eating area. This aids in the supervision of the share table by food service staff, ensuring that food contamination is reduced or eliminated.
- Only foods that are whole, uneaten, unpeeled, or unopened are allowed on the share tables.
- Once students receive a complete meal and decide to not eat one of the aforementioned items, they may place it on one of the share tables.
- Any student can take any food item from the share table, and s/he may come back to the share table as frequently as desired.
- Signage is displayed to ensure students understand which food items can be placed on the share table, and that these are optional items that can be taken in addition to the regular meal.
- Food-safe receptacles are placed on the share table during meal service for students to place their uneaten food items into. The share table and receptacles are clearly marked to designate them as being for food recovery items only.
- All food items are kept at the proper temperature. Time and temperature is monitored and recorded per the Food Recovery HACCP plan.
- At the end of every meal service, items on the share table(s) will be transferred to the designated holding area until they are expired and/or disposed of.

## LUNCH AND CAFETERIA RULES

### Lunchroom Rules

Students may not leave campus during lunch. During lunch and/or breakfast, students must proceed directly to the cafeteria or designated dining area, and, after getting their meal, shall immediately sit in a chair at a table. Students shall remain seated until the staff dismisses them, 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 meal times:

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- 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 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 according to the school's disciplinary procedures.

## 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 buses to record student conduct and may be 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 a 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 buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact Cortney Hale @ 618-983-6628.

**Cross-references:**

PRESS 4:110, Transportation

PRESS 7:220, Bus Conduct

PRESS 4:170-AP3, School Bus Safety Rules

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

Alternative and safe school students living in Franklin, Johnson, or Massac 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 ECHO/STARQuest. The following misconduct notices will be reported to the building administration and disciplinary action may range from verbal warning to suspension of bus privileges.

## STUDENT VEHICLES AND PARKING

**A Student Driver Registration form must be completed along with a copy of driver's license and proof of insurance.**

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 will not be permitted to go to their vehicles after they arrive at school. The parking lot and all vehicles will be off limits to any student during school hours.

Students may park their vehicles in the lot designated between the hours of 7:30 am and 2:30 pm. 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 and loss of driving privileges.

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.

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, LEAVE IT. Violation of school driving regulations will result in disciplinary action being taken. Violation of driving suspension will result in additional sanctions and the possibility of having one's car towed at owner'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, current insurance, and driver's license.

## **CLOSED CAMPUS POLICY**

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 ECHO/STARQuest. 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**

The Homeschool is the custodian of the required examinations and will confirm through the referral process.

### 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).

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" provided in this handbook.

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 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. Any student violating the terms of this policy, taking or distributing any type of drug or medication, prescribed or over the counter or a look-alike drug, may be immediately dismissed from the program.

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.

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.

Any medications brought to school must be stored in the office with a signed form. Any student violating the terms of this policy, taking or distributing any type of drug or medication, prescription, over the counter or a look alike drug; may be immediately dismissed from the program.

### **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 ROE #21 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

## STUDENTS WITH FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (000) 000-0000. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

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

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

## PREVENTION OF ANAPHYLAXIS

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

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

## CARE OF STUDENTS WITH DIABETES

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

- A. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.

- B. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- C. Sign the Diabetes Care Plan.
- D. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

Cross Reference: PRESS 6:120-AP4 – Care of Students with Diabete PRESS 7:270-AP1 – Dispensing Medication

## SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

[Safe2Help Illinois](#)

Cross-Reference: PRESS 7:290, *Suicide and Depression Awareness and Prevention*

## SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

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 students will not 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 as well as the use of School Messenger.

### **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.
- If a student shows symptoms of illness, such as a temperature, nausea, diarrhea, sore throat or rashes, the students should not come to school until the seriousness of the conditions has been determined or the symptoms have disappeared. This will help reduce the spread of infections at school.

If a student shows such symptoms while at school, the student will be sent home. Parents will be notified to make arrangements to have the student picked up at school. If the parents/guardian cannot be reached, the person designated on the emergency card will be called. It is essential that parents list people on the emergency card who will be able to pick up the student if parents are unavailable.

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.

## STUDENT BEHAVIOR AND DISCIPLINE

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 Regional Superintendent have the right to add, change, or delete rules in their area of authority.

## 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 ECHO's policies or rules will be subject to disciplinary measures.

### General Building Conduct

Students shall NOT arrive at school before 7:30 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 placed in the office. Hooded sweatshirts are permitted to be worn, but the hood may not be worn over the head in the building.
- Backpacks and purses are to be left in the designated area in the office.
- Cell phones are to be checked in at the designated area in the office to be returned at the end of the day.
- 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 TEXTBOOKS and Laptops
- 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.

### Dress Code / Student Appearance

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

## Hygiene

Students must maintain good hygiene by wearing clean clothing and keeping their body and hair clean. Students who are not practicing appropriate hygiene 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 school has resources available. Please ask!

## 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 required to change clothing.

- 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. IE: NO PAJAMAS/CLOTHING THAT APPEAR TO BE PAJAMAS/HOUSE SHOES, ETC).
- 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 shall not be worn in the building during the school day. Hats or any type of headwear will not be allowed to be worn in the building.
- 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 – school administration will determine appropriateness if questionable.
- Appropriate footwear must be worn at all times...NO HOUSE SHOES
- If there is any doubt about dress and appearance, the school administration will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- NO BACKPACKS, PURSES, OR BAGS – if brought to school they will be housed in the office. These items are subject to search and shall not have any expectation of privacy.

**Students' refusal to comply with the dress code, including refusing to borrow ECHO/SQ clothing, may result in dismissal for the day and/or ACR. Any absences incurred for this reason will be counted as an unexcused absence.**

Cross Reference:  
PRESS 7:160, Student Appearance

## CLASSROOM PARTICIPATION AND BEHAVIOR

Effective use of class time is critical to student learning. Teachers prepare lessons for coursework, and it is the shared responsibility of each student to meet the day's objectives for the class. Students who cooperate with the teacher, help the class as well as themselves in the learning process. The primary goal of the school is academic achievement and improvement for all students.

Classroom distractions, disruptions and lack of participation will not be tolerated. Refusal to participate in classroom activities, complete academic assignments or involvement in activities which disrupt the academic environment for others will be dealt with harshly and may result in removal from the program.

### School Rules

Students remain legally registered in their Home School District and are therefore subject to the policies, rules and regulations as outlined in the student handbooks of their home district. Students are expected to assume the responsibility for their conduct in a manner consistent with respect for all other people and other people's property. Failure to do so will result in disciplinary action by the building administration, which could result in the student's removal from the class or the program. In situations that violate criminal laws, students may also have charges filed against them with appropriate law enforcement officials.

### Classroom Rules

- Follow directions. Students are required to follow directions instructed to them by the staff.
- Keep your hands to yourself. Students are required to keep hands, feet, and object to themselves at all times.
- Follow school and classroom routines.
- Use appropriate communication. Students are required to use appropriate tone, volume, topics, and language while on campus. Failure to meet this requirement may result in disciplinary action.

### VIDEO & AUDIO MONITORING SYSTEMS

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

Cross-Reference: PRESS 4:110, *Transportation*

### Discipline Code & Procedures

ECHO and STARQuest Academy expects all students to conduct themselves in a socially responsible manner. Disciplinary measures are used to maintain a safe and orderly school environment where all students have the opportunity to improve their academic skills. Students guilty of gross disobedience, misconduct or continued actions that disrupt the learning environment for other students may receive an external suspension up to ten days or removed from the program.

### Student Discipline

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, 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:
4. 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).
5. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
6. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
7. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
8. 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.
9. "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.
10. 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.
11. 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.
12. 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.
13. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
14. Using or possessing an electronic paging device.
15. 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..

16. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
17. 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.
18. 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.
19. 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.
20. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
21. Engaging in teen dating violence.
22. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
23. Entering school property or a school facility without proper authorization.
24. 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.
25. Being absent without a recognized excuse.
26. Being involved with any public school fraternity, sorority, or secret society.
27. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
28. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
29. 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.
30. 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.

31. 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.

#### **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES**

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

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

### **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.
- Alternative Classroom (ACR)
- 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.
- 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 alikes" of any firearm as defined above.
- The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Gang & Gang Activity Prohibited**

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

Cross-references: PRESS 7:190, Student Discipline, PRESS 7:190-AP2, Gang Activity Prohibited

## **ALTERNATIVE CLASSROOM (ACR) POLICY**

ACR is a restorative behavior intervention 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, return to home school, and, as a last resort, expulsion from school.

The program is designed to be both punitive and restorative in nature. The student will be assigned class work 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 participating in restorative practices with the goal to improve behavior.

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

- Students assigned to ACR will report at 8:00 a.m. and remain until 2 p.m. (unless otherwise determined by school administration).
- Students assigned to ACR will eat lunch in ACR.
- 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.
- School Social Worker may be used as support personnel and goal planning.
- The Administration 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 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 referred 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 ranging from 1 to 10 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.

## RE-ENGAGEMENT OF RETURNING STUDENTS

The building administration and school social worker shall meet with a student and parent/guardian returning to school from an out-of-school suspension. 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.

## 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. Expulsion hearings will be held by the Home School District and will follow their expulsion procedures which can be found in their student handbook.

## 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 certified 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 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 accordance with Public Act 88-376, effective January 1, 1994, ECHO / STARQuest 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 ECHO / STARQuest 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 ECHO/ STARQuest.

## 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:
  - honor the warrant,
  - 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.

## 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, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

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

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

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

Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or

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

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

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

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

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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, school social worker, 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:**

Cortney Hale, Principal  
 17428 Rt 37  
 Johnston City, IL 62951  
 (618) 983-6628  
[chale@roe21.org](mailto:chale@roe21.org)

**Complaint Managers:**

Jason Spannagel, Dean of Students  
[jspannagel@roe21.org](mailto:jspannagel@roe21.org)  
 Michaela Stanley, Social Worker  
[mstanely@roe21.org](mailto:mstanely@roe21.org)

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) within 24 hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
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 Principal and/or designee shall assist the Superintendent 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 and reports can be made on the [Safe2Help Illinois](#) website. Safe2Help Illinois. Or by completing a Bullying/Harassment Form located in the main office.

**Legal Reference:**

405 ILCS 49/, Children's Mental Health Act.  
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
23 Ill.Admin.Code §§1.240 and §1.280.

**Cross Reference.:** 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

## HARASSMENT & TEEN DATING VIOLENCE PROHIBITED

### Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### Sexual Harassment Prohibited

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

### Sexual Harassment Policy

#### *WHEN THE OFFENDER IS AN ADULT*

Definition: Sexual harassment is any sexual behavior or inappropriate sexual comments from an adult towards a student. If you believe that you have been the victim of sexual harassment by an adult or if you

have questions or concerns about this issue, seek the help of another adult whom you trust, such as a teacher, counselor, your parent or guardian, or one of the building administrators. As soon as the Principal is advised of your concern, an investigation will be immediately conducted. If it is determined that an adult has sexually harassed a student serious disciplinary action towards the adult may occur.

#### *WHEN THE OFFENDER IS A STUDENT*

Definition: Sexual harassment is unwanted sexual attention (verbal or physical) from anyone with whom the student may interact in the course of receiving an education in school or at school sponsored activities. If you believe you have been the victim of sexual harassment by another student or if you have any questions about this issue, seek the help of another adult whom you trust, such as a teacher, counselor, your parent or guardian, or one of the building administrators. As soon as the Principal is advised of your concern, an investigation will be immediately conducted.

If it is determined that a student has sexually harassed another student, the possible consequences to the offending student may include the following:

- Parent conference
- Apology to the victim
- Suspension/expulsion
- Referral to the police for investigation

Reprisals, threats or intimidation of the victim will be treated as serious offenses that could result in an external suspension or expulsion. In all cases, the school and school authorities to protect both the offender and the victim will maintain a high degree of confidentiality.

#### **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.

#### **Sexual Abuse Response and Prevention Resource Guide**

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

#### **Making a Report or Complaint**

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

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

**Nondiscrimination Coordinator:**

Cortney Hale, Principal  
17428 Rt 37  
Johnston City, IL 62951  
[chale@roe21.org](mailto:chale@roe21.org)  
(618) 983-6628

**Complaint Managers:**

Jason Spannagel, Dean of Stud  
[jspannagel@roe21.org](mailto:jspannagel@roe21.org)  
  
Michaela Stanley, Social Worker  
[mstanely@roe21.org](mailto:mstanely@roe21.org)

**Cross-references:**

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

## FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities and shall treat all field trip locations as though they are on 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

## 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, smart watch, 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 the school day electronic devices must be kept powered-off and turned into the office unless: (a) permission is granted by an administrator, teacher or school staff member or 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 and/or personal electronic devices may not be used on campus between 7:40 a.m. and dismissal time without teacher or administrator approval. NOTE: Minimum consequence for refusing to give a staff member or administrator your device will be in-school suspension for insubordination and failure to follow the school rules.

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

## INTERNET, TECHNOLOGY, AND PUBLICATIONS

### Acceptable Use of the ROE #21's (District's) Electronic Networks

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

### Terms and Conditions

The term electronic networks include all of the district's technology resources, including, but not limited to:

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

### Acceptable Use

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

### Privileges

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

### Unacceptable Use

The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by ROE 21 policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.
19. 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:

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

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

### **Security**

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

### **Vandalism**

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

### **Telephone Charges**

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

### **Filtering, Monitoring, and Review**

ECHO and STARQuest, in order to comply with local, state, and federal laws and standards, filters internet content on systems to which students may have access. This filtering removes access to websites and internet servers that have been deemed to have inappropriate content not of an education value. Report any errors found regarding what sites are being, or not being filtered, immediately to an administrator or the technology department. ECHO/SQ reserves the rights to monitor network, email, computer, and telephone use without warning or notice. Information stored, transmitted, or communicated on ECHO/SQ equipment is not to be considered private. Information gained through monitoring may be used as evidence in disciplinary or legal action, at the administrator's discretion. ECHO/SQ retains the right to review current and back-up copies of electronic systems, files, data, communications, and email. Reviews are done without notice, and information gained through review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure be discovered.

### **Copyright Web Publishing Rules**

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

1. 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.
2. 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.
3. 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.
4. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

### **Use of Email**

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

1. 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.
2. 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.
3. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the District's email system constitutes consent to these regulations.

### **Internet Safety**

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

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

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

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

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

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

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

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

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

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

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

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

I have read this Authorization form. I understand that access is designed for educational purposes and that the district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the district to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the Acceptable Use of the District's Electronic Networks with my

child. I hereby request that my child be allowed access to the district's electronic networks, including the Internet.

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

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

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

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

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

## Annual Notice to Parents about Educational Technology

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

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

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number

- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information
- Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:
  - Instruction in the classroom or at home (including remote learning)
  - Administrative activities
  - Collaboration between students, school personnel, and/or parents/guardians
  - Other activities that are for the use and benefit of the school district

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

## SEARCH 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**

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.

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

### **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, Search and Seizure

## **ATHLETICS AND EXTRACURRICULAR**

Participation in extracurricular activities will be at the discretion of the home school district.

## **SPECIAL EDUCATION**

### **EDUCATION OF CHILDREN WITH DISABILITIES**

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

ECHO/STARQuest Academy provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for

whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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

For further information, please contact your home school district administrative office.

## STUDENT RECORD AND PRIVACY

Policies in this section include state and federal student record and privacy notifications.

### 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:

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

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

### **Instructional Material**

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

#### **Selling or Marketing Students' Personal Information Is Prohibited**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian has consented; or (2) to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

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

### **Student Records**

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

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.
  - a. 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.
    - a. 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. 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.
    - a. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

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

attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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.
  - a. 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.
  - a. Throughout the school year, the District may release directory information regarding students, limited to:
    - i. Name
    - ii. Address
    - iii. Grade level
    - iv. Birth date and place
    - v. Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
    - vi. 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
    - vii. Academic awards, degrees, and honors
    - viii. Information in relation to school-sponsored activities, organizations, and athletics
    - ix. Major field of study
    - x. 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.
  - a. 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

ECHO/STARQuest do not collect 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 NOTIFICATIONS

This section includes State and federally mandated notifications. Policies include rights of homeless families, pesticide application notification, and rights of parents to access information about their child's teachers.

## STANDARDIZED TESTING

(Updated October 2021)

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

1. Illinois Assessment of Readiness ((IAR) for Grades 6-8th.
  - a. English Language Arts and Mathematics
2. Illinois Science Assessment (ISA) for Grades 8th and 11th
3. SAT with Essay for Grade 11
4. PSAT for Grade 10
5. PSAT for Grade 9

More information will be provided prior to the testing dates during the Spring Semester. Information will include the dates of testing, amount of time the students will spend taking the assessments, and the information on the time and format for disseminating results.

Standardized testing will be provided at ECHO and STARQuest North. Testing for STARQuest South will be provided at the home school. 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 students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

## 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 can be found here:**

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

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

## SCHOOL VISITATION RIGHTS

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

Cross-Reference: PRESS 8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights  
PRESS 8:95-E2, Verification of School Visitation

## 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 trespassing and/or disruptive behavior.

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

## PESTICIDE NOTIFICATION REGISTRATION

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.

Cross-Reference:

PRESS 4:160-AP, Environmental Quality of Buildings and Grounds

Public Asbestos Notice (The alternative and safe school building did not use asbestos in construction.)

## UNSAFE SCHOOL CHOICE OPTION

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

Cross-References: PRESS 4:170, Safety

## STUDENT PRIVACY

ECHO and STARQuest Academy have 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 that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find Illinois Sex Offender Registry on the Illinois State Police and Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police Website - <https://isp.illinois.gov/>

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.

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

A violation of this law is a Class 4 felony.

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

## **PARENT NOTICES REQUIRED BY EVERY STUDENT SUCCEEDS ACT (ESSA)**

### **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:

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

### **Testing Transparency**

The State and District requires students to take certain standardized tests. For additional information, see handbook page 43 under Standardized Testing. 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.

### **Annual Report Card**

Each year, the Home School District is required to disseminate an annual report card that includes information on the district as a whole and each school served by the Home School 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 Home School District's website.

### **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.

### **Student Privacy**

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

### **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.

### **Homeless Students**

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

## **OTHER POLICIES AND PROCEDURES**

### **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 7:00 a.m. as 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 and Facebook to send out mass messages. STARQuest South will follow Massac County Schools school closings for weather related events.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

Cross-Reference: PRESS 4:170

### **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, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Cortney Hale or Eddy Henriksen at 618- 983-6628

Cross-Reference:

PRESS 7:10, Equal Educational Opportunities  
PRESS 2:260, Uniform Grievance Procedure

### **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

### **ECHO/STARQuest Academy Home School Dance Policy**

Students who have no home school property restrictions, may be eligible to attend functions at their home school with permission from the home school and the school administration. Students who wish to participate in these activities must pick up a permission sheet from their home school. The administration of ECHO will sign off on the document if the following criteria are met. The student must: 1) maintain a minimum grade average of a "C" in all classes, 2) have less than two disciplinary referrals, and 3) less than 10 absences. The administration reserves the right to evaluate each situation on its own merit.

### **Accidents and Incidents**

Due to the potential liability of ECHO/STARQuest Academy 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 ECHO/STARQuest 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.

**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;
- Partners Against Chronic Truancy Intervention Program
- Centerstone
- Stress and Trauma Center
- SIU Care-A-Van
- Zoning authorities; and
- Other school districts.

**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 ECHO / STARQuest Academy 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.

**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.

**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.

## APPENDIX

### Daily Operations of School

#### ECHO Alternative Junior High and High School

#### Process for Enrollment

To enroll in the 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) Student Success Plan (SSP) that will identify student goals and guide their education plans.

#### Daily Schedule

ECHO educational school 8:00 a.m. to 2:00 p.m. Monday -Friday (unless otherwise noted on the school calendar)

#### Junior High School

- Breakfast served from 7:35 a.m. – 8:00 a.m.
- Morning Class 8:00 a.m. – 10:45 a.m.
- Lunch 10:45 a.m.-11:15 a.m.
- Life Skills 11:35-12:15 p.m.
- Afternoon Class 12:15 p.m.- 2:00 p.m.
- Dismissal
  - Bus Riders- 2:00 p.m.
  - Car Riders/Drivers- 2:05 p.m.

#### High School

- Breakfast served from 7:35 a.m. – 8:00 a.m.
- Morning Class 8:00 a.m. – 10:15 a.m.
- Life Skills 10:15 a.m.- 11:00 a.m..
- Lunch 11:00 a.m.- 11:30 a.m.
- Afternoon Class 11:35 a.m.-- 2:00 p.m.
- Dismissal
  - Bus Riders- 2:00 p.m.
  - Car Riders/Drivers- 2:05 p.m.

\*Lunch and Breakfast times may vary and is subject to change

\*Lunch and breakfast will be served daily.

### **STAR 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.

#### **Daily Schedule**

STARQuest Academy educational school day will run from 8 a.m. to 2 p.m. each day.

- Breakfast will be served from 7:35 a.m. to 8:00 a.m.
- Morning Class
  - 8:00 a.m. – 11:00 a.m.
  - Morning Break 9:30 a.m. – 9:40 a.m.
- Lunch
  - 11:00 a.m. – 11:30 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 times may vary and is subject to change

\*Lunch and breakfast will be served daily.

