

2020-2021 South Fork School District Handbook Grades K-5

Mission

- South Fork will work together and lead by example to create positive, productive members of our society, within a safe and creative learning environment, where all are encouraged to achieve success.

**Welcome to
South Fork School District #14
...Learning Today for a Better Tomorrow...**

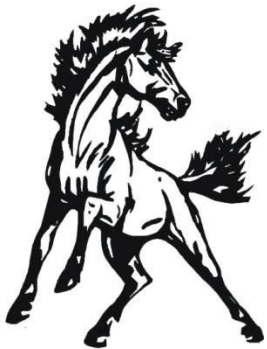


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Introductory and General Information

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection at the central office located at:

612 Dial St.
Kincaid IL 62540
Phone: 217-237-4331

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

Jack Hanlon, President
Kelly Dulakis, Vice-President
Sara Wake, Secretary
Wes Aymer, Member
Bob Brandon, Member
Monica Schleyhahn, Member
Mike Harris, Member

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

Chris Clark, Superintendent
Michelle Rogers, Elementary Principal

Staff:

| | |
|---------------------|-------------------|
| Allen, Sharon | Classroom Teacher |
| Auvenshine, Patty | PE |
| Emerson, Mickey | Speech |
| Foli, Kelly | Title 1 Teacher |
| Ippolito, Jennifer | Counselor |
| Jack, Tabytha | Secretary |
| Kelley, Kristen | Classroom Teacher |
| Perkins, Nicole | Classroom Teacher |
| Poggenpohl, Misty | Classroom Teacher |
| Sapetti, Jonna | Classroom Teacher |
| Tavernor, Judy | Classroom Teacher |
| Warner, Allyn | Classroom Teacher |
| Woszczynski, Karlie | Special Education |

The school is located and may be contacted at:

550 Prairie St
PO Box 20
Kincaid, IL 62540
Phone: 217-237-4333
Fax: 217-237-2245

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.

Equal Opportunity and Sex Equity

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

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

Grievance Procedure

Any student wishing to present a complaint alleging that the school system has discriminated against him or her on the basis of sex should follow the following procedures:

- A written statement of the alleged sexual discrimination will be given to the building principal. The principal shall respond with a written response within 10 school days of the date received.
- If the principal's response is not believed to be adequate, the student may appeal the principal's decision to the district superintendent within 10 school days upon receipt of the principal's response. The district superintendent will respond to the appeal within 10 school days upon receipt of the appeal.
- If the superintendent's response is not believed to be adequate, the student(s) may appeal for a final decision to the South Fork Board of Education at its next regularly scheduled meeting; after such time a decision will be submitted within the next 10 school days.
- If the Board of Education response is not believed adequate, the student may appeal to the Superintendent of Schools for Christian and Montgomery counties pursuant to Section 3-10 of the School Code, and thereafter to the State Superintendent of Education, pursuant to Section 2-3.8 of the School Code as provided in subsection (6) of Section 200.90.

Special Education

Special education in Illinois is required and governed by a complex framework of statutes and regulations, most notably the federal Individuals with Disabilities Education Act ("IDEA"), 20 US Code. 105 ILCS 5/14; and the administrative regulations pertaining to these statutes. This framework requires school districts to provide a free, appropriate public education ("FAPE") to disabled students between the ages of 3 and 21 residing within the district, which has been interpreted to require two things of public school: 1) the school must substantially comply with the procedures set forth in the law; and 2) a student's individualized education program developed through the procedures must be reasonably calculated to enable the child to receive education benefits. School districts are obligated to actively identify children who may be disabled and in need of special education. The identified child must receive an evaluation performed by members of a school Individual Education Plan (IEP) team. The components to be included in an evaluation are determined by the IEP team's review of relevant "domains" of child functioning based on the perceived needs of the individual child. The IEP team must then determine under legal guidelines if the student is eligible for special education services. Students must be re-evaluated a minimum of every 3 years. Once an IEP team determines that a student is eligible for special education services, the team must develop, with the participation of the parent/guardian(s), an IEP containing certain mandatory components. A student must receive education programs and services designed to meet his/her individual needs. Under the principle of "least restrictive environment," a special education student should also be educated, to the maximum extent appropriate, with his/her non-disabled peers. The statutes and regulations delineate a variety of special education services that may be required, depending on the individual student's needs.

Related Service Logs

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

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information, please contact: the Elementary Principal, Mrs. Rogers at 237.4333.

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.

Educational Field Trips

At various times throughout the year, educational field trips are conducted. Each trip is in conjunction with subject matter taught at the particular level. Each student must have a permission slip signed by a parent or guardian before he/she is allowed to go on any field trip.

Emergency School Closings

When school is canceled for any reason, the following radio and television stations will be notified: **WTIM (FM 97.3), WMKR Genuine Country (FM 94.3), Groovy (FM 93.5), WRAN (FM 98.3), Hot Hits (FM 96.3) WMAY, WQLZ, WNNS, WTAX-AM, WDBR-FM, WYXY-FM, and television stations WICS (Springfield Channel 20) and WAND (Decatur Channel 17), as well taylorvilledailynews.com, School Messenger, and School Internet Site.** We will try to announce school closings by 7:00 A.M.

The main reason for canceling school is impassable roads. Most of the time our routes have been cleared before school begins. The villages, county, and highway departments have been efficient clearing the roads in our area. Our district is very small with less than 12 square miles and we have very few students living in rural areas where hazardous road conditions become a problem. Extreme cold weather is another reason for canceling school. Canceling our school has nothing to do with adjoining school districts. Adjoining school districts have large rural areas that cause them to cancel school because of road conditions. Due to new state regulations, we can get credit for attendance on late arrival or early dismissal days. All school districts are mandated by the state of Illinois to schedule 174 days of student attendance.

Lost and Found

All lost and found items are placed in the hallway by the boy's restroom. It is most helpful if all articles are marked with the student's name. This makes the process of identification much easier for the students as well as the school. Every quarter, items in the lost and found not claimed will be donated to charity.

Party Invitations

Invitations to private parties can be distressing for a student if he/she is the only boy or girl not invited. Because of that, we ask that invitations to private parties not be brought to school unless:

- Students are inviting all of the boys and all of the girls from their grade/class or if boys only party, all boys are invited and for girls only party, all girls are invited
- The invitations are given to the teacher who will distribute them at an appropriate time

School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent/guardian volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent/guardian volunteers will notify parents/guardians. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Treats

All treats that are brought to school to share with classmates must be store bought or prepared by a professional bakery and must be delivered in their original packaging. With food allergens it is important we keep all the students safe and secure. South Fork has also opted to become a peanut free zone. We ask you to do your part and refrain from sending your child to school with any peanut products.

Video and Audio Monitoring

Notices of Video Equipment in Use are posted on School Property. For the safety and protection of the students, faculty, and staff of South Fork Elementary School video-monitoring equipment has been installed throughout the building. This equipment may be monitored at any time. There is no cause for the students to feel that their privacy rights are being jeopardized or that they are being spied upon, but rather these devices should add to the feeling of more secure learning environment for all. 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. Only administrative staff may view the video tapes.

Visitors

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

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

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

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

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

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

Sex Offender & Violent Offender Community Notification Laws

To: Parent(s)/Guardian(s)

Re: Offender Community Notification Laws

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

Illinois Sex Offender Registry, www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm

Enrollment /Transferring Students

Enrollment

Students will be admitted to South Fork Elementary School under the following conditions:

The school has received an Illinois State Board of Education student transfer form stating that the student is in good standing from an accredited school. The school has received records from the student's previous school. The student can prove residency within the district, or tuition has been paid if such attendance is authorized by the Board of Education. Students entering South Fork Elementary School shall provide all necessary information on the registration forms, including a social security number and certified birth certificate. If the student does not reside with a parent, the guardian must provide a court document stating the parent has forfeited all legal rights to the child. Current physical and health records must be completed by the first day of the new school year. South Fork School District #14 reserves the right to test any student entering this school district to insure placement in the appropriate grade level, class, or subject areas. This makes it easier for the new students to perform at their educational level. No student will be allowed to attend school without full compliance of these health requirements, including students transferring from out-of-state or other Illinois schools:

Schedule of required health records:

- Pre-kindergarten- Physicals, DPT, OPV, MMR, Hepatitis B, Chicken Pox, and lead tests.
- Kindergarten- Physical, booster shots DPT, OPV, MMR, Chicken Pox, lead test, Hepatitis B, and dates of previous immunizations. Recommended is a TB skin test.

Residency Requirements

All children between the ages of seven and seventeen are required by law to attend a public school within the District wherein the child resides for the entire time that school is in session, except as otherwise provided in the school code. A resident student may be defined as follows:

- One whose parents live within the District limit.
- A child living in the District who has lost both parents by death.
- A child legally adopted by a resident.
- A child whose parents are divorced and the parent having custody of the child is a resident.
- A child whose parents are not financially able to contribute to his or her support, but who has in the District a temporary or permanent home.
- A child residing in the District with a legally court-appointed guardian of said child.
- A child residing in the district with a close relative and who actually resides with that relative and the parents of the child sign a document that the relative shall have custody of the child and the right to sign whatever papers are necessary in case of an emergency or any other consent and the guardian shall have all other rights and duties as set forth by statutes in Chapter 110 ½ Sections 11-1 through 11-18.
- A child residing with a non-relative as long as guardianship is established through the court and official proof provided to the school.
- An emancipated child, being a child having reached his maturity or providing for his own support in his own residence.
- The District can also require receipts for the utilities from the parent as proof of residency.
- A notarized affidavit of residence will be required.

Non-residents

Those students not living in the district may be admitted to South Fork School District #14 upon Board approval and payment of tuition. Tuition must be paid in advance and is determined by per capita cost of the preceding year.

Transferring In

A student seeking admission to a South Fork District 14 school must meet all residency, age, health examination, immunization, and other eligibility prerequisites and mandated by state law.

A student must also present a completed good standing form from the school from which the student is transferring.

If a transferring-in student was suspended or expelled from any school for any of the following offenses, he or she shall not attend class until having served an entire period of such disciplinary action:

- Knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free School Act (20 U.S.C 9821 et. Seq.)
- Knowingly possessing, selling or delivering in a school building or on school grounds a controlled substance or cannabis.
- Battering a staff member of the school

The building principal or designee shall make the class or grade level assignment, with input from a counselor when needed, and may accept or reject the transferring school's recommendations. Any student transferring into the South Fork School District shall be placed in a course schedule or grade level determined to be appropriate by school officials. In making placement determinations, the School District shall consider:

- The chronological age of the child;
- The social and physical maturity of the child;
- Transcripts, grade cards, or other educational curricular or assessment documents;
- Ability or achievement test scores;
- Home schooled books or curriculum students have studied;
- Recommendations of teachers, parents/guardians, physician and/or other specialists; and
- Such other factors as District officials shall deem appropriate.

School officials may make temporary placement decisions pending their acquisition of complete information about the child. As soon as possible after complete information is obtained about the child, final placement shall be made.

The student should request the school from which he or she is transferring to forward an unofficial record of the student's grades and remainder of the student's school records. An official transcript of the scholastic records, if received, will replace the unofficial grade record.

Transferring Out

Parent(s)/guardian(s) of a student transferring from the District should give the building principal written notification of their intent, pay outstanding fees or fines, and return all school-owned property.

The building principal shall complete a good standing form for any student transferring from the District. Within ten days of a transfer notification, the building principal shall send to the District in which the student will or has enrolled, a completed good standing form, an unofficial record of the student's grades, and the remainder of the student's school records. If a transferring student was suspended or expelled for any of the reasons listed previously in this policy and the period of suspension or expulsion has not expired at the time the student attempts to transfer into another public school, school student records required to be transferred shall include the date and duration for the suspension or expulsion. Within ten days after the student has paid all outstanding fines and fees, the building principal shall mail an official transcript of the scholastic records.

Parent(s)/guardian(s) will receive prior written notice of the nature and substance of the records proposed to be released and an opportunity to review and copy them.

Illinois State Board of Education Good Standing form

A student transfer form stating that the student is in good standing will be issued by the secretary once the student turns in an exit form with signatures from his/her teachers, librarian, athletic director, and principal that the student has turned in all books, uniforms, money owed and has completed the disciplinary consequences.

Attendance

Illinois law requires that whoever has custody or control of any child between six and seventeen years of age (unless the child has already graduated from high school) shall ensure that the child attends school in the district in which he or she resides, during the entire time school is in session. 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 ensure that the child attends school during the entire time school is in session.

Any student under the age of 18 who is determined to be a chronic or habitual truant may have his/her driver's license cancelled or prohibited from issuance. Quarterly notice to the Regional Superintendent and Secretary of State of chronic truants is required by every local school district. (Public Act: 94:0916, effective July 1, 2007)

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

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

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00 .

Student Absence

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal and pre-arranged absence form filled out. Students are allowed ten (10) days of absence, whether excused or unexcused, during the school year before additional absences result in being unexcused. Any student who has a serious illness, is absent due to a death in the family, or presents a special circumstance, may be excused for more than 10 days if the student provides documented proof of absence (includes date and time of appointment in doctor's office and/or documentation of a recurring illness causing excessive absence) for approval by the building principal. Unexcused absences will include, but are not limited to, skipping school, leaving school without office approval, appointments other than medical, or other reasons not authorized by the principal. Students leaving school must sign out in the office and parental approval must be obtained via phone or note prior to leaving, otherwise the student will be unexcused. Students will be allowed to make up work missed because of unexcused absences for 50% credit; however, they get no credit for class participation on that day. Students must get work and hand in work within the same time frame as an excused absence.

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

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

Reporting Procedure

In case of absence from school for any reason, students and parents or guardians are to follow this procedure:

- Each day a student is absent, the parent or guardian should call the school office by 9:00 a.m. on the day of the absence and give reasons for the student's absence (217-237-4333, ext.260).
- If a phone call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will attempt to call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. The student must bring a note from the parent/guardian stating the reason for the absence in order for the absence to be considered excused.
- If the school is not contacted by a parent/guardian the absence will be unexcused. Failure to bring a note from the parent/guardian when the student returns to school will result in an unexcused absence. The absence can be changed to excused if a note is brought in within 3 days after the date the absence is marked unexcused.

Arrive Late/Leave Early: Sign In/Out Procedures

Students who must leave the school for any reason during the day after having once arrived on the grounds must notify the office. If the reason for leaving is verified by a parent or guardian, the student will be allowed to sign out only with the principal, counselor or designated staff members' verification. Failure to notify the office will result in disciplinary actions. Students who leave during the noon hour, or arrive during the noon hour, need to have a parent/guardian present to sign them out (or in) unless prior arrangements have been made with office personnel. Students arriving at school after classes have started must be accompanied by a parent/guardian and are to report to the office so that staff can correctly verify the time of arrival and update the master attendance form.

Arrival

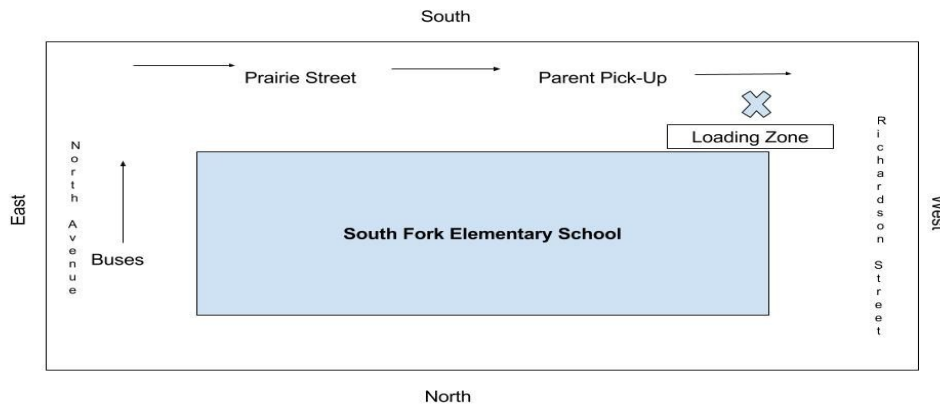
No students are to be on school grounds until 8:00 a.m. Supervision will not be made available and doors will not be unlocked until 8:00 a.m. Students are not allowed to be on school grounds, after 3:30 p.m. unless attending a school sponsored activity or granted permission from the administration or teachers. At 8:00 a.m. the school doors will be unlocked, students will remain on the blacktop or in the gym until the school day begins. The gym will be utilized only when weather such as precipitation does not allow students to safely stay outside. On days of inclement weather, students will enter through the gym doors.

Tardiness

It is the responsibility of the parents to ensure all students arrive on time. Please make sure students arrive by the time school starts at 8:15. Students arriving after 8:15 are to be accompanied by a parent/guardian to sign the student in. Students who are chronically late will receive progressive disciplinary actions and will lose privileges based on classroom management and school disciplinary plans.

Dismissal

Students are to leave the building in an orderly manner when dismissed. Students who ride the bus will form a line at the east side of the building. Students who walk or ride a bicycle will report to the library until dismissed (after car riders/buses). Students being picked up by a vehicle (with proper car tag) will line up at the west side of the building. Students will be dismissed when their pick-up vehicle is in position. Parent pick-up vehicles should line up on Prairie Street facing West. If Prairie Street should fill up, continue getting in line from North Ave. which is on the East side of the school. Parents are asked to be patient and courteous during the Parent Pick-Up process. **Do NOT** enter the Parent Pick-Up Line from the alley across from the main entrance of the school. Also, please be respectful of homeowners along the Parent Pick-Up route. Our goal is to get students loaded as quickly and safely as possible but that requires parent cooperation and patience. Thank you in advance for your support. Students should not remain in any of the school buildings or outside on school property unless they have permission and are supervised by school personnel. **If a change needs to be made to your child's after school routine please notify the secretary at extension 260 before 2:00 p.m.** Changes after this time may not be honored on a regular basis.



Family Requests

Pre-arranged absence must be requested in writing in advance of departure and approved by the principal. A pre-arranged absence request form must be picked up in the office, completed by the classroom teacher, signed by the parent, and returned to the office prior to the absence. Make-up work should be completed within the number of days absent. Students not turning in work before this deadline will receive no credit for work missed. Pre-arranged absences, not to exceed five days per school year, may be excused with the permission of the principal. While these five days do not count towards the total 10 allowed for excused absences, any days over five will count as part of the total 10 allowed for excused absences. These absences will not be excused during weeks of assessment or semester exams. The student is responsible to get his/her assignments. Tests missed during the absence must be made up at the teacher's earliest convenience. An excused absence will be determined on a case by case basis. The principal may ask for documentation regarding the absence.

Take Your Child to Work Day

In the past, the district has had difficulty with this day in different ways. Although the handbook states that the school needs five days prior notice for pre-arranged absences, in the past the school has not received adequate time to plan for absences, thus creating difficulty in the school as well as in the classrooms. The District recommends that, if at all possible, the student participates in this activity during the summer or on a non-school day. If parents/guardians feel that they must utilize the Take Your Child to Work Day as a related work experience, the principal will approve this provided the following criteria are followed:

- Students must return the Pre-Arranged Absence Request Form (appropriately completed) prior to the day of the absence. You may request a form from the office.
- Students not passing all subjects or with 10 or more absences will not be able to participate.

Make Up Work Procedures

It is the student's responsibility to arrange with his/her teachers to complete make-up work. For each day absent, the student will have one day to make up the work missed. For long-term absences, students must arrange with their teacher(s) for make-up work. Students will receive a zero for make-up work not completed on time. If, however, students had previous knowledge of the work that was to be completed or the test that was to be taken on the day they were absent, students may be required to turn in the work or take the exam on the first day back after the absence. If a student misses the morning of a test but returns in the afternoon, the student must take the missed test that afternoon if time permits and the teacher request it. It is the student's responsibility to check with the teacher upon return to school even if the student has already missed that teacher's class. If a student is absent on the day a long term assignment is due, the student must make prior arrangements for the assignment to be turned in. Failure to turn in the assignment on the due date, have arrangements made, or completed on day back will result in a zero for the long term assignment.

Academics

Registration

Students register in August for the upcoming school year, for classes they will take during the following school year. Every effort will be made by administration to insure students are put into the best learning environment possible to grow as students.

Grading Policy

In the South Fork School District, grades are interpreted to represent the teacher's estimate of a pupil's growth in relation to goals established for his/her grade or subject. Each teacher should establish goals to include specific objectives for the subject or areas taught and teach toward these goals by planning each unit of work as a step toward the realization of previously determined objectives. The teacher should study each pupil to know the ability, aptitude, and achievements of each. Grades are issued as reports to parents/guardians and as records of progress. Grades measure individual achievement in comparison to previous goals of normal growth and achievement.

Teachers have the discretion to consider issuing minimum passing grades to low ability pupils who are achieving to their capacity. Teachers should issue failing grades to pupils who are doing decidedly unsatisfactory work or when retention may be necessary. Report cards will be given out following the completion of the nine week period.

The following Grade scale with numerical equivalent is used at South Fork Elementary for grades 3-5:

| | | |
|---|--------|------------------------------------|
| A | 100-90 | Superior |
| B | 89-80 | Above Average Progress |
| C | 79-70 | Average Progress |
| D | 69-60 | Below Average Progress |
| F | 59-0 | Little or No Progress Taking Place |

Grades K-2 will use a standards based report to monitor student progress.

Midterm Progress Reports

At the midpoint of each nine-week grading period, teachers will give students a progress report to take home to their parents regarding their progress to date. Conferences may be requested, if desired. The parent should contact the office to make an appointment with the teacher.

Promotion/Retention

Student promotion/retention decisions shall be made upon the recommendation of the teacher and the approval of the principal in the best interests of the student after a careful evaluation of all factors. The school will consider the child's academic achievements and needs, and his/her social and emotional maturity in making the decision. If progress is inadequate and the teacher feels retention may be a consideration, the parent will receive written information about this possibility. If a Review Team is necessary to make the final decision, the team will consist of teachers, parents and principal. The team will meet and evidence supporting retention will be presented at the meeting and a decision will be made for what is in the best interest of the student

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:

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

Testing Transparency

The State and District requires students to take certain standardized tests.

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

Title 1

Title 1 is a federally funded program designed to provide additional instruction to students who are in danger of not performing up to their potential in Reading. These services address preventative measures and begin with Reading instruction in Kindergarten. Periodically, some students are pulled out for re-teaching or for a small group activity that allows for more participation by each student.

English Learners

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

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

Response to Intervention Team

Teachers meet to monitor students in the lower 20% of their grade level who are in need of small group tutoring and progress monitoring in Reading. Other areas that can also be monitored include math and behavior areas. Teachers will provide information to the parents regarding their student's progress. Lack of progress may result in referral for special education assessment.

Homework

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

Home and Hospital Instruction

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

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

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

For information on home or hospital instruction, contact: Chris Clark at 217-237-4333.

Physical Education

All students are expected to participate in daily physical education and recess unless a note is sent from a parent or guardian stating otherwise and giving the reason. If the request is to excuse the student for multiple days of participation, a note needs to be sent by a physician that states the number of days to be excused. If a student is too ill to participate in P.E. he/she is also too ill to participate in recess.

Physical Education Exemption

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

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

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

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course: 1. The time of year when the student's participation ceases; and 2. The student's class schedule.

Special Education Physical Education Exemption

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

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

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Awards

A-Honors = Student earns A's in all academic classes for the quarter and/or end of the year

A-B Honors = Student earns A's and B's in all academic classes for the quarter and/or end of the year

Teacher Awards

Awards may be given to students for various criteria at the Award Assemblies.

Student Fees and Lunch Program

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. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch/breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. 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 Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fee Schedule

| | | |
|-----------|--|------------------------|
| Academic | | |
| | Registration Fee (K-5) | 50.00 |
| | Registration Fee (6-12) | 55.00 |
| | Textbook Damaged/Lost (new – 2 years or less) | 50.00 |
| | Textbook Damaged/Lost (old - 3 years or more) | 25.00 |
| | Paperback Book Damaged/Lost | Cost |
| | Art (HS) | 15.00 |
| | English III or IV | 5.00 |
| | Piano/ Guitar/ Music | 15.00 |
| | All Science Lab Courses | 15.00 |
| | Tech Fee | 10.00 |
| | Novel Stars or other Online courses | 15.00 |
| | Drivers Ed | 75.00 |
| | CACC Fee | 50.00 |
| | | |
| Cafeteria | Basic Breakfast | Free |
| | Basic Lunch | Free |
| | Additional Items (Specialty Drinks and Extra Sandwiches) | Per Aramark's Contract |
| | Adult Lunch | 3.00 |
| | Milk | .30 |
| | | |
| Athletics | Family Pass (JH) | 55.00 |
| | Family Pass (HS) | 55.00 |

| | | |
|---|-------------------------------|--------|
| | Family Pass (JH & HS) | 85.00 |
| Admission (Varsity/Jr High Games) | Students | 2.00 |
| | Adults | 3.00 |
| | Seniors (age 62+) | 2.00 |
| Non Varsity/5 th and 6 th Grade Games | All Fans over 4 years of age | 1.00 |
| Participation | 1 sport per student | 30.00 |
| <i>Students may NOT play until fees are paid.</i> | 2 or more sports per students | 50.00 |
| | Max per family | 100.00 |
| | | |

Food Services/Procedures

South Fork School offers a hot breakfast and lunch program. Free meals will be offered according to state and federal guidelines. Meal prices for the year and menus will be posted at both the grade school and high school buildings as well as on the school website with a menu. Breakfast and Lunch are served by Aramark Food Service.

- Purchasing lunch through the food service program as provided by the District.
- Bring a sack lunch to school with them. Should a student forget his/her lunch the parent or guardian may deliver that student's lunch (clearly labeled with the student's name) directly to the office. Parents/guardians must follow the rules established for visitors when entering school buildings (signing in/signing out). Under no circumstances will a parent or guardian be allowed to provide lunch for other students. The daycare provider will be allowed to bring forgotten lunches for those students for whom he/she is employed to care.
- Going home for lunch ONLY if the parent or legal guardian personally signs the student out through the office and signs them back in through the office unless arrangements have been made with building principal.

Students who remain on school property during the lunch period should follow these rules:

- Proper conduct before, during, and after the lunch period. Students must understand that eating in the cafeteria (or other designated areas) is a privilege that can be revoked for misbehavior. Student misconduct will result in the suspension of cafeteria privilege and punishment.
- During recess time students are expected to follow all school rules and play in a friendly manner. Again recess is a privilege and students may lose the privilege to participate with other class members.
- Students may not leave school property nor are students allowed in any other section of the building, other than those as designated for the lunch period. Students are not allowed in any classroom unless directly supervised by a faculty member.
- For the safety of the students, faculty, and staff, no glass containers or bottles may be brought to school for food/drink.
- No soda or sticky drinks should be brought to school. Students may bring water or clear liquid drinks.

Transportation

Transportation Rules for School Bus

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

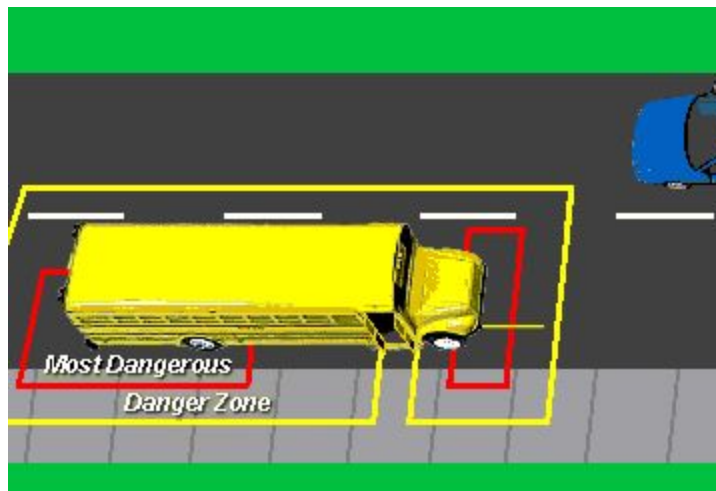
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smartphones, 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.



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

Bus Conduct

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

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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

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

Health/Safety

Guidance and Counseling

The school counselor is available for all students who want to use these services. The work of the school counselor is divided into several areas: educational guidance, career development, personal counseling, and various other duties. Information discussed between student and counselor is strictly confidential. Students are always welcome.

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 is available through the guidance office.

Emergency Health Forms

Emergency health forms should be completed each year by parent/guardian and filed in the principal's office. These forms contain the name of the child's doctor and any adult, other than the parent/guardian, who can be reached in case of an emergency, and the hospital preference, if needed.

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the ages of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. An age-appropriate social and emotional screening is also required as part 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 shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 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 before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

Hearing and Vision Screenings

Hearing and Vision screenings are performed annually for students in grades K-3, 5, 8, 10 and all students with an Individualized Education Plan. For specific regulations regarding Vision testing, please contact the school office staff.

Vision Test Regulations

The Department of Public Health adopted an amendment for "Vision Screening" (77 Ill, Adm. Cod 685). Effective 1-5-06, to implement Public Act 93-504, which requires persons conducting vision screening tests in school to notify parents or guardian in writing prior to the screening that is mandatory however, if the parent or guardian verifies that an examination was administered by an optometrist or ophthalmologist within the previous 12 months, the student is not required to undergo this vision screening provided by the school

Communicable Diseases

School personnel are required to report individuals with the reportable communicable disease to the Local Public Health Department within 24 hours. The Health Department is responsible for investigating outbreaks of infectious diseases and all foodborne and waterborne outbreaks. The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parent/guardians are required to notify the school if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice Administrative Procedure

The intention of the no lice/nit policy is clearly not punitive but rather beneficial to the entire community. The policy explains pediculosis (lice), promotes greater accountability on the part of parents/guardians, and simplifies the administrative task of health professionals.

- All students must be lice and nit free in order to be admitted to class.
- All students at South Fork Schools may be checked for lice.
- When school staff is checking for lice or nits, headbands, hair braids, and barrettes will be removed. A thorough check will take at least three minutes.
- It will be left to the determination of the school personnel if any student meets guidelines of the head lice policy and is allowed to return to class.
- If the student is found with head lice or nits, that student will be sent home. The entire class and all siblings in the district will then be checked. If any siblings are found to have head lice, their classes will be checked for lice.
- Students sent home with head lice must be back to school within 48 hours to be checked by the school personnel, or the student will receive an unexcused absence for any time after this period.
- A parent, guardian, or responsible adult must accompany any student that has been sent home with head lice back to school. Students should not ride the bus or be allowed back in class, until he/she is checked and give permission to return to class.
- When parents/guardians bring their children back to school, they should be prepared to wait for the school personnel.

Illness/Injury Policy

Illness or injury at school may require that a student returns home. If this is the case, parents will be contacted by the school authorities to explain the circumstances. The parents should then make timely arrangements for getting the student home. In case the parents cannot be reached, the school will contact the person or persons listed as the student's emergency contact. Parents are to give this information to the school when they register. It is imperative that the student's emergency contact information be kept updated. If you know of any reason for a change, please notify the office. If a student believes that they have become ill during the school day, a teacher or staff member will determine if the student needs to report to the office. Students that have been vomiting (must be verified by a school employee) or exhibit a temperature of 100 degrees or higher must be picked up promptly from the school by the parent or their designated emergency contact. If your child has a fever, please keep him/her home until fever free for 12 hours without fever reducers. If they have been vomiting or have diarrhea, they should also remain at home until they have been retaining food for over 12 hours. Please stress to your child the importance of good hand washing to prevent the spread of germs.

Medication Policy

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

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

Self-Administration of Medication

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

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

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

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

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

Administration of Medical Cannabis

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

Undesignated Medications

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

Emergency Aid to Students

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

Food Allergies

State law requires our school district to annually inform parent/guardians 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 (217) 237-4333. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. South Fork has opted to become a peanut free zone. Please do your part as a parent to help keep peanuts out of our buildings for the safety of all students.

Diabetes

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

- 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 healthcare 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.

Insurance

Student Accident Coverage will be provided for the school year for each enrolled K-12 student during school time. Any student planning to play sports must purchase optional insurance or present a note dated and signed by the parent/guardian, stating that the student is covered by a family policy.

Child Abuse-Neglect

Section 4 of the Illinois Revised Statutes, Chapter 23, par. 2051 et seq. 1983, requires that all school personnel having reasonable cause to believe a child known to them in their professional capacity may be an abused or neglected child shall immediately report or cause a report to be made to the Department of Children and Family Services. It is policy of South Fork School District #14 that in cases of suspected child abuse or neglect, teachers or other mandated reporters will make a report to DCFS, as required by law. The mandated reporter will also notify the principal of this report. **Child Abuse Hotline 1-800-252-2873**

Safety Drills

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

School Safety Tip Line: **1-800-477-0024**

Students are encouraged to call the tip line to report threats of violence or weapons violations on school grounds if they are having difficulty making the reports to a local adult.

Asbestos Notice

In accordance with EPA regulations, this school has been inspected for friable (easily crumbled) materials, which contain asbestos. Friable asbestos-containing material may cause health problems. A record of the inspection and a copy of relevant EPA regulations are available in the office. For further information, call 1-800-424-9065 or 237-4333

Pest Management Plan

A Pest Management Plan is in effect for South Fork School District. Notification is posted on all entrance doors to the buildings with the times and dates that the building is to be closed for 48 hours. No one is to be inside the buildings during this time period. Notification of pesticide spraying is required by law. Our policy is to use the least amount of chemicals needed to control pests. Please contact the Central Office for information regarding the specific content of the pesticides used in treatment of our buildings.

Student Records

Family Educational Privacy Rights Act

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 that are created (including electronic recordings made on school busses) 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 school days of the day the District receives a request for access.

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

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

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

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

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

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

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

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

Name

Address

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
Academic awards, degrees, and honors
Information in relation to school-sponsored activities, organizations, and athletics
Major field of study
Period of Attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.²

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

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

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

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-8520

¹ This section is only applicable to high schools.

² This section is only applicable to high schools.

Student Records

A complete cumulative record will be maintained for each pupil in attendance. These records will be considered confidential, and any discussion of such reports will be available only to authorized personnel. Parent/guardians and students may see their own personal records. Pursuant to Chapter 122, Article 50, of the Illinois State School Code, all student records must include the following information:

Permanent Records

- Basic identifying information, including student and parent/guardian names and addresses; student birth date and place; gender.
- Academic transcript, including grades, grade level achieved, scores on college entrance examinations, and, after graduation, class rank and graduation date.
- Attendance record.
- Accident reports and health records.
- Record of release of permanent records information.

Temporary Records

- Family background information.
- Intelligence test scores, group and individual.
- Aptitude test scores.
- Reports on psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews.
- Elementary and secondary achievement level test results.
- Participation in extracurricular activities including any offices held in school sponsored clubs or organizations.
- Honors and awards received.
- Teacher anecdotal records.

- Disciplinary information.
- Special education files including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings related to special education placement hearings and appeals.
- Reports on information from non-educational persons, agencies, or organizations.
- Other verified information of clear relevance to the education of the student.
- Record of release of temporary record information.

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 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 have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

Internet Acceptable Use

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

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

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site 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.

Use of EMail – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

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

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software;
- c. Downloading, sharing, or using copyrighted material without the copyright owner's permission;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Attempting to bypass the district's CIPA-compliant content filter;
- h. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;

- i. Using another user's account or password; or sharing passwords without authorization;
- j. Posting material authored or created by another without his/her consent;
- k. Posting anonymous messages;
- l. Using the network for commercial or private advertising;
- m. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- n. Using the network while access privileges are suspended or revoked.

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

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

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not 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 school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account. Any user identified as a security risk may be denied access to the network.

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

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

Discipline and Code of Conduct

Philosophy

In order for any institution to function effectively, it is necessary to establish guidelines of expected behavior. School expectations of behavior and examples of disciplinary actions for misbehavior are in this student handbook, which parent/guardians are encouraged to review with their children each year. The purpose of these guidelines of conduct is to ensure that the educational process, the primary function of the school, may continue effectively. Students are expected to comply with these guidelines while attending school or while participating as a spectator or a participant at a school activity. Handbooks will be provided to each student upon request and are available on-line and www.southforkschools.com. Handbook rules will be explained to students at the beginning of each school year or on the first day of attendance for new students. Parents/guardians are requested to cooperate with school officials to insure that South Fork School is a source of pride to the community and to the students. Parents/guardians who do not understand or are in disagreement with actions taken by school personnel are encouraged to visit the school and discuss their opinion. Good discipline is essential for an orderly, functioning school system.

Pony Pride

Be Polite

Be Prepared

Be Positive

Parent Complaint

Parents/guardians should initially discuss any problem or complaint they may have with the teacher or staff person involved. If the problem is not resolved, the parent/guardian should then contact the principal. A conference will be held within ten days which may include the parent/guardians, student, and the teacher to resolve the problem. If the problem is not resolved, the parent/guardian should contact the superintendent, and the superintendent should respond within ten days. If the problem is still not resolved, the parent/guardian may approach the board of Education at its next regularly scheduled monthly meeting. They must request from the Superintendent to be put on the School Board agenda 7 days prior to the meeting.

Chain of Command

Staff Member (Supervisor, Teacher, or Coach) < Principal < Superintendent < School Board

Cell Phone/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, smartphone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

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

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

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

Dress Code

The responsibility for the appearance of the students of South Fork District #14 rests with the parent/guardians and the students themselves. They have the right to determine each student's dress, providing that such attire is not disruptive to the educational program or does not violate a health, safety, or decency aspect of school operations. Students are expected to wear clothing that is not revealing. At the principal's discretion, certain days may be designated as appropriate for special clothing that does not follow the guidelines below.

The following shall be specifically prohibited:

- Cheerleading and volleyball uniforms do not comply with the dress code and cannot be worn during regular attendance, unless prior approval is received for the building principal.
- Any clothing, jewelry, insignia, etc., related to gangs is not permitted.
- Students must wear shoes at all times. Flip flops will not be worn due to safety issues. Shoes must have a back on them
- Clothing with provocative or suggestive slogans or illustrations is not permitted, including clothing which advertises drugs, cigarettes, beer, liquor, sex, obscene gestures, violence, or double meaning messages. No wearing apparel shall make any reference to hate, violence, racial/ethnic slurs, suicide, homicide, death or other negative messages. This includes, but is not limited to pictures, graphics, symbols, numbers, or other written or implied messages.
- Students will not be allowed to wear clothing which displays bare midriff, bare backs, bare shoulders, and tops that expose the chest/breast/cleavage (no visual body cracks). Students will not be allowed to wear tank tops or any shirts with a shoulder strap smaller than 2" or expose undergarments.
- Students are not to wear PJ tops and/or bottoms or house slippers.
- Students must wear shorts, dresses, and skirts that are length appropriate for school. If the length disrupts the educational environment a 4 inch rule above the knee cap will be used to determine the appropriateness of the clothing.
- Clothing that is frayed or with holes located above the knees must not expose skin or undergarment.
- Baggy pants or shorts are not appropriate if the waistband hangs lower than the individual's waist.
- No sunglasses, winter coats, hats, do-rags, or head covering of any kind, will be worn in the school building. A reasonable amount of time will be given to remove these items (first occurrence).
- Jewelry or any accessory that can be used as a weapon is not permitted.
- Chains attached to wallets, keys, or hanging from clothing or chains connecting pierced body part are not allowed.
- Students with body piercing may be required to remove them for safety reasons such as P.E.
- Heely or Heely type shoes are not allowed in the school building.

The discretion of the administration and faculty shall determine the appropriateness/inappropriateness of any item on an individual basis.

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 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.

Student Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Bullying – Harassment

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 school goals.

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

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

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) 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.

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

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

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

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

Reporting Bullying, Intimidation, Harassment, and Sexual Harassment

Students are encouraged to immediately report bullying or sexual harassment. A report may be made orally or in writing to the 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.

Complaint Managers:

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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.

STUDENT DISCIPLINE CODE

This uniform discipline code has been established and will be enforced uniformly for all students in the South Fork Elementary School. Engaging in an activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function will be grounds for disciplinary actions.

Listed below are the offenses which are prohibited and the disciplinary actions and procedures which may be used in dealing with those offenses. As students advance in age and maturity, they will assume greater responsibility for their actions. In each case, staff

members shall recognize the differences in age and maturity and shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each student. Mitigating circumstances include, but are not limited to, the following factors:

- age, health, maturity, and academic placement of student
- prior conduct
- attitude of student
- cooperation of parent/guardians
- willingness to make restitution
- seriousness of offense
- predetermined handicap

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). Therefore, the following list of offenses is not intended to be all inclusive, but rather exemplifies that type of conduct which is prohibited. Disciplinary responses may include but are not limited to the actions described in this handbook.

BOUNDARIES FOR ENFORCEMENT OF STUDENT DISCIPLINE CODE

The Student Discipline Code shall be enforced on all school property, on the school bus, and at all extra-curricular activities. Additionally, in order to allow students to traverse to and from school property in a safe and orderly fashion, the Discipline Code shall apply to prohibited conduct occurring on property within 1,000 feet of school ground or prohibited conduct that is plainly visible to a person situated on school grounds, even if the misconduct occurs off of school property.

Discipline of Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

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

Student Behavior

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom

medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically

- includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
 9. Engaging in teen dating violence.
 10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
 11. Entering school property or a school facility without proper authorization.
 12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
 13. Being absent without a recognized excuse.
 14. Being involved with any public school fraternity, sorority, or secret society.
 15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
 17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
 18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. 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:

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

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

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, 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:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

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

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

LEVEL I ACTS OF MISCONDUCT

Level I Acts of Misconduct are minor misbehaviors which impede the orderly operation of the classroom, school, and/or bus. Such misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel.

Level I misbehaviors may include but are not limited to the following:

- Hall Passes
- Littering
- Cheating/Forgery
- Disruptive Items
- Horse Play
- Insubordination
- Inappropriate Language
- Theft under \$5.00
- Destruction of classroom materials
- Homework
- Dishonesty
- Disruptive Behavior
- Gum/Candy

DISCIPLINE FOR LEVEL I ACTS OF MISCONDUCT

Disciplinary Procedures:

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. If the violation occurs in the classroom setting, the teacher may invoke the Classroom Management Plan as approved by the building principal. Repeated misbehavior may require a parent/guardian/teacher conference or a parent/guardian conference with a counselor, and/or administrator, and/or support personnel. An appropriate record of the offense and disciplinary action is maintained by the staff member prior to movement to Level II.

Disciplinary Options:

- Verbal Warning
- Conference with student
- Conference with parent/guardian
- Behavior Intervention
- Behavior Contract
- Withdrawal from Privileges
- Loss of Credit for Assignment/Test
- Counseling
- Teacher Detention
- Financial restitution
- Consequences as stipulated in the Classroom Management Plan
- Alternative Placement
- Suspension from Bus

LEVEL II ACTS OF MISCONDUCT

Level II involves misbehaviors which are frequent enough and serious enough to disrupt the learning climate of the school. Those infractions which result from the continuation of Level I misbehaviors require the intervention of personnel on the administrative level and office referrals will be issued. Upon issuing an office referral, the staff member will make attempts to notify the parent/guardians within 24 hours of the office referral being issued.

Level II misbehaviors may include but are not limited to the following:

- Continuation of unmodified Level I Acts of Misconduct
- Attendance/Truancy
- Theft
- Inappropriate Language directed at another person
- Bus Misconduct
- Destruction of School Property
- Fighting/Pulling Hair
- Throwing rock/snowball
- Making threats against someone
- Dress Code
- Spitting
- Cell Phone in use
- Gross Insubordination
- Leaving Classroom without Permission
- Bullying

DISCIPLINE FOR LEVEL II ACTS OF MISCONDUCT

Disciplinary Procedures:

The student is referred to the principal for appropriate disciplinary action.

The principal meets with the student and determines the most appropriate consequence for the misconduct.

A copy of the Discipline Referral and Report Form which indicates actions taken will be given to the staff member making the office referral.

An appropriate record of the offense and disciplinary action is maintained by the principal.

Disciplinary Options:

- Removal from classroom setting
- Loss of Privileges
- Behavior Intervention
- Counseling by administrator or counselor
- Referral to an Outside Agency or School District Support Services
- Financial Restitution
- Loss of Computer Usage
- Suspension of Bus Privileges (Maximum of 10 days per offense)
- Alternative Placement
- Suspension (Maximum of 10 days per offense)

LEVEL III ACTS OF MISCONDUCT

Level III involves acts which seriously disrupt the learning climate of the school. These acts of misconduct can usually be handled by the disciplinary mechanism in the school. However if serious enough, these acts of misconduct may result in at least temporary removal of the student from the school. Level III Acts of Misconduct may involve the intervention of law enforcement authorities and action by the Board of Education. The corrective measures which the school or district uses will be determined by the extent of the resources available for remediating the situation in the best interest of all students.

Level III misbehaviors may include but are not limited to the following:

- Continuation on unmodified Level II Acts of Misconduct
- Possession of Tobacco and/or Related Products-including use/possession of Vape or E-cigarettes
- False Fire Alarm or Bomb Threat

- Fighting with injury occurring
- Pornography of students
- Theft over \$100
- Possession of an object if used or attempted to be used to cause bodily harm
- Weapons
- Gambling
- Extortion
- Sexual Harassment
- Assault of Student
- Battery of Student
- Possession, use, under the influence, delivery or sale of alcohol, cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*), any controlled substance, illegal drugs, inhalants, or look-alike or counterfeit drugs. Additionally: any anabolic steroid or any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
- Possession of drug paraphernalia, including devices that are, or can be used, or have been modified to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and/or (b) grow, process, store, or conceal cannabis or controlled substances. (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 had the prohibited substance, as applicable, in their possession).
- Use of Fireworks
- Arson and or setting fires
- Assault of School Personnel
- Battery of School Personnel
- Gang Violence
- Making an explicit threat on an Internet website against a school employee

DISCIPLINE FOR LEVEL III ACTS OF MISCONDUCT

Disciplinary Procedures:

The principal initiates disciplinary action by investigating the infraction and conferring with staff, the student, and the student's parents/guardians about the misconduct and subsequent disciplinary actions to be taken.

School officials will contact law enforcement officials if and when appropriate. In drug related cases and/or other serious cases when appropriate, law enforcement officials may be called and the student(s) may be arrested. When it has been determined that a level III act of misconduct has occurred, every reasonable effort will be made to contact parent(s) or guardian as soon as possible.

Representatives of the school district will advise the family in securing adequate counseling for the offenders who are to be retained in school following the serving of discipline. A complete and accurate report is maintained by the principal and may be turned over to the superintendent.

Disciplinary Options:

- Financial Restitution
- Temporary Removal from classroom setting
- School Suspension (Maximum of 10 days per offense)
- Suspension from the School Bus (Maximum of 10 days per offense)
- Referral to Law Enforcement
- Alternative Educational Setting
- Homebound Instruction
- Program for Disruptive Youth
- Discipline meeting with School Board
- Expulsion from the School Bus
- Expulsion from School

Definition and Rules of Disciplinary Options

Behavior Management Contract

A student may be asked to complete a behavior management contract that states what the misbehavior was, what handbook rules were violated, what the student plans to do to prevent a similar misbehavior in the future, and what the expected consequences will be if a similar misbehavior were to occur. This may be used as a warning for a minor misbehavior or in conjunction with other disciplinary consequences for a more severe behavior.

Denial of Privileges or Increased Limitations

A student may lose privileges due to his/her misbehavior in less structured areas or certain times of the day. (Examples of this may be an assigned seat at lunch or on the bus, not being allowed to attend athletic events, requiring altered passing period procedures, etc.)

Teacher's Detention

Detention of less than 1 hour is a disciplinary measure which may be used if a student has engaged in prohibited activity. Double or multiple detentions will not be assigned for the same occurrence. Level II options should be used for repeated misbehaviors. The length of time (subject to review by the administrator) of the detention will be assigned by the teacher. Notice of at least one calendar day will be given to the student to serve the detention if required before or after school.

Office Referral

A student who is sent to the office for misbehavior is expected to report to the office immediately. He/she is not to return to class until the office staff has dismissed the student. Additional consequence will be determined based on the severity of the misbehavior. Staff members issuing the referral will make attempts to contact parents/guardians within 24 hours of the referral being issued.

Alternative Placement (Removal from class)

In the event a student becomes disruptive within the classroom a temporary alternative placement can be assigned to the student during that particular class time. During this time students will be given work for the class and are expected to complete the work assigned. Students will receive 100% credit for all work done in an alternative placement session.

Restitution

A student may be required to make monetary restitution for damage to the school property or another person's property. The student may be able to work at school to help pay for the item. Another form of restitution is when a student is requested to make an apology to the individual who was harmed.

Suspension

In-School and Out-of-School suspensions are assigned as a disciplinary measure to a student guilty of gross disobedience or misconduct. The administration will determine whether to assign an In-School Suspension or an Out-of-School Suspension. A student may be suspended for a period of time, not to exceed 10 days per infraction. Any student subject to suspension will be given an informal hearing by the administration before disciplinary action is taken. If a student is suspended, parents or guardians will be notified by registered mail. If a parent/guardian requests a due process hearing of the School Board, the board or the hearing officer appointed by the Board shall review such suspension. Students who are suspended during times when school is in session are allowed to complete missed class work assignments for 100% credit. If a student does not make up the work during the suspension and turn it in upon their return to school, they will receive a zero for that work.

Parents/Guardians of students who are suspended out of school receive notification prior to the date/time of suspension.

In-School Suspension Rules

- Students are to report to the office upon arrival at school. They will be escorted to the In-School Suspension room.
- The student is to bring school work and needed supplies, stay quiet, and remain on task.
- The student may not deface school property.
- The student will not be allowed to work with other students.
- Students may not sleep or put their head down on the desk.
- No food, candy, drinks, gum, etc., are allowed.
- The student will eat lunch in the suspension room.
- Restroom breaks may be taken at times when it is not passing periods for other students.
- Misbehavior will be immediately referred to the office for additional consequences.

Out-of-School Suspension Rules

- Students are not allowed on school property or at school functions during the time period of their suspension.
- Parents/Guardians are contacted by phone or mail prior to the start of the Out of School Suspension.

Expulsion

The board may expel a student guilty of gross disobedience, misconduct, chronic disciplinary problems or a maximum of 2 years. No action shall lie against the Board for such expulsion. Expulsion shall take place only after the parents or guardians have been requested to appear at a meeting of the Board or with a hearing officer appointed by the Board to discuss their child's behavior. Such request shall be made by registered mail and shall state the time, place and the purpose of the meeting. At this meeting, the Board, or a hearing officer appointed by the Board, shall state the reasons why there should be a dismissal and the date on which the expulsion will become effective. If a hearing officer is appointed by the board he/she shall submit to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the written report of the hearing officer, the Board may take appropriate action for dismissal or expulsion or may state its reason why there shall be no dismissal or expulsion.

Extra Curricular Activities and Clubs

Please refer to the JR/SR High Handbook for students active in Junior High Activities

Elementary Student Council

The Student Council is composed of nominated students in the 4th and 5th grades. Nominated students should demonstrate positive behaviors, regular school attendance, good academic standing, and leadership qualities. The council members will represent 20% of the class body. Nominations will be reviewed and if necessary interviews will be conducted to narrow down student council members to 20%. A faculty advisor will assist the council members during meetings and other activities. The Student Council has many functions including but not limited to assisting in elementary student body activities, school spirit, and demonstration of positive behaviors. The council will have a president, vice-president, and secretary from the 5th grade class. Fifth grade students will rotate through the positions to gain a working knowledge of the different positions.