

**SANGAMON VALLEY C.U.S.D. #9**

**PRIMARY SCHOOL**

**STUDENT HANDBOOK AND DISCIPLINE POLICY**

**2023 - 2024**



**1095 N. Meridian Road, Harristown, IL 62537**

**Phone: (217) 963-2621**

**Fax: (217) 963-2440**

## TABLE OF CONTENTS

1. Personnel.....	4
2. Introduction.....	5
a. Foreword	
b. Mission Statements	
c. School Expectations	
d. Expected School Behaviors	
3. Rights and Responsibilities.....	8
a. Students	
b. Parents/Guardians	
c. Staff	
d. Administrators	
4. General School Policies.....	10
a. Parent’s Visitation Rights	
b. Visitors	
c. Animals on School Property	
d. Solicitation/Invitations/Classroom Treats	
e. Appointments with School Personnel	
f. Valuables/Distractables	
g. Field Trips/Building wide classroom celebrations	
h. School/Office Hours	
i. Student Restroom	
5. Attendance Policy.....	13
a. Attendance Guidelines	
b. Truancy	
c. Absent Work/Make-Up Privileges	
6. Student Record Information.....	16
a. Student Directory Information	
b. Student Records	
c. Transcript Requests	
7. Student Admissions.....	19
a. Admission of Students	
b. Student Transfers	
c. Homeless Children	

d. Admission from Home School	
8. Equal Education Measures.....	21
a. Limited English Proficiency	
b. Education of Children with Disabilities	
c. Equal Educational Opportunities	
d. Sex Equity	
e. Administrative Implementation	
9. Teacher Qualifications.....	24
10. School Health and Safety.....	25
a. Student Physical Exams	
b. Dental/Eye Exams	
c. Communicable Chronic & Infectious Disease(s)	
d. Medical Exclusion Guidelines	
e. Medication Policy	
f. Accident Reports	
g. Physical Education	
h. Hazardous and Infectious Materials	
i. Safety	
j. Child Sex Offender and Murder Notification Act	
k. Lock Down Status	
l. Safety Drills	
m. Search and Seizure	
11. Pandemic or other Health Emergency.....	32
12. Student Fees.....	33
a. Waiver of Student Fees	
b. Free and Reduced Food Services	
c. Breakfast/Lunch Program	
13. Academic Policies.....	34
a. Grading	
b. Grading Scale	
c. Redo Policy	
d. Honor Roll	
e. Student of the Quarter	
f. Presidential Award	
g. Response to Intervention (RTI)	
h. Retention Policy	
i. Student Work	

14. Phones, Electronics, and Technology.....	36
a. School Telephone Use	
b. Cell Phones/Electronic Devices	
c. School-Reach	
d. Internet Acceptable Use Policy	
e. Annual Notice to Parents about Educational Technology	
15. Dress Code.....	39
a. Student Dress Code	
16. Extra-Curricular Activities.....	40
a. Behavior at Extracurricular Activities	
b. Suspension from School Events/Activities	
17. Transportation.....	41
a. Walking/Biking to/from School	
b. School Bus Transportation	
c. Rules for Riding Buses	
d. Bus Conduct Policy	
18. Discipline Policy.....	43
a. Purpose	
b. General Discipline Authority	
c. Respect Toward Staff	
d. Duty to Warn	
e. Misconduct of Students with Disabilities	
f. Sexual Harassment Policy	
g. Bullying Policy	
h. Due Process	
i. Ranges and Definitions of Administrative Consequences	
j. Definitions of Major and Minor Behaviors	

# 1. PERSONNEL

## BOARD OF EDUCATION

Stephanie Guerrero.....	President
Jeff Stahl.....	Vice President
Martha Leeper.....	Secretary
Jessica Browning.....	Member
Lori Campbell.....	Member
Josh Hilbert.....	Member
Matt Wood.....	Member

## ADMINISTRATION

Robert Meadows.....	Superintendent
Hilda Rice.....	Principal

## FACULTY

Jane Turner.....	PreSchool
Kyleigh Covi.....	PreSchool
Erin Miller.....	Kindergarten
Jessica Niebrugge.....	Kindergarten
Kim Hainline.....	1st Grade
Susan Pierson.....	1st Grade
Lori Leeper.....	2nd Grade
Brittany Massey.....	2nd Grade
Jessica Whightsil.....	Interventionist
Teri Runions.....	Title/RTI
Stacy Marksberry.....	Special Education
Jennifer Grinestaff.....	PE
Nathan Schorfheide.....	Music
Maggie Sullivan.....	Speech

## OFFICE/STAFF

Kari Allen.....	Secretary
Alex Gentry.....	Nurse
Amy Steiner.....	Library Aide
Bruce Stolz.....	Maintenance
Dan Clark.....	Custodian
Tina Gwen and Kristy Raleigh.....	Cooks
Donna Ingram, Teri Clark, Karlee Eick, Corrandia Kerley.....	Aides

# ***WORKING TOGETHER FOR STUDENT SUCCESS***

## **2. INTRODUCTION**

### **Welcome**

Dear families,

Welcome to Sangamon Valley Primary School (SVP)!

We are looking forward to building relationships with you and your child. Brain science tells us when students feel supported through positive relationships, they are more likely to engage in learning and have better academic outcomes. These relationships will be the foundation to your student's ultimate success while attending Sangamon Valley Schools.

The following pages contain important information in regards to your child's school and district policies. If you have any questions or concerns please contact the school office. We look forward to working with you and your child toward a productive and enriched academic school year. We appreciate all your support in making your child's educational experience the best it can possibly be.

Sincerely,

Hilda Rice

Principal

### **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 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.*

**SANGAMON VALLEY PRIMARY SCHOOL’S MISSION STATEMENT**

The mission of Sangamon Valley Primary School is to be a **safe** and nurturing community which encourages students to show **respect** for themselves and others by taking **responsibility** for their academic and social well-being.

**SCHOOL-WIDE EXPECTATIONS**

Everyone should BE RESPECTFUL,  
 Everyone should BE RESPONSIBLE,  
 Everyone should BE SAFE.

Sangamon Valley Primary 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.

**EXPECTED SCHOOL BEHAVIORS**

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
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<b>All Settings</b>	<ul style="list-style-type: none"> <li>▪ Be kind</li> <li>▪ Use appropriate words and voice</li> <li>▪ Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be prepared</li> <li>▪ Be where you are supposed to be</li> <li>▪ Take ownership for your actions</li> <li>▪ Listen and follow directions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keep hands, feet, and objects to yourself</li> <li>▪ Move safely</li> <li>▪ Report Problems</li> <li>▪ Use equipment properly</li> </ul>
<b>Restrooms Voice level 1</b>	<ul style="list-style-type: none"> <li>▪ Respect privacy</li> <li>▪ Enter and exit quietly</li> <li>▪ Flush, wash, trash</li> </ul>	<ul style="list-style-type: none"> <li>▪ Go, wash, leave</li> <li>▪ Use only what you need</li> <li>▪ Throw paper towels away</li> </ul>	<ul style="list-style-type: none"> <li>▪ Wash hands with soap and water</li> <li>▪ Keep water in the sink</li> </ul>
<b>Halls Voice Level 0-1</b>	<ul style="list-style-type: none"> <li>▪ Move quietly</li> <li>▪ Keep walls clean</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hands to your side</li> </ul>	<ul style="list-style-type: none"> <li>▪ Move with a purpose</li> <li>▪ Face forward</li> <li>▪ Walk to the right side</li> </ul>
<b>Lunch Area Voice Level 2</b>	<ul style="list-style-type: none"> <li>▪ Use manners</li> <li>▪ Use a visiting voice</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use and return utensils correctly</li> <li>▪ Keep area clean</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stay seated</li> <li>▪ Enter and exit properly</li> </ul>
<b>Recess Voice level 0-4 (as directed)</b>	<ul style="list-style-type: none"> <li>▪ Play fair</li> <li>▪ Use polite language</li> <li>▪ Listen and follow directions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dress appropriately</li> <li>▪ Stay in assigned area</li> <li>▪ Tell an adult about unsafe activity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Line up safely</li> <li>▪ Use equipment properly</li> </ul>
<b>Library Voice Level 1</b>	<ul style="list-style-type: none"> <li>▪ Enter and exit quietly</li> <li>▪ Respect boundaries</li> </ul>	<ul style="list-style-type: none"> <li>▪ Return books on time</li> <li>▪ Treat books with respect</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have an adult present</li> </ul>
<b>Bus Voice Level 2</b>	<ul style="list-style-type: none"> <li>▪ Keep the bus clean</li> <li>▪ Use a visiting voice</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow directions</li> <li>▪ Keep all belongings in their proper place</li> <li>▪ Sit in your assigned seat</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stay seated</li> <li>▪ Enter and exit the bus safely</li> <li>▪ Keep hands, feet, and objects to yourself</li> </ul>
<b>Classroom Voice Level 2</b>	<ul style="list-style-type: none"> <li>▪ Treat others kindly</li> <li>▪ Follow instructions</li> <li>▪ Listen and allow others the opportunity to learn</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete work on time</li> <li>▪ Stay organized</li> <li>▪ Comes to class prepared</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow classroom behavior plan</li> <li>▪ Use classroom furniture/materials properly</li> </ul>
<b>Assembly Voice Level 0-3</b>	<ul style="list-style-type: none"> <li>▪ Sit flat</li> <li>▪ Respond or clap when called on</li> </ul>	<ul style="list-style-type: none"> <li>▪ Eyes on Speaker</li> <li>▪ Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>▪ Enter and exit safely</li> <li>▪ Move safely</li> </ul>
<b>Drop Off / Pick Up Voice level 2</b>	<ul style="list-style-type: none"> <li>▪ Respect everybody's personal space</li> <li>▪ Use nice words</li> </ul>	<ul style="list-style-type: none"> <li>▪ Listen to adult in charge</li> <li>▪ Stay in line</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ Walk</li> <li>▪ Watch Traffic</li> </ul>

### Voice Levels

0 - Silent: No one is talking

1 - Whisper Voice: Only 1 person can hear you

2 - Table Talk: Only a few people can hear you

3 - Speaking Voice: Normal conversation voice

4 - Outside Voice: Excited voice



### **3. 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/GUARDIANS**

- 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 the school district's Employee Code of Professional Conduct (Board Policy Section 5:120)
- 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 visit school and to participate in conferences with teachers, counselors or administrators

regarding the academic and behavioral status of their children.

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

### **RESPONSIBILITIES OF PARENTS/GUARDIANS**

- 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 set a positive example for their children by treating staff members with respect.
- To become familiar with district policies, school rules, and regulations, and to support reasonable disciplinary measures as applied by school personnel.
- 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, staff, 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, staff, 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.
- To assist students in meeting the challenge of positive social behavior.

## **4. 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/guardians ,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 consumption of alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding, unless it is part of the approved school curriculum.
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 principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment as determined by district administrators. 105 ILCS 5/2-3.12 and 105 ILCS 5/24-24

### **SOLICITATION / INVITATIONS/CLASSROOM TREATS**

Students should not sell items at school unless it is part of a school-related fundraiser or pre-approved by administration. Party invitations should not be handed out at school unless all students in the class are invited. Students are allowed to bring in treats to share for their birthday. Due to health concerns, treats cannot be homemade and must be individually packaged, store bought, or purchased through the school. Please schedule this with the student's teacher at least 24 hours in advance. Drop off the treats at the office.

### **APPOINTMENTS WITH SCHOOL PERSONNEL**

Anyone desiring a conference with a member of the school staff may set up an appointment by calling 963-2621. 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.

### **VALUABLES / DISTRACTORS**

Valuables and/or other items of distraction (including but not limited to toys, fidget items, balls, personal electronic devices, and trending cards) should not be brought to school. If such items are brought to school without the express permission of the classroom teacher, they can be confiscated. The school is not liable for damaged or stolen items.

### **FIELD TRIPS/BUILDING WIDE CLASSROOM CELEBRATIONS**

Attendance and/or participation in a teacher-scheduled field trip or classroom celebration is a privilege. Any student who has major discipline problems will not be allowed to attend field trips or participate in classroom celebrations in accordance with the building administrator. Exclusions from field trips and/or celebrations are a last resort and will be worked out with the classroom teacher and building administrator. Communication with students and parents regarding expectations and potential exclusions will be provided in advance of the event. Parents may be invited to assist in chaperoning field trips. Parent chaperones need to make arrangements for siblings, as they should not attend the field trip with chaperones.

### **SCHOOL/OFFICE HOURS**

School begins at 7:50 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. Phone calls outside of these times will be transferred to a voicemail system. Students are not to arrive before 7:50 a.m. unless riding a bus. Doors will open at 7:50 a.m. Sangamon Valley School District is not responsible for students who arrive before 7:50 a.m. Students who arrive at school late or leave early are required to be signed in/out by an adult in the office. **-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. The note or email must include: student name, physical address of alternate stop, and parent signature.**

### **STUDENT RESTROOM**

Should a student have soiled pants from a restroom accident, parents will be called to take the student home to be cleaned before returning to class.

## **5. 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 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. 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 (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS[1], 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 or an email received 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.

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

If the office is not provided one of the aforementioned documents, the absence will remain unexcused.

### **GENERAL ATTENDANCE GUIDELINES**

1. School will begin at 8:00 a.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 are requested to contact the school at 963-2621 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 unexcused 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 99.6 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 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. A student who is absent from school, or whose physician, physician assistant or licensed advanced 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.
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.



## **ABSENT WORK**

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 each day of absence.

\*Note- Assignments that are significantly late may be subject to administrator discretion.

# **6. 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 the school administrator 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. School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent(s)/guardian(s).

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a records custodian who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records.

The Family Education 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 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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

#### **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 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.

## **7. 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 tuition rate is available by calling the district office.

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 so 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 TO AND FROM NON-DISTRICT SCHOOLS**

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**

Third through fifth grade students (who are age eligible) seeking admission to Sangamon Valley Primary School from a home school may be required to complete an individual achievement test/assessment (FastBridge) and/or 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.

## **8. 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.
7. Offer opportunities for resident English learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

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.

### **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 the day before their 22nd birthday 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, might 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.

### **Related Service Logs**

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

### **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, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student 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.



## 9. 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.
  - 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) 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.
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, 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.

# 10. 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 entering kindergarten or the first grade, entering the sixth and ninth grades; and 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 year<sup>1</sup> 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 complete eye examination, or (2) evidence 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) evidence 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.

**COMMUNICABLE AND 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. 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 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 a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form," (located in the school office).

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**

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

Students with an Individualized Education Program may also be excused from physical

education courses as noted in the IEP.

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

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

Students who have been excused from physical education shall return to the course as soon as practical.

### **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.

### **SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCE GUIDE**

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims

and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net) or you may request a copy of this guide by contacting the school's office.

### **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.

### **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.

### **SAFETY DRILLS**

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

## **SEARCH AND SEIZURE**

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Students Searches**

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

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

### **Seizure of Property**

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

### **Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student’s parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student’s parent/guardian is present during questioning or, if they are not present, ensure that a school employee



(including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## **11. PANDEMIC OR OTHER HEALTH EMERGENCY**

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

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

Additionally, please note the following:

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

officials.

9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety

## **12. 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 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.

### **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 2021-2022 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

**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.**

## **13. ACADEMIC POLICIES**

### **GRADING**

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians.

Every teacher shall maintain an evaluation record for each student in their classroom. Assessments and evidence scored by the teacher cannot be changed by an administrator without notifying the teacher. Reasons for changing a student's grades may include:

- Incorrect scoring of an assessment
- A technical error in assigning a particular grade or score
- An inappropriate grading system used to determine the grade or score
- 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.

LEGAL REF.: 105 ILCS 5/2-3.64, 5/10-21.8, and 5/27 – 27.23 Ill, Admin. Code 1.44

### **GRADING SCALE**

<b>Standards Based Grading</b>
<b>4 - I get it and I can show you more.</b> <b>3 - I get it and I can do it on my own.</b> <b>2 - I am starting to get it with help.</b> <b>1 - With help, I still don't get it.</b>

### **REDO POLICY**

When applicable teachers may allow students to redo assignments / assessments. During a conference with the student, the teacher will 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).

### **STUDENT OF THE MONTH**

Each month, every classroom teacher will select a student to be recognized as the student of the month. The student select should represent the three pillars for success at school: Be Respectful, Be Responsible, Be Safe.

### **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 Primary 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 score at the bottom 10% of their grade level peers on standardized tests, universal screeners, and/or classroom based assessments, may be recommended to receive interventions in English Language Arts and/or Math. The classroom teacher and/or intervention specialist will notify parents when recommending, adding, or changing interventions.

### **SCHOOL RETENTION POLICY**

*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, performance based on Illinois Standards Achievement Tests, or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.*

### **STUDENT WORK**

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 to demonstrate skill mastery.

## **14. 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. 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**

If it is necessary for a student to bring a cell phone to school, it must be turned off and stored in a backpack throughout the school day.

1. Unless directed by a teacher, cell phone use while at school is strictly prohibited.
2. Students are not allowed to photograph, film, or record faculty/staff/students without their permission during the school day (this includes the bus ride to/from school).
3. If a student chooses to bring a cellphone / device to school, Sangamon Valley Schools assume no responsibility for damages or lost items.
4. Students are not permitted, in any capacity, to use social media 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 loss of privileges, disciplinary action, and/or legal action to be determined by the administration.

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

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

**Acceptable Use:** The purpose of electronic network access at Sangamon Valley CUSD #9 must be: (a) for the purpose of education or research, and be consistent with the district's objectives, or (b) for legitimate business 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. Vandalism including, but not limited to, computer viruses and destruction of data belonging to others will result in immediate suspension of computer privileges.
11. Commercial use is prohibited. Students will not use district accounts to purchase goods and services online.
12. 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

## **15. DRESS CODE**

### **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.

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



safety must modify their appearance.

### **Dress Code Rules**

Such items include:

1. Clothing, jewelry, or other apparel that is embellished with, suggests, promotes or depicts alcohol, tobacco, drugs, profanity, weapons or gang affiliation is sexually explicit, degrades the integrity of individual groups, is suggestive in content/wordplay, and/or presents a safety hazard or disruption.
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 revealing in nature, including but not limited to shirts or pants which reveal or expose the chest, abdomen or bottom, backless tops, excessively ripped clothing, and spaghetti straps. Sleeveless shirts must cover all undergarments. Pants should not be worn below the waistline.
4. Pajamas (including house slippers) with approval from administration.
5. Coats, jackets, gloves, and stocking caps are not to be worn inside the school during the school day and should be kept in the designated storage area.
6. Shoes must be school appropriate. Students wearing boots, sandals, or dress shoes must have suitable shoes to change into for recess and PE. Shoes suitable for recess and PE include shoes that have rubber soles, and have a tie or velcro closure.

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. Students that do not have shoes that are appropriate for recess and PE will be given alternate activities or will be unable to participate. Any violation or repeated violations of this dress code may result in a consequence to be determined by an administrator.

## **16. EXTRA-CURRICULAR ACTIVITIES**

### **BEHAVIOR AT EXTRACURRICULAR ACTIVITIES**

Everyone is expected to behave appropriately and respectfully at all school sponsored events. Good sportsmanship should be displayed at all times. Students who are not watching the game or who are loitering in the hallway or cafeteria will be asked to leave the event. Students are not permitted to re-enter once they have left the building during extra-curricular events.

Unsportsmanlike conduct may result in the person being ejected from the event and possible suspension from attending all school events for a period of time up to one year after a school board hearing. Examples of unsportsmanlike conduct may include but is not limited to:

1. Failure to obey the instructions of a district employee.
2. Using vulgar or obscene language or gestures.
3. Possession/use/under the influence of any alcoholic beverage or illegal substance.

4. Fighting, striking or threatening another person.
5. Engaging in an illegal or disruptive activity.

### **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.

## **17. 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. Students should use sidewalks for safe travel when available.

### **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 the 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.

### **RULES 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. The note or email must include: student name, physical address of alternate stop, and parent signature.
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.

### **TRANSPORTATION- 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."

Additionally, unexcused absences 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.

## **18. 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 105 ILCS 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 DISCIPLINARY 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 well being 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; during periods of remote learning; 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.

### **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 Primary 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 a 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.

### **RANGES AND DEFINITIONS OF ADMINISTRATIVE CONSEQUENCES**

\*The following ranges and definitions are not a required sequence of disciplinary actions.

**Student Conference** - A meeting between teacher(s)/student, administrator/student in which expectations are reviewed and the student is given the opportunity to take responsibility for their behavior, and/or repair damages that result from their actions. In some cases administration will facilitate restorative conferences between students and/or with faculty involvement.

**Student Removal From Class** - Situations may arise in which a student's conduct interferes with classroom lessons. The situation may be best handled by removing the student from the class, either to the hallway, buddy room, or office. Students are placed in a supervision room for one or multiple class periods. During the supervision period, the student will work on class assignments under the supervision of a district employee.

**Warning** - Students are told that repeated offense(s) will result in more severe disciplinary action. Warnings may include Yellow Note reflection forms to be signed and returned.

**Discipline Referrals** - Minor or major discipline referrals may be issued to students by building staff. Consequences for office and bus referrals will depend upon the frequency, duration, and intensity of the behavior.

**Parent Contact** – Parents/Guardians are notified of the discipline concern by phone, email, mail, or in person.

**Parent Conference** – A formal scheduled meeting with the parent/guardian to discuss a student’s behavior.

**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.

**Alternate Lunch** - Students exhibiting conduct inappropriate for the cafeteria setting or classroom may be denied the privilege of dining with other students. An alternate location will be assigned for lunch and written work may be required to be completed prior to the end of the lunch period or the student will return to the same alternate lunch period for the following day. The administration also reserves the right to assign further disciplinary action addressing behavior.

**Restitution** – Students may be required to perform simple work consistent with the nature of the offense committed to remedy the damage which they or others have caused to property or grounds. For example: removal of gum from under desks and seats, cleaning/sanitizing of affected area, repair of damaged property, removal of gang identifiers painted on buildings, repair of grounds damaged by vehicles, etc.

**Alternative Education Placement (AEP)** - Students who demonstrate behavior which disrupts the learning environment may be assigned to in school alternative education for a period of time deemed appropriate by the school administration. Students assigned to the isolated school setting (ISS) will be apart from other students during this time. Additionally, behavior while in the isolated school setting will be monitored by the administration and evaluated at the end of the assigned period of time to determine if further disciplinary action is warranted.

The following rules must be adhered to while in AEP:

1. Report to the main office at the beginning of the instructional day.
2. Lunch will be eaten in the AEP.
3. Morning, lunch, and afternoon bathroom/drink breaks will be given. Students will be escorted by the supervisor to the bathrooms and water fountains.
4. Any disruptions or violations of the above rules may result in immediate dismissal from ISS. If that occurs, the student will be suspended out of school and will be required to make up the day(s) of ISS in full when he/she returns to school.
5. All student areas must be checked by the supervisor before leaving ISS.

**Out-of-School Suspension (OSS)** - In accordance with section 10-22.6 of the Illinois School Code, a student who exhibits behavior detrimental to the learning environment (including multiple violations of any part of the school discipline policy), may be suspended for a period of time not to exceed 10 days per occurrence. A student who is suspended shall be counted as “unexcused absence” Students who are

suspended are not allowed to be on school grounds or in attendance at any school activity (either home or away) during the period of suspension. This includes away contests and field trips as well.

**Expulsion** - A student's disciplinary expulsion is the removal of a student from school for gross disobedience or misconduct for a period of time ranging from in excess of 10 days to a definite period of time not to exceed two school years. The Sangamon Valley C.U.S.D. #9 Board of Education retains the right, following a recommendation from the administration, to expel a student from school.

**DEFINITIONS OF MAJOR AND MINOR BEHAVIORS**

<b>MAJOR PROBLEM BEHAVIOR</b>	<b>DEFINITION</b>
Abusive/Inappropriate Language	Students relay verbal messages that include swearing, threats, 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.
Safety Threat/False Alarm	Student relays a message of possible harm.
Combustibles	Student is 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 student involving serious physical contact where injury may occur. Actions include, but are not limited to, hitting, punching, hitting with object(s), kicking, hair pulling, biting, 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	Student delivers 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, sexual orientation, gender identity, age, ethnicity, disabilities, or other personal matters.
Lying/Cheating	Student delivers message that is untrue or deliberately violates rules.
Drugs/Tobacco/Electronic Cigarettes/etc	Student is in possession of, or is using, drugs/illegal substances or imitations; tobacco, vaporizer, electronic cigarettes or other similar materials.
Skipping Class/Truancy	Student leaves class/school without permission or stays out of class/school without permission.
Tardy	Student is late to school, or class, during the school day.
Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Weapons	Student is in possession of knives or guns (real or imitation), or other objects capable of causing bodily harm.

<b>MINOR PROBLEM BEHAVIOR</b>	<b>DEFINITION</b>
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