

SANGAMON VALLEY C.U.S.D. #9
MIDDLE SCHOOL

STUDENT HANDBOOK AND
DISCIPLINE POLICY



2023-2024
LEARN - LEAD – ACHIEVE

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PERSONNEL

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Alex Gentry	Nurse
Michelle Harty	Custodial

OFFICE/STAFF

Teresa Muir	Secretary
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WORKING TOGETHER FOR STUDENT SUCCESS

INTRODUCTION

FOREWORD

The Sangamon Valley C.U.S.D. #9 Board of Education authorizes district administrators to have the discretionary authority to modify any or all rules within the student handbook based on unusual individual circumstances. Parents and students should be aware, however, that administrators will use this power only under specific extreme circumstances. It should be expected that the handbook will be enforced as written.

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. It has been structured to help promote student progress as well as an interest in modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

Membership or participation in a school-sanctioned activity is a privilege and not a property right. Disciplinary responses may include but are not limited to the actions described in this handbook. The jurisdiction of the school for student conduct includes all of the following: the transportation of students to and from school, whether by bus, or other vehicle, or the presence and actions of students on campus during the school day and after-school activities; and the school-sanctioned activities that occur on or off campus.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturity level, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the actions described in this handbook.

The Board of Education has authorized the administration to make supplemental rules to improve the educational process as situations arise. By no means does this handbook restrict the administration from doing whatever is necessary to enhance the quality of education for all students.

DISTRICT MISSION STATEMENT

The mission of Sangamon Valley Community Unit School District #9 is to prepare students for a successful journey in life through a commitment to academic excellence, social responsibility, and personal integrity.

SVMS MISSION STATEMENT

All students at SVMS will *LEARN* essential knowledge and skills, *LEAD* with respect and responsibility, and *ACHIEVE* academic and personal growth in a collaborative community of learning.

SCHOOL-WIDE EXPECTATIONS

- Everyone should BE RESPECTFUL.
- Everyone should BE RESPONSIBLE.
- Everyone has a right to BE SAFE.
- Everyone has a right to LEARN

RESPECT TOWARD STAFF

Students are expected to show each staff member of Sangamon Valley C.U.S.D. #9 the proper respect they deserve at all times. Custodians, bus drivers, cooks, library aides, secretaries, substitute teachers, teachers, coaches, and administrators shall be addressed in an appropriate manner.

POSITIVE BEHAVIOR INTERVENTION & SUPPORTS (PBIS) Sangamon Valley Middle School will teach and support the positive behavior of all students. The emphasis is on developing and maintaining safe environments where teachers can teach and students can learn.

STUDENT RIGHTS AND RESPONSIBILITIES All students are entitled to the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate policies or rules set forth in this handbook will be subject to disciplinary measures.

RIGHTS OF STUDENTS

- To attend school unless removed from school pursuant to Sangamon Valley C.U.S.D. #9's Student Disciplinary Policy.
- To attend school in a safe and orderly environment.
- To enjoy the full benefit of their educational efforts without disruption from other students.
- To have reasonable access to school personnel.
- To be informed of school rules and regulations.
- To be respected and treated courteously by staff members and administration.

RESPONSIBILITIES OF STUDENTS

- To attend school and classes regularly, on time, and to leave the school campus immediately at the end of the school day unless supervised by school personnel.
- To be prepared for class with the appropriate materials and work.
- To clarify with the teacher any questions pertaining to the instructions for homework at the appropriate time.
- To take advantage of time given in class to complete work.
- To know and obey school rules and regulations.
- To respect the rights of school personnel, fellow students, and the public in general going to, coming from and during school.
- To achieve to the best of his/her ability.
- To be accountable for all actions.

RIGHTS OF PARENTS

- To have their children educated in a safe and orderly environment.
- To have school personnel work cooperatively and in a timely fashion with parents.
- To be informed of district policies, regulations and school rules.
- To review their child's record with appropriate assistance and supervision from staff.
- To visit school and to participate in conferences with teachers, counselors or administrators regarding the academic achievement and behavioral status of their children.
- To be respected and treated courteously by staff members and administration.
- To set a positive example for their children by treating staff members with respect.
- To visit school and to participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children.

RESPONSIBILITIES OF PARENTS

- To ensure that their children are fed and clothed to the best of their ability.
- To teach positive behavior to their children.
- To encourage their children to seek help and ask questions of the teacher when in doubt about an assignment or grade.
- To take on and accept the primary responsibility for rearing their children.
- To cooperate with the school in bringing about improvements designed to enhance the educational climate for all students.
- To provide the school with accurate information regarding the legal residence, telephone number, medical data, and other facts which may help the school to ensure the safety and welfare of their children.
- To become familiar with district policies, school rules, and regulations, and to support reasonable disciplinary measures as applied by school personnel.
- To review the school districts Employee Code of Professional Conduct (Board Policy Section 5:120)
- To provide their children with a quiet study area and encourage their academic endeavors.
- To ensure their children attend school on a regular basis and arrive at school on time, prepared.

RIGHTS OF STAFF MEMBERS

- To expect and receive the attention, effort, and participation of students.
- To have parental and administrative support when enforcing rules designed to provide an appropriate learning climate.
- To provide a learning atmosphere where interruptions are held to an absolute minimum.
- To be respected and treated courteously by parents and students.

RESPONSIBILITIES OF STAFF MEMBERS

- To set a positive example for their students by treating parents and students with respect.
- To consider the personal worth of each individual student as a single, unique, important human being.
- To express consistently high expectations for the achievement and behavior of all students.
- To equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To hold students accountable for their actions.

- To ensure that all students are treated equitably.
- To recognize different ideas, opinions, and expressions objectively and deal with them in a balanced, unbiased manner.
- To inform parents and students with timely or periodic reports, including all pertinent information related to the student's school experience.
- To continuously review their own performance and strive for professional growth.
- To initiate and enforce individual classroom and school rules consistently.

RIGHTS OF ADMINISTRATORS

- To initiate building rules, regulations, and procedures as needed to establish and maintain a safe and orderly environment in which appropriate learning and teaching conditions prevail.
- To expect that all school employees recognize and fulfill their role to provide and ensure an appropriate learning environment.

RESPONSIBILITIES OF ADMINISTRATORS

- To set a positive example for their students by treating parents and students with respect.
- To provide leadership that will establish, encourage, and promote effective teaching and optimal learning.
- To establish, publicize, and enforce school rules that facilitate learning and promote good citizenship attitudes and habits.
- To hold students accountable for their conduct and to take prompt and appropriate action.
- To request assistance from the faculty, as well as the district's support personnel, community agencies, and resources when appropriate.
- To be sensitive to the concerns expressed by the students, staff, parents and community.
- To act in the best interests of the students, staff and school.
- To establish procedures to address discipline problems.
- To provide in-service to staff in areas of discipline.
- To assist students in meeting the challenge of positive social behavior.

GENERAL SCHOOL POLICIES

PARENTS' SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits parents who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their child attends. Upon written request, employers must grant employees leave of up to eight hours per school year, not to exceed four hours in any given day, to attend their children's classroom activities or school conferences which cannot be scheduled during non-work hours. For regularly scheduled, non-emergency visitations, the school district will make time available for visitation during both regular school hours and evening hours.

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 with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property. The exception to this policy is for service animals who are properly certified as such and whose owners can provide copies of said certification. 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 as determined by district administrators. 105 ILCS 5/2-3.12 and 105 ILCS 5/24-24

APPOINTMENTS WITH SCHOOL PERSONNEL

Anyone desiring a conference with a member of the school staff may set up an appointment by calling (217)486-2241 or emailing the building principal at jdowning@sangamonvalley.org. Appointments must be scheduled ahead of time to avoid conflicts. Many problems can be solved or eliminated with a

conference. Do not hesitate to set up a conference if you have a question or feel a problem is developing. Open communication is an important element in our school system.

SCHOOL/OFFICE HOURS

School begins at 7:55 a.m. and ends at 2:55 p.m. The office will be open between the hours of 7:30 a.m. and 3:30 p.m. Students are not to arrive before 7:30 a.m. unless riding a bus. Doors will open at 7:45 a.m. or when the first bus arrives. Sangamon Valley School District is not responsible for students who arrive before 7:45. **Changes to end-of-the-day transportation need to be made by notifying the office before ~~2:00~~ 11:00 AM via email or written note. The note or email must include: Student name, physical address of alternate stop, and parent signature. (see additional information on pg 43/44)**

CLOSED CAMPUS

Students will not be allowed to leave campus during the day unless proper procedures are followed. Before a student may leave school due to illness, he/she must report to the office and ask permission to call his/her parent/guardian. Permission must be obtained from the parent/guardian and the office before leaving school.

Students will not be allowed to leave school for personal reasons (i.e. lunch, errands, etc.) without permission from the office. Repeated occurrences will result in the request being denied. It is the responsibility of the student to bring proper materials to school.

ATTENDANCE POLICY

In accordance with the requirements of The School Code of Illinois and in recognition of the responsibilities imposed upon parents therein, it is the policy of the Board of Education that students shall attend school on a regular basis and be on time for class. Student attendance is **not optional**; it is a requirement.

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

Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Regular attendance is one of the most important factors in determining success or failure in school and is the responsibility of the individual students and their parents or guardians. Regular attendance is very important for success in school. The Board of Education requires that the school administration and staff enforce school regulations dealing with attendance and punctuality.

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 reasons as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the

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

In the event of any absence, the student's parent/guardian is required to call the school before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

All absences after the 8th during any semester in any class will be unexcused. If the office is not provided one of the aforementioned documents, the absence will remain unexcused.

Students who have gone over their allotted 8 absences per semester have 48 hours to bring one of the following, in order for absence be excused:

- Evidence from a physician of medical or dental treatment/ hospital visit
- Evidence of court appearance
- Evidence of pre-arranged school activity
- Evidence of attending a funeral/visitation

ATTENDANCE GUIDELINES

1. School will begin at 7:55a.m. and be dismissed at 2:55 p.m. Once students arrive on campus, they are not allowed to leave before the end of the school day without permission from their parents/guardians and the main office.
2. Any students enrolling later than the official beginning of any semester shall be considered absent and those absences will count toward the 8 total excused absences.
3. Transfer students bring their absences with them.
4. Student attendance for state reporting purposes is on a half-day basis.
5. **Parents should contact the school at (217)486-2241 by 9:00 a.m. regarding absences.** Contact may be made by phone, writing, email, or in person. If contact is not made within 24 hours, it will be coded as **truant** in the state reporting system.
6. A student arriving late (after 8:00 am) will be counted as tardy. Being late is a habit that can become very problematic and is strongly discouraged. **Repeated offenses will result in contact from the principal.**
7. Children with temperatures over 100.4 degrees Fahrenheit should not be sent to school. Ill children are to be excluded from school until they are fever-free for 24 hours, without the use of fever reducing medicine.
8. Any student who expects to be dismissed early should present a note from parents stating the time of dismissal and reason to the office by 8:00 a.m. Students must check out in the appropriate office before leaving school.
9. Before a student may leave school due to an illness, he/she must report to the office and ask permission to call his/her parent/guardian. Permission must be obtained from the parent/guardian and the office before signing out and leaving school.
10. Students absent for more than one-half day will not be allowed to participate in any extracurricular activity. If the absence occurs on the day prior to a weekend or non-attendance day (i.e. holiday), the student must have prior approval of the absence to be allowed to participate in any activity.
11. If a student has a chronic illness or injury that forces the student to be absent for a lengthy period, the school must be informed. When appropriate verification is presented to the school, homebound instruction may be provided and the student shall not be considered absent.

12. The teachers' attendance records are final and will determine eligibility to make up work. 13. Students who do not have parent/guardian permission to be absent shall be considered to be skipping/truant. The student in such cases shall receive disciplinary action.
14. Any student leaving school grounds without permission shall receive disciplinary action.

TRUANCY

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

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

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

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

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

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

STUDENT RECORD INFORMATION

STUDENT DIRECTORY INFORMATION

The Sangamon Valley Schools maintain directory information which includes the student's name, address, telephone listing, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight, and height of members of athletic teams, degrees, honors and awards received, and the most recent school attended by the student. The school may release this information to appropriate third parties (i.e. IESA, Athletic Programs, etc.) without previous written consent. Parents/guardians may opt out of such disclosure by contacting school administrators in writing.

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

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

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

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

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.

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.

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.

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.

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.

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.

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.

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

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

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

TRANSCRIPT REQUESTS

Transcripts of students' records will be sent when requested. Either the student or the student's parents must request these transcripts. Requests may be made by notifying the office.

STUDENT ADMISSIONS

ADMISSION OF STUDENTS

All students must register for school each year on the dates and at the place designated by the Superintendent. All students enrolling in Sangamon Valley C.U.S.D. #9 must meet one of the following conditions:

1. Be a legal resident of the district as defined in the Illinois School Code Section 14-1.11 and 12-1.11a or Section 10-20.12b
2. Pay: a non-resident pupil tuition charge upon enrollment. The out of district is determined by the District Audit and changes yearly.

Any person who knowingly or willfully provides false information to a school district regarding the residency of a pupil for the purpose of enabling the pupil to attend Sangamon Valley School C.U.S.D. #9 without payment of a nonresident tuition charge commits a Class C misdemeanor that carries a fine not to exceed \$1,500 and not more than thirty (30) days in jail. The following items are required to be considered for admission to Sangamon Valley C.U.S.D. #9:

1. A certified copy of the student's birth certificate or other reliable proof of identity and age. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate or other reliable proof of identity and age, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Affidavit of Custody & Control
3. Proof of residence, as required by Board policy 7:60, Residence.
4. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health Examinations, Immunizations, and Exclusion of Students. Parent(s)/guardian(s) are encouraged to have their child undergo a dental examination.
5. For students transferring from another school district, an ISBE Student Transfer form must be completed and received from the sending district.

STUDENT TRANSFERS

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. **A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.**

EDUCATION OF HOMELESS CHILDREN

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. The Superintendent shall appoint a Liaison for Homeless Children.

**A "homeless child" is defined as provided in the McKinney Homeless Assistance Act.

ADMISSION FROM HOME SCHOOL

Sixth through eighth grade students (who are age eligible) seeking admission to Sangamon Valley Middle School from a home school will be required to complete an individual achievement test and show proof of an accredited homeschool program. If these conditions are satisfactorily met, the student may be admitted to the appropriate grade. Grade placement is at the sole discretion of administration.

RETURN FROM ALTERNATE PLACEMENT

Students sent to alternate placement (i.e. Milligan Academy Safe School, etc.) by Sangamon Valley CUSD #9 must remain there until the conditions resulting in their placement have been satisfactorily completed. Academic credits received from the placement will be accepted at SVMS.

Students who have voluntarily accepted placement in alternative schools may return to SVMS only with the approval and recommendation of the alternate school. Academic credits received from this placement will be accepted at SVMS.

EQUAL EDUCATION MEASURES

LIMITED ENGLISH PROFICIENT STUDENTS

The Superintendent or designee shall develop and maintain a program for students having limited English language proficiency that will:

1. Appropriately identify students with limited English proficiency.
2. Comply with State law regarding Transitional Bilingual Educational program (TBE) and Transitional Program of Instruction (TPI).
3. Comply with any applicable federal law and/or any requirements for the receipt of federal grant money for limited English proficient students.
4. Determine the appropriate instructional environment for limited English proficient students.
5. Annually assess the English proficiency of limited English proficient students and monitor their progress in order to determine their readiness for a mainstream classroom environment.
6. Notify parents/guardians of and provide information about: (a) the instructional program, (b) reasons for their child's identification, (c) their child's level of English proficiency, (d) the method of instruction to be used, (e) how the program will meet their child's needs, (f) specific exit requirements of the program, (g) how the program will meet their child's IEP, if applicable, and (h) information on parent/guardian rights.

Parental involvement will be encouraged and parents/guardians will be regularly apprised of their child's progress. Parents/guardians of limited English proficient students will be: (a) given an opportunity to provide input to the program, and (b) provided notification regarding their child's placement in, and information about, the District's Limited English Proficiency program.

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 Jonathan Downing, SVMS Principal.

EDUCATION OF CHILDREN WITH DISABILITIES

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 22 for whom it is determined,

through definitions and procedures described in the Illinois Rules and Regulations to Govern the Organization and Administration of Special Education, that special education services are needed.

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.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. For students who do not qualify for Special Education services, parents will be notified that students might qualify for a 504. Also, for those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's disabled students. If necessary, students may also be placed in nonpublic special education programs or education facilities.

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 building principal.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless,

or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

SEX EQUITY

No student shall, based on sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

ADMINISTRATIVE IMPLEMENTATION

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

TEACHER QUALIFICATIONS

A teacher, as the term is used in this policy, refers to a district employee who is required to be certified under State law. The following qualifications apply:

1. Each teacher must:
 - a. Have a valid Illinois certificate that legally qualifies the teacher for the duties for which the teacher is employed.
 - b. Provide the District Office with proof of certification by the end of the first week of school, each school year.
 - c. Provide the District Office with a complete transcript of credits earned in institutions of higher education and, annually by July 1, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
 - d. Notify the Superintendent of any change in the teacher's transcript.
2. The following teachers must be "highly qualified" as defined by State and federal law: (a) newly hired teachers who will work in a program supported with Title I funds, and (b) by the end of the 2005-2006 school year, all teachers of core academic subjects. Teachers are generally considered to be highly qualified if they: (a) have a bachelor's degree; (b) have full State certification according to criteria adopted by ISBE; and (c) have demonstrated subject-matter competence in the area(s) taught according to criteria adopted by ISBE. "Core academic subjects" means English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography.

The Superintendent or designee shall:

1. Develop and implement a plan to ensure that all teachers who teach core academic subjects are “highly qualified,” as defined in this policy, not later than the end of the 2005-2006 school year.
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers.
3. Ensure parents/guardians of students in schools receiving Title I money are notified: (a) of their right to request their students’ classroom teachers’ professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.

SCHOOL HEALTH AND SAFETY

STUDENT PHYSICAL EXAMS

All students are required to present appropriate proof of a health examination including 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. Beginning with the 2017-2018 school year, an age

appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year¹ will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian’s failure to obtain a developmental screening or a social and emotional screening.

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

EYE EXAMINATION

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

DENTAL EXAMINATION

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child’s report card until the student presents: (1) proof of a

completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

VISION AND HEARING SCREENINGS

Vision and hearing screenings will be conducted as required by the Illinois Department of Public Health guidelines.

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.

CHRONIC & INFECTIOUS DISEASE

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the District's policies. Students with chronic communicable diseases may attend school in the regular classroom setting whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects of the student's placement in a more restrictive setting. If a student is required to be placed in a non-school setting, an appropriate educational program shall be developed and provided to the student. The determination of whether a student with a chronic communicable disease may attend the school in the regular classroom setting shall be made in accordance with the District's placement procedures, which include; 1) The risk of transmission of the disease to others. 2) The health risk to the particular student. 3) Reasonable accommodations which can be made without undue hardship to reduce the health risk to the student and others. 4) The educational benefits of a less restrictive placement versus the educational detriments of a more restrictive placement. This list came out of the elementary section. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The Superintendent may establish additional rules and regulations designed to implement these regulations.

MEDICAL EXCLUSION GUIDELINES

The following are guidelines established by the Sangamon Valley CUSD #9 in accordance with the recommendations of the Illinois Department of Public Health, and approved by the School Health Committee of the Macon County Medical Society. Schools may exclude and readmit children according to these guidelines, or by the written orders of a physician.

- Children with temperatures of 100.4 degrees or higher should not be sent to school. Ill children are to be excluded from school until they are fever-free for 24 hours, without the use of fever-reducing medicine.
- Please contact your principal with questions or concerns.

CHICKEN POX - Exclude not less than 6 days after the appearance of eruption, until fever-free and blisters are dry.

CONJUNCTIVITIS (Pink Eye) - Exclude until eyes are clear; a physician's statement is required for admission prior to clearing.

DIARRHEA - Exclude until resolved and fever-free 24 hours; if persistent, physician's statement that no viral, bacterial, or parasitic condition exists is required.

HAND, FOOT, AND MOUTH DISEASE - Exclude until lesions are gone and fever-free 24 hours.

HEAD LICE (*Pediculosis Capitis*)

- If live lice or nits are found, the child must leave school until the condition is remedied.

IMPETIGO - Exclude until antibiotic treatment has begun; lesion must be covered until dry.

RINGWORM (*Tinea Corporis, Capitis*) - Exclude until treatment has begun; area must be covered by bandage or clothing at school.

SCABIES - Exclude for 24 hours after treatment.

STREP THROAT - Exclude for 24 hours after prescription medication has begun. **OTHER**

- Please contact the office or your physician's office for other illnesses.

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 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.

ACCIDENT REPORTS

All coaches, faculty, and sponsors acting in a supervisory capacity involving students from Sangamon Valley C.U.S.D. #9 are required to file an accident report in the office within 24 hours of any accident and/or injury to a student. All employees who are injured while performing their duties are required to file an accident report within 24 hours.

PHYSICAL EDUCATION

If a student needs to miss PE class for health/injury reasons, he or she will be allowed to miss ONE class with a note from a parent/guardian. If a student needs to miss PE class for more than one day, a note from a physician may be required. The physician's note must have both a starting date and return date.

HAZARDOUS AND INFECTIOUS MATERIALS

The Superintendent or designee(s) shall take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticides, and infectious materials. Parents who complete the appropriate form(s) requesting notification shall be notified two (2) days prior to the application of insecticides, pesticides and herbicides. Sangamon Valley CUSD has in place an Integrated Pest Management System, on the third Tuesday of each month, after school hours, Sentinel Pest Control Monitors each building in the District. Any questions concerning pest management, asbestos, insecticides, herbicides or any other hazardous concerns, please call the Unit Office – 668-2338.

SAFETY

The School District shall have a safety program promoting the safety of everyone on District property or at a District event. In order that the Board can monitor this goal's achievement, the Superintendent shall make regular reports to the Board containing relevant information.

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for injury prevention; bomb threats, weapons, and explosives on campus; fire emergency and drill procedures; tornado protection; instruction in safe bus riding practices; emergency aid; post-crisis management. There shall be at least 3 full participation exit drills during the

regular school term.

CHILD SEX OFFENDER AND MURDER NOTIFICATION ACT No employee, volunteer, or contractor's employee shall be on school property or at any school event if he or she is a child sex offender, as defined in the Child Sex Offender and Murderer Notification Law, unless prior permission is given by the Superintendent. The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Child Sex Offender and Murderer Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of this law. Non-staff members, as well as staff members who are not designated as information recipients, shall be referred to the law enforcement agencies for information regarding child sex offenders. All contracts with the School District that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student, shall contain the following:

1. The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9.
2. The contractor shall obtain a criminal history background check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall contact the local law enforcement authority where each employee or agent resides to determine if the employee is on the list of registered felons who have committed child sex offenses.

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.

LOCK DOWN STATUS

For security reasons, the building principal reserves the right to place the campus under lockdown. During this time, teachers will hold the students in the classrooms with the door closed and locked. No student will be allowed in the halls or other parts of the building during the duration of the lockdown.

SEARCH AND SEIZURE

To maintain order 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. This paragraph applies to student vehicles parked on school property.

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.

The Superintendent 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. When feasible, the search should be conducted as follows:

1. Outside the view of others, including students
2. In the presence of a school administrator or adult witness
3. By a certificated employee or liaison police officer of the same sex as the student

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Students Searches

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

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

Seizure of Property

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

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.

PANDEMIC OR OTHER HEALTH EMERGENCIES

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.

STUDENT FEES

WAIVER OF STUDENT FEES

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, technology fees, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials. Fees for textbooks are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student is denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Pursuant to Public Act 102-805, fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians complete the application are available. A student shall be eligible for a fee waiver when the student is currently eligible for free and reduced lunches or breakfasts pursuant to 105 ILCS 125/1 et.seq. The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee.

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

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

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

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

The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's

The decision may be appealed to the Board of Education. The decision of the Board is final and binding. Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

FREE AND REDUCED-PRICE FOOD SERVICES

Notice:

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy.

Eligibility Criteria and Selection of Children:

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

Notification:

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service, (2) the application process and (3) other information required by federal law. The Superintendent shall provide the same information to informational media, the local unemployment office, and any major area employers contemplating layoffs. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance:

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal:

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk. During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal. The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and methods used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

BREAKFAST/LUNCH PROGRAM

Notice:

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy.

Each student will be provided one free federally reimbursed breakfast and one free federally reimbursed lunch each day during the 2023-2024 school year. Students may purchase additional meals at the prices below. Our school menu can be found on the school website. Students will not be allowed to leave school for lunch.

Additional Breakfast:	\$1.40
Additional Lunch:	\$3.90
Adult Lunch:	\$3.55
Milk by itself:	\$.60

Ala-carte is available at an additional fee for 5th-8th grades. Prices subject to change.

No soft drink/ carbonated beverages will be allowed in the lunchroom, unless authorized by the administration.

All students will have an account and pin number set up through Meal Tracker Management Systems. Money may be put into students' accounts before 10:00 a.m. daily. Make sure the cash/check is in a sealed envelope with your child's full name on it (family accounts may also be set up). The envelope should be placed in the blue locked box outside of the middle school office. **No money will be refunded at the end of the year, but rather rolled over into the next year.**

ACADEMIC POLICIES

STUDENT SCHEDULE CHANGES

Any student schedule changes must be approved by the building principal. Schedule changes will only be made during the first two weeks of school.

GRADING AND PROMOTION

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met. A student shall not be promoted based upon age or any other social reason not related to academic performance.

The Sangamon Valley Board of Education has established the standard that a student in grades two through eight can have no more than one end-of-year failing grade in a core subject and still be promoted to the next grade. The Illinois State Board of Education requires that any student who does not meet promotion requirements be retained in their current grade or be provided with a remediation program. Per Illinois School Code (105 ILCS 5/2-3.64, 5/10-20.9a, 5/10-21.8, and 5/27-27), the decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on standardized tests. A student shall not be promoted based upon age or any other social reasons not related to academic performance. When necessary, the building administrator will make the final decision regarding retention/promotion. Every teacher shall maintain an evaluation record for each student in their classroom. Grades are assigned by the teacher and cannot be changed by an

administrator without notifying the teacher. Reasons for changing a student's grades may include:

- A miscalculation of test scores
- A technical error in assigning a particular grade or score
- The teacher agrees to allow the student to do extra work that may impact the grade
- An inappropriate grading system used to determine the grade or
- An inappropriate grade based on an appropriate grading system

Should a grade change be made, the administrator making the change must sign the changed record.

GRADING SCALE

The percentage scale for teacher use to determine letter grades on report cards is as follows:

90 and above A

80-89 B

70-79 C

60-69 D

0-59 F * Percentages will round to the nearest whole number.

HONOR ROLL

1. Honor Roll will be figured on a quarterly basis using all subjects
2. Averages are based on percentages.
3. A student cannot have any D's or F's.
4. To be eligible for High Honor Roll a student must have all A's.
5. To be eligible for Honor Roll a student must have all A's and B's.

ABSENT/LATE WORK POLICY

Absent

Make-up privileges will be granted when a student has an excused absence or out of school suspension and has contacted his/her teacher. The student will receive 24 hours to complete the missing work for every day of absence.

In the event of an unexcused absence any missed work, including assessments, will follow the late work policy.

Late Work Policy

- 7th and 8th grade students have 1 week after the due date to turn in missing assignments. 10% will be taken off for each day it is late. After 1 week, it will stay a zero in the gradebook.
- 6th grade students have 2 weeks after the due date to turn in missing assignments during the first semester. 10% will be taken off for each day it is late. After 2 weeks, it will stay a zero in the gradebook.
- 6th grade students will have 1 week after the due date to turn in missing assignments during the second semester. 10% will be taken off for each day it is late. After 1 week, it will stay a zero in the gradebook.
 - Assignment scores in TeacherEase will be counted as zero until work is turned in and graded.
 - Note-Assignments that are significantly late may be subject to administrator discretion.

CHEATING / PLAGIARISM

Students are expected to complete all assignments. Cheating, or passing another student's work as his or her own, is unacceptable. Any student found cheating may receive no credit for the work or be required to complete an alternate assignment. Any student caught plagiarizing will be given 24 hours to redo the work and will receive 70% of credit earned.

REDO POLICY

When applicable, students may redo assignments / assessments on which they have received an undesirable score. The teacher will indicate in the TeacherEase assignment notes, and to students, whether a redo for a given assignment / assessment is allowed (as some snapshot assessments such as fluency checks and exit cards might not be appropriate for redo). Within one week of receiving the graded assessment, students must complete a redo application form to determine the cause of the unsuccessful score and what has been done to remedy the problem. During a conference with the student, the teacher should assess whether or not the student is prepared to redo the assignment / assessment and then determine the timeline for redo (must be prior to the end of the academic quarter). Only ONE redo will be allowed. The original score and redo score will be averaged for a final student score.

STUDENT OF THE QUARTER

One student from each grade level is recognized each quarter for academic performance and good character. A student may only receive the award once per year.

QUARTERLY REWARD TRIPS

End of the quarter reward trips are designed to encourage and reward good attendance, behavior, and grades. One activity will be held each quarter for students who fulfill the requirements listed below. It is the intent to utilize eligibility standards that are entirely objective and that can be documented through district records. In order to attend such trips, students must meet the following criteria:

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
No Major Referrals No more than 4 minor referrals.	No Major Referrals No more than 3 minor referrals	No Major Referrals No more than 2 minor referrals.	No Major Referrals No more than 1 minor referral.
No more than 1 unexcused absence	No more than 1 unexcused absence	No more than 1 unexcused absence	No more than 1 unexcused absence
No F's No more than 3 D's.	No F's No more than 2 D's.	No F's No more than 1 D.	No F's No D's

PRESIDENTIAL AWARD

At the completion of eighth grade, students are eligible to receive the Presidential Award for Academic Excellence. To receive this recognition, students must excel academically and better the school community through extracurricular activities and/or the fine arts programs. The requirements are as follows:

1. Grade point average of 90 percent or higher over the past two academic years.
2. Extra-curricular leadership and participation in two or more activities, athletics, or fine arts during the eighth grade year. (Non-school participation can be counted if the school is made aware, and the sponsor is willing to give a recommendation).
3. Faculty and administrative review and recommendation for excellence in achievement and character.

RESPONSE TO INTERVENTION (RtI)

RtI is the practice of:

- Providing high quality instruction and interventions matched to student need
- Monitoring progress frequently to make decisions about changes in instruction or goals
- Applying child response data to important educational decisions

The purpose of the Intermediate School RtI Team is to review concerns of a student's academic and/or behavioral history. The members include, but are not limited to, a school psychologist, social worker, principal, parent, and the classroom teacher. The team will meet monthly to discuss students who have been recommended by a teacher due to academic or behavioral concerns. The advantages of RtI include:

- Assistance provided to children in a timely fashion
- Assurance that poor performance is not due to inadequate instruction
- Closely linked assessment and interventions

Students who struggle with low grades, and/or are recommended by a teacher will receive interventions in Reading, Writing and/or Math Skills. A teacher and/or intervention specialist will notify parents when recommending, adding, or changing interventions.

STUDENT SUPPORT TEAM (SST)

The Student's Support Team addresses the following concerns that could affect a student's success in school:

- Academic Issues
- Behavior Challenges
- Attendance
- Health

Members of this team include the school principal, dean of students, social worker, teacher representatives, and school psychologist. Referrals may be made by the student, parents or staff. If such a need arises, please contact the building administrator.

PHONES, ELECTRONICS AND INTERNET

SCHOOL TELEPHONE USE

Emergency telephone calls may be made from the telephone in the office. Students must secure permission from office personnel before using the telephone. If a phone call needs to be made, students

are encouraged to use the telephone at the beginning or end of the lunch period or after school. Students are not to use the phone for non-emergency issues; such as, making after school plans with friends or asking parents to bring in forgotten homework/materials. Students who abuse the use of the office telephone may be denied access to it. The school requests that only in absolutely necessary situations should parents request messages be given to students.

CELL PHONES AND ELECTRONIC DEVICES

1. Upon arrival to school, phones and/or personal electronic devices (i.e. air pods, headphones, apple watches) must be turned off and stored away by the student until dismissal.
2. Unless directed by a teacher cell phone and/or personal electronic devices (i.e. air pods, headphones, apple watches) use during school hours- is strictly prohibited.
3. Students are not allowed to photograph, film, or record faculty/staff/students without teacher/administrator permission during the school day (this includes the bus ride to/from school).
4. If a student chooses to bring a cellphone and/or personal electronic devices (i.e. air pods, headphones, apple watches) to school, then Sangamon Valley Schools assume no responsibility for damages or lost items.
5. Students are not permitted, at any time, to use social media on any electronic device while at school.

Violation of cell phone policy may result in loss of privilege (ranging from one day to a full school year), in- or out-of-school suspension, or other consequences given at the discretion of the administration.

SCHOOL-REACH NOTIFICATION

School Reach is a telephone broadcast system that allows the school to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. The school will continue to report school closings due to weather as an overlay to public announcements. Note: For an answering machine to receive the call it must be set to allow no more than 4 rings.

INTERNET ACCEPTABLE USE POLICY

Sangamon Valley CUSD #9 provides access to the Internet for faculty, staff and students as a privilege, not a right. Inappropriate use, including violation of the following rules and conditions, will result in cancellation of this privilege for a period of time to be determined by the administration. For students enrolled in computer classes, this cancellation of privilege may result in removal from the class roster and a failing grade.

Acceptable Use: The purpose of Internet access at Sangamon Valley CUSD #9 is to support student and faculty research and educational use. All users must comply with the following:

1. Access will be permitted to students only under the direct supervision of a teacher.
2. Users will use only their own account name and password and will not share this information with others.
3. Online logs will be checked randomly to ensure that users are using only educationally appropriate sites. It is the user's responsibility not to knowingly access inappropriate material.
4. Despite existing content filtering, users may, by accident, encounter material that may be considered offensive or inappropriate. It is the user's responsibility to report such access to the supervising staff or network administrator.
5. Transmission of any material in violation of any statute is prohibited. This includes, but is not limited to, copyrighted material, threatening, indecent or obscene material or material protected

by Trade Secret.

6. Users will not download or install any software without the express permission of the network administrator.
7. Users will not use the network in a manner intended to harass, threaten, intimidate or demean others. Any abusive or inappropriate communication is prohibited.
8. Users will not reveal the personal addresses of students or colleagues. Students will not post personal identifying information of any kind.
9. Students may use e-mail, “chat” or “instant messaging” capabilities only with permission of the instructor. This includes checking personal email accounts. Generally, this type of use is prohibited and should only be used for a specific educational purpose.
10. Users may not attempt to access information relating to other users.
11. Vandalism including, but not limited to, computer viruses and destruction of data belonging to others will result in immediate suspension of computer privileges.
12. Commercial use is prohibited. Students will not use district accounts to purchase goods and services online.
13. It is the user’s responsibility to immediately report any security problems to their teacher or the network administrator.

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

DRESS CODE AND LOCKERS

STUDENT DRESS CODE

It is the responsibility of the Board of Education to ensure that every student has a safe environment in which to learn. Students' dress and grooming must not disrupt the educational process, interfere in the maintenance of a positive teaching and learning environment, or compromise reasonable standards of health, safety and decency. Clothing, jewelry, and other students wearing apparel that, in the opinion of the school administration, disrupts the educational process, interferes with the maintenance of a positive teaching and learning climate, or compromises reasonable standards of health, safety and decency is prohibited.

DRESS CODE RULES

Such items as:

1. Clothing, jewelry, or other apparel that is embellished with, suggests, promotes or depicts alcohol, tobacco, drugs, profanity, weapons or gang affiliation, degrades the integrity of individual groups, is suggestive in content/wordplay, and/or presents a safety hazard or disruption is not suitable for school attire.
2. Sunglasses, hats, hoods, or unusual headgear of any kind should not be worn during school hours unless during a school reward.
3. Clothing or other apparel which is sexually explicit or suggestive in nature. Including but not limited to shirts or pants, which expose the chest, abdomen or bottom. Pants should not be worn below the waistline.
4. Pajamas (including house slippers) should not be worn unless during a school reward.
5. Coats, jackets, and gloves are not to be worn inside the school during the school day and should be kept in students' lockers.
6. Backpacks, Fanny packs, and purses will not be allowed in class without special privileges from the principal. These items should be placed in lockers during the school day.

Students wearing apparel prohibited by this policy will be asked to turn the garment inside out or remove the garment and exchange it for a permissible item, such as a PE uniform. Any violation or repeated violations of this dress code may result in a consequence to be determined by an administrator.

P.E. UNIFORM POLICY

All 6th-8th grade students are required to dress in regulation physical education uniforms daily. Students must wear athletic socks; dress socks will result in a deduction of points. Students must wear gym, tennis, or running shoes. Sandals and dress shoes will not be allowed. Jewelry will not be allowed in the physical education classroom. Students should leave all rings, earrings, necklaces, etc. in the locker room. Uniforms may not be cut-off.

Note: Depending on outside weather, adjustments to uniform may be warranted (sweats, jackets, sweatshirts, etc.). The additional clothing will not have to be school issued but should be school appropriate. Health Issues – If a student needs to sit out of P.E. class for a health/injury reason, he/she will be allowed to miss ONE class with a note from a parent/guardian. If a student needs to sit out of P.E. class for more than one day, a note from a doctor is required. Please be sure the doctor's note has both a starting date and a return date.

LOCKERS

All lockers made available for student use on the school premises, whether in the hallway or locker room, are the property of the school district. These lockers are for student use in storing school materials and personal items necessary for school use. You are not permitted to attach any item to the exterior of the locker. Your locker is school property and is not to be abused in any way. Periodic locker checks will be made during the school year. The school retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with intended purpose and to eliminate fire and health hazards, maintain sanitary conditions, and to locate lost or stolen materials. Lockers are assigned by the school office and are not to be traded or changed without permission from the office. Students who have difficulty with a locker, or need repairs, should report to the office so that repairs can be made. Locks are attached to the lockers and will be assigned at the beginning of the school year. Lockers should be locked at all times, and students should not share their lock combinations with anyone. The school is not responsible for lost or stolen items from lockers. **Any misuse or damage to the lockers by a student will result in disciplinary action and restitution.**

SANGAMON VALLEY EXTRACURRICULAR POLICY/HANDBOOK

The Board and staff of Sangamon Valley Community Unit School District #9 adopted this policy, which applies to all students in grades 6 –12, who desire to participate in extracurricular athletics, cheerleading, dance, scholastic bowl, drama, speech, band, music or any other school sponsored activity. It applies in addition to other policies, rules and regulations concerning student conduct and imposes additional requirements on student athletes and participants.

Athletics and non-athletics are an intricate part of the educational system. Extra-curricular activities are classrooms in which programs offer opportunities and avenues for students to demonstrate their various non-traditional gifted abilities in physical and mental arenas. Participation in extracurricular activities is a privilege and not a right.

It is the desire of Sangamon Valley CUSD #9, not only to produce winning teams at all levels, but also to

produce a person who has benefited from the extracurricular program. It is desired that a graduate of these programs can utilize what has been taught. The participant must learn future life dealings with others and most important, to understand himself/herself.

The outcome of each practice session and game rests on the participant and coach. No other influence is as important as those two. In accomplishing this, there must be responsibilities, good judgment, good conduct, discipline, and respect. The coach and participant set the pace for each competition/performance/practice to be held. Their conduct and responsibility must be of the highest degree in sportsmanship and integrity.

The purpose of this Handbook is to set the basic groundwork, upon which successful sports and non sports programs can be built. By reading and knowing the contents of this handbook, it is hoped that you will become the competitor that is a star in his or her own right.

CHAIN OF COMMAND

As with any organization, it is necessary to provide a means of decision making and resolution of disagreements. In all such instances, sponsors, students/athletes, and parents/guardians should follow this hierarchy. Students/athletes should attempt to resolve all issues directly with the coach/sponsor. Parents/guardians should first address all questions and concerns to the coach/sponsor. This should be done by calling the school and setting up an appointment with the coach. If, after first attempting to resolve matters with the coach/sponsor a student or parent/guardian is not satisfied, the chain of command which is to be followed after speaking with the coach/sponsor is as follows:

- A. Athletic/Activities Director
- B. Principal
- C. Superintendent
- D. Board of Education

GUIDELINES:

The following guidelines will be followed along with the Handbook and any additional requirements from the coach/sponsor for extra-curricular activities. If you have any questions, please contact the Athletic Director.

1. **ATTENDANCE** - In order for a student to participate in any competition, performance, and/or practice, the student must be in attendance by the end of 2nd hour of school. Also, if a student leaves school at any time during the school day for any reason other than a doctor's or dentist's appointment, court, and funeral they will not be allowed back at school that day to compete/practice/perform or watch other activities practice/performance/competition. The Principal must approve any exceptions or special circumstances to the attendance rule in advance and the coach/sponsor and the Athletic Director will be informed.
2. **CONFLICTS WITH OTHER ACTIVITIES** - If another school activity conflicts with practice or a game, the coach/sponsor should be notified immediately so that the coaches/sponsors involved may resolve the conflict.
3. **PARTICIPATION IN TWO SPORTS DURING A SEASON** – The Board has determined an athlete may participate in two different sports during the same season.
4. **EQUIPMENT AND UNIFORMS** - All athletes and participants are held responsible for any equipment or uniforms issued to them that is school property. At the discretion of the Coach/Sponsor and/or Athletic Director, the athlete will be expected to pay for any piece of equipment or uniform lost or damaged. Uniforms issued are the responsibility of each team

member with respect to care and maintenance. Uniforms are not to be worn at any time other than the athletic contest, or as approved by the coach, and are never to be worn by anyone other than the athlete.

5. STUDENT TRANSPORTATION- All participants must ride the bus to away contests or practices. Should a parent or guardian like to arrange alternate return transportation, he/she must:

- Submit a written note to the building principal designating with whom the student has permission to leave the contest or practice, OR
- Sign for release of his/her student at the conclusion of the event.

Any student found in violation of this policy will be subject to disciplinary action up to and including removal from the team.

1. **INJURIES** - Any school-connected injury shall be immediately reported to the coach/sponsor. If a participant has received a disabling injury, it is the responsibility of the participant to bring the coach/sponsor a written release from the doctor before he or she may return as a participant.
2. **STUDENT PHYSICALS** – All athletes must have a current physical on file in the Principal's office prior to the first practice, in order to participate in practices or games.
3. **ATHLETIC FEE** - All fees must be paid prior to the first practice or the participant will not be allowed to participate. This fee is non-refundable after the official IHSA start of the season. Athletes that choose to participate in a cooperative sport hosted by Tri-City Schools will be subject to their athletic fees (**\$100.00 per sport**). Those participating in sports at Meridian Schools are subject to their **\$50.00** per sport athletic fee. All fees must be turned into the office prior to the first practice.
4. **SUSPENDED STUDENTS** - Students who have an out-of-school suspension are not eligible to participate in competitions or practices. Students who have an in-school suspension are eligible to participate in competitions and practices.
5. **PRACTICES** - All practices are closed practices. If a parent would like to sit in on a practice, please call the coach/sponsor first to discuss the matter and make arrangements. Students that are ineligible to compete are allowed to attend practice, unless instructed otherwise by the coach/sponsor.
6. **OPEN GYMS** - Open gyms may only be attended by students not currently in a sport. 7. **TERMINATION FROM A SPORT** - Students may self-terminate, be ineligible, break handbook or coaches rules and thus no longer be a member of a team. When this happens the student shall not be allowed to participate in open gyms or start another activity until the one they are no longer a part of has finished its normal season.

TRAINING RULES

The following rules apply to any student participating on a Sangamon Valley CUSD #9 team or group, including cheerleading and the dance team. All existing rules and regulations found in the Student Handbook and Sangamon Valley School District #9 policies apply to all extracurricular activities. Coaches/Sponsors also may hand out specific rules for their activity, which will also be adhered to. In addition, the following rules apply:

SCHOLASTIC STANDING

1. Participants must be passing all but 1 class for High School students.
2. High School – if a student has more than 1 “F” at the end of the semester, they are not eligible to participate in any sport or activity the following semester. If any student has only 4 classes during a semester they must be passing all of them during the semester as well at the end of the

semester to remain eligible.

3. Middle School - Participants must be passing ALL classes for Middle School students. This is checked weekly during each quarter and starts over each quarter. This does not carry over to the following school year.
4. A participant shall be removed from the team after three (3) weeks of ineligibility. (Does not have to be consecutive weeks.) Members of groups such as Band, Drama or Chorus will be removed at the coach's discretion, due to their number of competitions or performances.
5. Eligibility checks for each sport/activity shall commence the 2nd week of the season. The season begins with the first day of practice.
6. It is up to each coach/sponsor to decide if an ineligible student will be in attendance at home/away competitions. However, no ineligible student will be allowed to leave school early to attend a scheduled event.

EXTRACURRICULAR CODE

Tobacco/Vaping (Use of and/or possession of) Use of and/or possession of tobacco/vape is strictly prohibited at any time you are a member of a school-sanctioned sport or activity. Violations will be cumulative for the entire school year.

FIRST OFFENSE: Suspended for *_competition(s) at their level of competition. ***Individual Activity Suspensions**

- Football - 1 game
- Basketball - 2 games
- FB Cheerleading -1 game
- BB Cheerleading - 2 games
- Volleyball - 2 matches Softball - 2 games Bass Fishing – 1 tournament
- Baseball – 2 games
- Track – 2 meets
- Scholastic Bowl - 2 meets
- Speech – 1 meet
- Soccer - 2

** Chorus, Band, Dance, FFA, and Drama -- suspension will be determined by the Principal and Coach due to the small number of competitions.

*** These suspensions will be served by the participant, by being in attendance and sitting with the team out of uniform.

SECOND OFFENSE: Suspended for 1 year from the date of the offense from all sports/activities.

Alcohol (Use of and/or possession of) Use of and/or possession of alcohol is strictly prohibited at any time you are a member of school-sanctioned sport or activity. Violations will be cumulative for the student's entire high school career for all activities, and be dealt with as follows:

FIRST OFFENSE: This shall result in a 1/3 suspension of the regularly scheduled competitive season at the time of the violation. **EXAMPLE:** If the first violation occurred during football and nine games were scheduled, the participant would be suspended for three games. If the violation occurred during track and eighteen meets were scheduled, the participant would be suspended for six meets. The suspension will be based upon the higher level at which the participant practices and participates in and will encompass all

IHSA – Sanctioned contests in-between. Any suspension that was not completed within an activity will carry over to the next activity that participants participate in, if this happens, the number of suspensions left to serve will be re-calculated for the new activity. Suspensions may carry over into Post Season play or the next school year. These suspensions will be served by sitting out of uniform with the team.

SECOND OFFENSE: Suspension will be for 1 year from the date of the offense for all sports/activities.

THIRD OFFENSE: Suspension will be for the remainder of their high school career in all sports/activities.

Drugs-legal/illegal (Use of and/or possession of) Use of and/or possession of drugs or drug paraphernalia is strictly prohibited at any time you are a member of a school-sanctioned sport or activity.

FIRST OFFENSE: Suspension will be for 1 year from the date of the offense for all sports/activities.

SECOND OFFENSE: Suspension will be for the remainder of their high school career from all sports/activities.

Tobacco and Alcohol (Sale of) Whenever a participant is involved or caught in the selling of tobacco and/or alcohol the participant will be suspended from all sports/activities for 1 calendar year. **Drugs (Sale of)** whenever a participant is involved/caught in the selling of drugs, the participant will be suspended from all sports/activities for the remainder of their high school career.

*If any participant violates any of the above areas, they will not be eligible for nomination for any All Conference awards or recognitions.

Unexcused Absence Discipline for an unexcused absence from a practice or game will be left to the discretion of the coach in charge.

Unsportsmanlike Conduct Gross misconduct or inappropriate actions while acting as a representative of the school will result in immediate discipline by the Coach/Sponsor, Athletic Director and/or the Principal.

Theft or destruction of property Theft or willful destruction of personal or school property will result in immediate discipline by the Coach/Sponsor, Athletic Director and/or Principal. **Trips** All students must ride the school bus to and from all contests unless previous permission, IN WRITING, has been given BY A PARENT, to the coach/sponsor in charge. This practice is discouraged unless a definite matter of inconvenience exists. Athletes, cheerleaders and participants may not be given permission to ride with anyone other than his or her own parents unless prior administrative approval has been given. When in route to and from a scheduled contest, and in the presence of the public, athletes not attired in team uniforms should dress to the standards set by the respective coach, as well as non-athletic participants.

**** Sangamon Valley High School is a member of the Illinois High School Association** and strictly adheres to all policies and bylaws of the organization. Any other special situation not covered above will be handled at the discretion of the Coach/Sponsor, Athletic Director, and Principal.**

ATHLETIC AWARDS

SENIOR SPORTS PLAQUES – The Senior Sports Plaque is awarded to any student athlete who has received at least two Varsity letters and one of these being earned their senior year.

VARSITY LETTERS – To earn a Varsity award, the athlete must complete the following requirements in each sport. Only one letter is awarded per student. For each letter earned after the first one, an insert (pin representing the sport) will be awarded. Coach's/Sponsor's discretion applies to all awards described below.

Football: 40% of Varsity quarters or participating for four years and finishing the season in good standing.

Volleyball: 40% of Varsity games or participating for four years and finishing the season in good standing.

Basketball: 40% of Varsity quarters or participating for four years and finishing the season in good standing.

Softball: 40% of innings of Varsity games or participating for four years and finishing the season in good standing.

Baseball: 40% of innings of Varsity games or participating for four years and finishing the season in good standing.

Track: Two points per meet (20 points for ten meets) or score in an Open Varsity meet or participating for four years and finishing the season in good standing.

Fresh/Soph Open meets will count toward Varsity points.

Cheerleaders: Must perform at 80% of the games including Tournaments and any post- season

Dance: Must perform at 80% of the games.

NUMERALS- At the end of the first successfully completed season, the athlete will receive numerals representing the student's graduating class year.

CERTIFICATES- Each athlete that successfully completes a season is awarded either a Letter Winner Certificate or a Participant Certificate regardless of other awards.

SPECIAL AWARDS- Special awards for outstanding performance or contributions by an individual during the season are presented by the coach at the athletic awards program for that sport. The school will provide up to 5 plaques per sport for special awards.

HIGH SCHOOL ATHLETE OF THE YEAR

CRITERIA:

- Earned 4 or more Varsity Letters and at least 1 in their Senior year.
- Vote for 1 female and 1 male athlete and consider the following:
 - 60 % - Athletic Achievement - actively competed and participated in athletics.
 - 30 % - Leadership/Character – courteous, gracious, mature, helpful, classroom and/or team leader, disciplined, possess a strong will to succeed, respectful, and growth as an individual as a result of their athletic experiences.
 - 10 % - Scholarship - shall include grade point average, ACT/SAT performance, meets academic deadlines, and is cooperative in the class
- **VOTING:** SV Head Coaches, Assistant Coaches, Athletic Director

Each recipient will receive an individual award in addition to their name being placed on a plaque, which shall remain at school.

VARSITY LETTER AWARDS-NON-ATHLETIC AWARDS

Scholastic Bowl- Must earn a predetermined number of points, dependent on the number of matches and tournaments played, and Freshmen and Sophomores must compete in at least 4 Varsity matches, or anyone who has participated 4 years and finished the season in good standing.

Speech- Must attend/perform a pre-determined number of contests by the coach or have participated for four years and finish the season in good standing.

Chorus/Band/Drama- These activities will not receive letters. They may receive certificates and pins for the activity.

** Only one letter is awarded per student. For each letter earned after the first, ** an insert (pin representing the activity) will be awarded. Coach's discretion applies to all awards described.

CERTIFICATES - Each participant that successfully completes a season is awarded either a Letter Winner Certificate or a Participant Certificate regardless of other awards.

SPECIAL AWARDS- Special awards for outstanding performance or contributions by an individual during the season are presented by the coach at their respective awards program. The school will provide up to 5 special awards per activity/sport.

GUIDELINES FOR COACHES/SPONSORS

1. Conduct at all practices and events (games, meets, matches, etc) should be at a highly professional level. The use of profane language is prohibited.
2. All school rules must be enforced. (eg. Attendance, grade policies, etc.) It is the responsibility of the coach/sponsor to know said rules. Any questions about the rules should be directed first to the athletic director then to the appropriate building principal.
3. Fundraising of any form must be cleared through the athletic director and building principal with accurate and proper financial accounting practices followed.
4. Coaches/sponsors will not leave students unattended following practices/games. At all times, the coach/sponsor should be the last person to leave the campus after insuring that all players have been provided a way back to their home.
5. Coaches/sponsors will abide by all requirements set forth by state and local organizational affiliations (eg. IHSA, IESA, Conference, etc.)
6. It is the responsibility of the coach/sponsor to notify students and parents of practice times, bus times, and any changes in a timely manner. Coaches/sponsors should understand that parents must be given as much advanced notice as possible as it relates to scheduling.
7. Coaches/sponsors should be mindful that they are public figures and are seen as role models in the community. Personal behavior should be monitored at all times and should be kept in conformance with what constitutes a positive and healthy lifestyle.
8. Coaches/sponsors shall not engage in personal relationships with students. The use of social media with students/sponsors should be kept on a professional level.
9. Coaches/sponsors must be fair minded in determining playing time and other decisions as it relates to students. Coaching decisions should be made on performance and behavior of the students rather than on personal bias.
10. Coaches/sponsors must view themselves as ambassadors for the Sangamon Valley CUSD #9.

SUSPENSION FROM SCHOOL-RELATED ACTIVITIES Because of misconduct or inappropriate behavior at extra-curricular activities, the school administration may suspend students from attending such functions for the remainder of the season, semester, or year. Any student who has been suspended more than 10 days during the school year is prohibited from attending or participating in any school activity.

SPORTS, ACTIVITIES, AND CLUBS

Sangamon Valley students are encouraged to actively participate in one or more of the school sponsored activities. Activity participation enables the student to achieve experience in social activities, develop leadership qualities, pursue leisure-time interests (and develop new interests), enlarge friendships, learn the art and policy of government, and have fun! The Sangamon Valley C.U.S.D. # 9 rules apply at any school sponsored activity whether it be a weekday or weekend. Athletes that choose to participate in a cooperative sport hosted by Tri-City Schools and Meridian Schools will be subject to their athletic fees. All fees must be turned into the office prior to the first practice.

Football (**Co-op with Tri-City**)

Girls' Basketball (**Co-op with**

Tri-City) Student Council

WYSE

Boys' Basketball (**Co-op with Tri-City**)**

Drama Club

FFA Speech and Drama Team

Baseball (**Co-op with Tri-City**) **

Volleyball (**Co-op with Tri-City**)**

Fellowship of Christian Athletes

Class Officer

Track (**Co-op with Tri-City**)

Softball (**Co-op with Tri-City**) **

National Honor Society

German Club

Scholastic Bowl

Spanish Club

Cheerleading (**Co-op with Tri-City**)

Dance Team

Soccer (**Co-op with Meridian**)*

Bass Fishing

FBLA Principal's Advisory

Council Yearbook/BOLT

Prom/Homecoming

* **Hosted by Meridian**

** **Hosted by Tri-City Schools**

TRANSPORTATION

WALKING / BIKING TO AND FROM SCHOOL

Students who walk or ride their bikes to and from school must use the school crosswalk and crossing guard at all times (even if it lengthens the trip distance, safety over convenience). Students should not walk/ride to/from school through the car rider lot. Students who fail to abide by this policy may receive disciplinary action.

SCHOOL BUS TRANSPORTATION

The District shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational programs. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act. Bus schedules and routes shall be determined by the Transportation Director and shall be altered only with the Transportation Director's approval and direction. In determining the routes, the pick-up and discharge points should be as safe and convenient for students as possible. No school employee may transport students in school or private vehicles unless authorized by the administration. Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

RULE FOR RIDING BUSES

1. Be on time at the designated school bus stop – help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter the bus.
4. Keep hands and head inside the bus at all times and remain seated at all times.
5. Assist in keeping the bus safe and sanitary at all times.
6. No food consumption on route buses.
7. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident.
8. Treat bus equipment (windows, seats, etc...) with respect, and never tamper with the bus or any of its equipment.
9. Do not leave books, lunches, or other articles on the bus.
10. Keep books, packages, coats, and all other objects out of the aisles.
11. Do not throw anything out of the bus window.
12. Do not leave your seat while the bus is in motion.
13. Be courteous to fellow pupils, the bus driver, and chaperones.
14. Be absolutely quiet when approaching a railroad-crossing stop.
15. Be alert to a danger signal from the driver.

16. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school.
17. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this except by proper authorization from a school official.
18. The bus driver has the authority and responsibility to maintain proper conduct on his or her bus. The driver has the authority to assign seats for as long a period as considered necessary.
19. Students may obtain a bus pass to get off at a different stop provided that the alternate stop is listed on the student transportation form. Bus passes must be requested by email or a written note by 11 AM on the date of the request.
20. In addition to the primary address listed on the student transportation form, one alternate stop is able to be listed.
21. Changes to the student transportation forms must be made in person and may require 48 hour notice to adjust student routes.
22. Students participating in school-sponsored activities must utilize school provided transportation to and from a given activity. Where circumstances are extenuating, a student is allowed to utilize alternative transportation, providing a written permission slip is submitted to the supervisor of said activity by the parent. Supervision must be provided by a parent of a student in that vehicle.
23. If the bus driver and school officials have continued difficulty with a student's behavior, suspension of bus privileges may take place. In the event of a bus suspension, the parents will provide transportation to and from school.

BUS CONDUCT POLICY

All students must follow the District's School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus include, but are not limited to:

1. Willful injury or threat of injury to a bus driver or to another rider.
2. Repeated use of profanity.
3. Damage to bus property.
4. Repeated willful disobedience of the bus driver's or other supervisor's directives.
5. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

Students are expected to conduct themselves in an appropriate manner while riding the school bus. The administration reserves the right to issue disciplinary consequences for students who violate bus riding rules of conduct. Students who violate rules shall be subject to all disciplinary consequences provided for within the student handbook. Students may be suspended from riding the bus to school by district administrators for a period of up to (10) days per occurrence. Continued disciplinary problems may result in the Board of Education suspending bus riding privileges for a period up to (2) calendar years.

Any student who is suspended from riding the bus to school is still expected to be in attendance on a daily basis. Any absence during the time of a bus suspension must be accompanied by a doctor's excuse in order for the absence to be counted as "excused."

All "unexcused" absences result in (0's) being given on assigned work. Additionally, unexcused absences are considered truancy and may be subject to disciplinary action. Parents who contribute to truancy shall be reported to the state's attorney and the Department of Children and Family Services.

DISCIPLINE POLICY

PURPOSE

The Board of Education of Sangamon Valley Community Unit School District #9 believes that the primary function of its schools (Pre-K – 12) must be the preparation of all students for meaningful, rewarding participation in a democratic society. The right to an education for each student will be respected and protected as long as it does not result in behavior that denies other students the same right. Every organization in a civilized society finds it necessary to have rules and regulations in order to operate effectively and efficiently. Discipline in the schools is not intended to serve merely as punishment, but rather more importantly as a means of maintaining order and proper governance of the school. Discipline should always provide a constructive learning experience, emphasizing the importance of each student's responsibility to respect and preserve the rights and welfare of others. The Sangamon Valley Community Unit School District #9 Discipline Policy has been approved by the Board of Education and will serve as a guideline for all school district employees. **It may be revised as the needs of the time and the changing relationships demand.**

In an attempt to ensure proper conduct and behavior, teachers are authorized by the Illinois School Code to remove disruptive students from their classes. Students who have to be removed from the classroom on a consistent basis will be referred to the school administration. The Superintendent and/or Principal may suspend students who are disruptive in class.

All teachers and staff members of the school district have the authority to enforce school rules and to correct any student whose conduct is in violation of school rules. This applies to all students at all locations and includes conduct away from school at school-sponsored events and activities.

Parents are expected to support the school district regarding disciplinary actions. Failure and/or refusal of parents to abide by the policies and procedures established by the school district will jeopardize the students' continued enrollment within the school system. When parents enroll their students in Sangamon Valley C.U.S.D. #9, it is implied and understood that the children will abide by the rules and regulations for each school or face appropriate disciplinary consequences. Parents shall have no authority in disciplinary matters beyond the due process guaranteed by law for suspensions and expulsions.

In accordance with 105ILCS 5/24-24, teachers and administrators may use reasonable force as needed to maintain safety for other students, school personnel, or persons for the purpose of self-defense or the defense of property. All disciplinary consequences must be fulfilled in order for a student to be considered "in good standing." Any student who withdraws from the school district and who owes disciplinary consequences will fulfill the outstanding consequences upon re-enrollment.

GENERAL DISCIPLINE AUTHORITY

Because the Board of Education is entrusted with protecting the safety, health and welfare of the students, staff and the property of the school district, it may be necessary to discipline students whose conduct affects the wellbeing of our school. In accordance with constitutional due process and statutory requirements, the Board of Education may expel students in case of gross disobedience or misconduct that occurs on or off campus. This may include conduct that occurs on the bus, at the bus stop, traveling to or from the bus stop; at school sponsored activities and activities connected with the school program; any event having a nexus with the school; and at any other time such action is necessary for the safety and supervision of students. Only the Board of Education may determine to expel a student from school or the school bus.

The Superintendent and Principal may suspend students from school or the school bus for up to 10 school days. Suspensions or expulsions of students shall occur in compliance with procedural regulations to be promulgated and implemented by the administration.

STUDENT BEHAVIOR

Prohibited Student Conduct

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

Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

Using, possessing, distributing, purchasing, selling or offering for sale:

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

Students who are under the influence of any prohibited substance are not permitted to attend 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.

RESPECT TOWARD STAFF

Students are expected to show each staff member of Sangamon Valley C.U.S.D. #9 the proper respect deserved at all times. Custodians, bus drivers, cooks, library aides, secretaries, substitute teachers, teachers, coaches, and administrators shall be addressed in an appropriate manner.

All teachers in the school district have the authority to enforce school rules and to correct any student whose conduct is in violation of school rules. This applies even if the student is not assigned to that teacher or class.

DUTY TO WARN

Every student at Sangamon Valley Middle School has an expressed duty to warn the appropriate school personnel of any threat made against the school or another individual. School safety is the responsibility of everyone.

MISCONDUCT BY 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 District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education’s guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and the procedures. At the annual individualized education plan

review, a copy of this policy shall be given to the parent(s)/guardian(s). The policy and procedures shall be explained. A copy of the procedures shall be available, upon request of the parent(s)/guardian(s).

Discipline of Special Education Students

The District shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA) when disciplining 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. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer changing the student's placement to an appropriate interim alternative educational setting for up to 45 days, if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA. The length of time a student with a disability is placed in an alternative educational setting must be the same amount of time that a student without a disability would be subject to discipline.

SEXUAL HARASSMENT POLICY

Sexual harassment of students is prohibited. A student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, or engages in other verbal or physical conduct 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
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
 - 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 having the effects of humiliation,

embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, 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. Student's believing they are victims of sexual harassment, or have witnessed sexual harassment, are encouraged to discuss the matter with the Building Principal, Dean of Students, or classroom teacher. Students may choose to report to a person of the student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action. The Superintendent shall post the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator on the main bulletin boards in all District buildings. The Superintendent shall also use other reasonable measures to inform staff members and students that the District will not tolerate sexual harassment. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including suspension and expulsion, with regard to students.

BULLYING POLICY

The Sangamon Valley CUSD #9 Board of Education has determined that a safe school environment facilitates learning. Accordingly, it is the policy of this Board that aggressive behavior of students shall not be permitted. Repeated aggressive behavior will be documented and serious disciplinary action will be taken.

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

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

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

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

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

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

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

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

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

DUE PROCESS

Before suspension, the student shall be provided a conference during which the charges will be explained, and the student will be given an opportunity to respond to the charges. Any out-of-school suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension.

DEFINITIONS OF MAJOR AND MINOR BEHAVIORS

MAJOR PROBLEM BEHAVIOR	DEFINITION
Abusive/Inappropriate Language	Students relay verbal messages that include swearing, name calling or use of words in an inappropriate way.
Alcohol	Students are in possession of, or are using, alcohol.
Arson	Students plans or participates in malicious burning of property.
Bomb Threat/False Alarm	Students relay a message of possible explosive materials being on campus, near campus, or pending explosions.
Combustibles	Students are in possession of substances/objects readily capable of causing bodily harm or property matches, including but not limited to, matches, lighters, firecrackers, gasoline and lighter fluid, etc.
Defiance/Disrespect/Insubordination/ Non-Compliance	Student refusal to follow directions, talking back, or other socially rude/inappropriate interactions.
Disruption	Student behavior causing an interruption in a class or activity. Disruption includes, but is not limited to, sustained loud talk, yelling, or screaming; noise with materials; horseplay or rough housing; sustained behaviors that interfere with other students' learning process.
Fighting/Physical Aggression	Actions by students involving serious physical contact where injury may occur. Actions include, but are not limited to, hitting, punching, hitting with object(s), kicking, hair pulling, scratching, etc.
Forgery/Theft	Student is in possession of, having shared, or responsible for removing someone else's property or has signed a person's name without the person's permission.
Harassment/Tease/Taunt	Students deliver disrespectful messages (verbal or gestural) to another person that includes threats or intimidation, obscene gestures, pictures or written notes, Disrespectful messages include negative comments based on race, religion, gender, age, ethnicity, disabilities, or other personal matters.

Lying/Cheating	Students deliver messages that are untrue or deliberately violate rules.
Drugs/Tobacco/Electronic Cigarettes/etc	Students are in possession of, or are using, drugs/illegal substances or imitations; tobacco, vaporizer, electronic cigarettes or other similar materials.
Skipping Class/Truancy	Students leaving class/school without permission or staying out of class/school without permission.
Tardy	Students are late to school, or class, during the school day.
Vandalism	Students participate in an activity that results in destruction or disfigurement of property.
Weapons	Students are in possession of knives or guns (real or imitation), or other objects capable of causing bodily harm.

MINOR PROBLEM BEHAVIOR	DEFINITION
Inappropriate Language/Profanity	Low-intensity instance of inappropriate language
Physical Contact	Non-serious, but inappropriate, physical contact

Defiance/Disrespect/Non-compliance	Brief or low-intensity failure to respond to adult requests or instructions
Disruption	Low-intensity, but inappropriate, disruption

Dress code violation	Student wears clothing that does not follow the dress-code guidelines established by the school/district
Property Misuse	Low-intensity misuse of property
Tardy	Student is late to class
Plagiarism	Submission of someone else's work as your own, not giving credit to the original author or original source
Other	Any other behaviors that do not fall within the above categories that still inhibits the quality of the school values and educational environment