

**STEELEVILLE  
ELEMENTARY SCHOOL  
2018-2019**



**HANDBOOK FOR  
STUDENTS AND PARENTS**

STEELEVILLE ELEMENTARY SCHOOL  
609 SOUTH SPARTA STREET  
STEELEVILLE, IL 62288

TELEPHONE: 618-965-3469  
FAX: 618-965-3490  
OFFICE HOURS: 7:30am - 3:30 pm M-F

## GENERAL SCHOOL INFORMATION

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The School Board does not intend to limit its ability nor the ability of its administrators or faculty to respond to situations which are not specifically addressed herein. The Board's comprehensive policy manual is available for public inspection through the District's website [www.steeleville138.org](http://www.steeleville138.org) or at the Unit District School office, located at:

Steeleville Unit District Office  
609 South Sparta Street  
Steeleville, IL 62288

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

Dr. Stephanie Mulholland, Superintendent & Elementary Principal  
[smulholl@steeleville138.org](mailto:smulholl@steeleville138.org)

### SCHOOL BOARD

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

Mr. Korey Bockhorn, President  
Mr. Fred Frederking, Vice-President  
Mr. Rick Smith, Secretary  
Mrs. Lisa Ernsting, Member  
Dr. Lisa Lowry-Rohlfing, Member  
Mr. Jim Mevert, Member  
Mr. Tim Mitchell, Member

### CHAIN OF COMMAND

This handbook is to be used as a guide. Not every situation can be covered. Differences will occur and will be handled on an individual basis. However, please **follow the chain of command by first talking to the teacher before talking to the administration and/or member of the Board of Education.**

1<sup>st</sup> Contact for resolution – Teacher

2<sup>nd</sup> Contact if problem is not resolved – Principal – Dr. Stephanie Mulholland

3<sup>rd</sup> Contact if problem is not resolved – Superintendent – Dr. Stephanie Mulholland

If the Superintendent is unable to resolve the issue you may request to be placed on the next School Board agenda.

## ADMINISTRATION

Superintendent & Elementary Principal—Dr. Stephanie Mulholland ([smulholl@steeleville138.org](mailto:smulholl@steeleville138.org))  
High School Principal – Mrs. Jennifer Haertling ([jhaertling@steeleville138.org](mailto:jhaertling@steeleville138.org))

## SCHOOL FACULTY

<u>Teacher</u>	<u>Position</u>	<u>E-mail</u>
Jamie Petrowske	Kindergarten	<a href="mailto:jpetrowske@steeleville138.org">jpetrowske@steeleville138.org</a>
Julie Sutton	Kindergarten	<a href="mailto:jcsutton@steeleville138.org">jcsutton@steeleville138.org</a>
Kristin Wedemeyer	1 <sup>st</sup> Grade	<a href="mailto:kwedemey@steeleville138.org">kwedemey@steeleville138.org</a>
Carol Mayer	2 <sup>nd</sup> Grade	<a href="mailto:cmayer@steeleville138.org">cmayer@steeleville138.org</a>
Nealy Hicks	3 <sup>rd</sup> Grade	<a href="mailto:nhicks@steeleville138.org">nhicks@steeleville138.org</a>
Jennifer Armstrong	3 <sup>rd</sup> Grade	<a href="mailto:jtroue@steeleville138.org">jtroue@steeleville138.org</a>
Chelsee Jones	4 <sup>th</sup> Grade	<a href="mailto:ctharp@steeleville138.org">ctharp@steeleville138.org</a>
Chelsey Burley	4 <sup>th</sup> Grade	<a href="mailto:cburley@steeleville138.org">cburley@steeleville138.org</a>
Shannon Wildermuth	5 <sup>th</sup> Grade	<a href="mailto:sgriz@steeleville138.org">sgriz@steeleville138.org</a>
John Hicks	Jr. High Science	<a href="mailto:jhicks@steeleville138.org">jhicks@steeleville138.org</a>
Sheila Grafton	Jr. High Math	<a href="mailto:sgrafton@steeleville138.org">sgrafton@steeleville138.org</a>
Stephanie Rubach	Jr. High Language Arts	<a href="mailto:srubach@steeleville138.org">srubach@steeleville138.org</a>
Cheryl Kuhlman	Jr. High Social Studies	<a href="mailto:kuhlman@steeleville138.org">kuhlman@steeleville138.org</a>
Shawn Liefer	Title I	<a href="mailto:sliefer@steeleville138.org">sliefer@steeleville138.org</a>
Gage Lodge	K-8 Physical Education	<a href="mailto:glodge@steeleville138.org">glodge@steeleville138.org</a>
Becky Krause	K-8 Art	<a href="mailto:bkrause@steeleville138.org">bkrause@steeleville138.org</a>
Andrea Reiss	K-5 Special Education	<a href="mailto:abauer@steeleville138.org">abauer@steeleville138.org</a>
Mardell Granger	Speech	<a href="mailto:mgranger@steeleville138.org">mgranger@steeleville138.org</a>
Nicole Brokering	6-8 Special Education	<a href="mailto:nbrokering@steeleville138.org">nbrokering@steeleville138.org</a>
Amy Brown	Pre-K Special Education	<a href="mailto:abrown@steeleville138.org">abrown@steeleville138.org</a>
Samantha Breithaupt	Pre-K	<a href="mailto:sschmerbauch@steeleville138.org">sschmerbauch@steeleville138.org</a>
Michelle Hamilton	Guidance Counselor	<a href="mailto:mhamilt@steeleville138.org">mhamilt@steeleville138.org</a>

## SUPPORT STAFF

Cindy Troue, Secretary	Nancy Hamilton, Cafeteria
Gayla Bradley, Administrative Assistant	Nancy Jeffers, Cafeteria
Neil Miller, Daytime Custodian	Ethan Feldman, Nighttime Custodian
Amy Asher, Aide	Rob McSmith, Nighttime Custodian

## **GENERAL INFORMATION**

### **STUDENT ADMISSIONS POLICY**

Students entering kindergarten must attain the age of five years on or before September 1, 2017. Parents and guardians are encouraged to consider their child's maturity and readiness more than age when deciding the year of entry into school. Remember that children are not required to enter school until they are seven. Students determined to have special needs are considered for admission into special programs at the age of three.

### **EQUAL OPPORTUNITY AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to actual or perceived race, color, national origin, immigration status, military status, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Stephanie Mulholland, Elementary School Principal.

### **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

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

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

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

### **EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT**

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

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

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.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

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.

### **FEES AND CHARGES; WAIVER OF STUDENT FEES**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

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

The Superintendent 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.;

- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

### **REQUIREMENTS FOR PROMOTION**

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

#### Primary Grades - Kindergarten, First and Second

Kindergarten promotion or retention is based on a determination of academic, social, and emotional maturity as it relates to academic readiness required to succeed in first grade. First or second grade students receiving quarter grades that average F in reading and mathematics will not be promoted to the next higher grade.

#### Intermediate Grades – Third and Fourth

Intermediate students receiving quarter grades that average F in two or more major subjects or the equivalent will not be promoted. Major subjects are reading, mathematics, language and spelling. Two minor subjects are equal to one major subject. Minor subjects are P.E., science, and social studies.

#### Junior High Grades – Fifth, Sixth, Seventh and Eighth

Junior high students receiving quarter grades that average F in two or more of the following subjects or the equivalent will not be promoted to the next grade: Language Arts, Mathematics, Science and Social Studies.

### **EVALUATION OF STUDENTS**

An official grade report will be issued to parents four times each year. As deemed necessary throughout the quarter, "Deficiency Reports" will be mailed to parents of students who are not currently achieving at expected levels or are currently earning a grade of D or lower. Incomplete grades must be completed within a reasonable time or the grade will be an F. The following grading system is used:

<u>Letter Grade</u>	<u>% Grade</u>	<u>Point Range</u>	<u>Grade Point</u>
A	90-100	3.6 – 4.0	4 points
B	80 – 89	2.6 – 3.5	3 points
C	70 – 79	1.6 – 2.5	2 points
D	60 – 69	0.6 – 1.5	1 point
F	0 – 59	0.0 – 0.5	0 points

+’s and -’s will not be recorded for grading periods

### **HONOR ROLL**

Each quarter’s honor roll is made up of those students whose report card grades for that period average:

High Honor	-	3.75 to 4.0
Honor	-	3.25 to 3.74

Physical education is used in figuring grade point average (GPA). Students that have maintained a 3.75 GPA over 4 quarters will receive an academic letter.

### **RETENTION IN GRADE**

Students who have been retained in a grade may change that status by successfully completing a summer school program approved by the Elementary principal. Prior to beginning a summer school program, students will be required to complete testing to determine placement and then will be required to complete course content. At the discretion of the administrator, students who fail two or three major subjects may be eligible for promotion through summer school. Students who fail four major subjects are not eligible for promotion through summer school.

# **THE SCHOOL AND STUDENT – START OF THE SCHOOL YEAR**

## **REGISTRATION**

By tending to matters of registration in advance of the first day of school, students are able to begin the school year more efficiently. At the time of registration, book rentals and student fees are paid and students receive their class assignments, school handbook, athletic code, and any other information deemed necessary.

## **IMMUNIZATION, HEALTH, EYE, AND DENTAL EXAMINATION**

### **Required Health Examinations and Immunizations**

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

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

### **Dental Examination**

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

### **Exemptions**

A student will be exempted from the above requirements for:



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

### **TEXTBOOK RENTAL AND STUDENT FEES**

All textbooks are issued in their respective classes through the rental system. A book rental fee will be assessed to each student at the time of registration. Additional lab and material fees may be charged for specific courses.

On the first day of class the students will receive their textbooks from their respective teacher(s). Each student will be expected to document the number and condition of each book issued. **The student is responsible for the maintenance of the books he/she is issued.** If, at the end of the year, the books show more than normal "wear and tear", students will be asked to pay an additional amount to cover the expected life of the book or to replace the book. Students are responsible for textbooks left unattended or stolen from them.

At the close of school each year, the students will return their textbooks to the teacher from which the book was received. **Students who fail to return any book will be charged the current replacement cost.**

Fee refunds will be given during the first semester equal to one half the rental fee, but during the second semester no refunds will be given. Some classes and activities may have additional costs during the school year.

The student must pay for damaged or destroyed books and materials as follows:

Lost during the first year of use	-	100% of replacement cost
Lost during the second year of use	-	90% of replacement cost
Lost during the third year of use	-	80% of replacement cost
Lost during the fourth year or more of use	-	70% of replacement cost

### **SCHOOL BREAKFAST AND LUNCH PROGRAM**

Breakfast is served every school day from 7:45 a.m. to 8:10 a.m. Lunch is served every school day from 11:00 a.m. to 12:30 p.m., except when there is an 11:30 a.m. or earlier dismissal.

A student may purchase breakfast for \$1.80.

A student may bring a sack lunch from home or may purchase a school lunch for \$2.30 (grades K-4), or \$2.50 (grades 5-8). Extra milks are \$.25 per carton. Lunch envelopes will be sent home weekly with the amount due for meal charges incurred during the week.

Free or reduced price meals are available for qualifying students. For an application, contact the building principal or secretary.

### **SCHOOL LOCKERS**

Each student is issued a locker on the first day of the school year. This locker will be used for the storage of material which is applicable to classroom work. The school will hold students responsible for all materials issued to them. The school is not responsible for items missing from lockers. Students should not put their belongings in anyone else's locker. Locker inspections are held from time to time and students are responsible for unauthorized items which are discovered in lockers assigned to them. Any school official may conduct searches. Students are not to write, mark, or in any manner deface a locker. Fees will be assessed for any damage done to lockers or for lockers that require excessive cleaning by school personnel.

### **PHYSICAL EDUCATION LOCKERS AND CLOTHES**

Students are also assigned lockers in which to put their clothes and belongings during gym period. Only items applicable to physical education should be stored in these lockers. Students in grades 6-8 are assigned lockers in the locker rooms in which to keep their P.E. clothes. A combination lock is issued to each student to use on the P.E. locker. Students are discouraged from using their own locks. When special permission is given to use a personal lock, a key or combination must be given to the P.E. teacher. Lockers must always be kept locked when the student leaves the locker room. Lost or damaged locks cost \$5.00. The school is not responsible for any item missing from a locker. Students in grades 6-8 are required to purchase the appropriate gym uniform (uniforms may be ordered through the office) and are required to change clothes for participation in physical education class. Failure to bring appropriate clothes may result in a grade deduction.

### **SAFETY AND SECURITY SEARCHES**

School authorities may search lockers, desks, parking lots, and other school property and equipment owned or controlled by the school. This includes personal effects left in those areas by students. This search may be done without notice or consent by the students. The school may seek the assistance of law enforcement authorities, including the use of trained dogs, for the purpose of conducting searches of such areas for illegal drugs, weapons or other illegal or dangerous substances or materials.

### **STUDENT INSURANCE**

In order to provide some protection for students, the district has made arrangements with a reputable agency to offer a student accident insurance plan for school time coverage. For further details about contacting the insurance provider contact the Elementary School secretary.

Students must report all injuries immediately to the teacher, coach or person in charge. The person in charge must then fill out an accident report, which will be kept on file in the office.

### **CARE OF STUDENTS WITH DIABETES**

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

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

### **STUDENTS WITH FOOD ALLERGIES**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 618-965-3469.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

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

### **COMMUNICABLE DISEASES**

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

1. Parents are required to notify the school secretary or principal if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **HEAD LICE**

The school will observe the following recommendations regarding head lice:

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

4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by school personnel and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

## **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 that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

- 1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

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

- 2. The right to 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.

- 3. 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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); 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.

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

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

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

**4. 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.

**5. The right to prohibit the release of directory information.**

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

1. Name
2. Address
3. Grade level
4. Birth date and place
5. Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
6. 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
7. Academic awards, degrees, and honors
8. Information in relation to school-sponsored activities, organizations, and athletics
9. Major field of study
10. 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.*

- 6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.** Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.
- 7. 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.**
- 8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

### **PERMANENT RECORDS**

Permanent record information shall include such things as student's and parents' names and addresses, date and place of birth, gender, and academic transcript (including grades, class rank, graduation date, grade level achieved, scores on college entrance exams, health record, attendance record, accident reports, and a record of release of permanent record information). It may also consist of honors and awards received and information concerning participation in school-sponsored activities, athletics, or offices held in such school sponsored organizations. Permanent records are kept for no less than sixty years. If records are to be destroyed the notice will be published in the local newspaper no less than two weeks before the destruction date.

### **TEMPORARY RECORDS**

This record may include family background information, intelligence test scores, reports of psychological evaluations, elementary and secondary achievement level test results, teacher anecdotal records and disciplinary information. Also included shall be special education files concerning multi-disciplinary staffing on which placement or non-placement was based and all records or tape recordings related to special education placement hearings and appeals. Also, there may be any verified reports of information from non-educational persons, agencies, or organizations along with other verified information of clear relevance to the education of the student and a record of release of temporary record information.

Temporary records are kept for no less than five years. If records are to be destroyed the notice will be published in the local newspaper no less than two weeks before the destruction date.

## **DIRECTORY INFORMATION**

The school and district routinely discloses “directory” type information without consent. Directory information is limited to: name, address, grade level, birth date and place, parents’ names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. *Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.*

## **STUDENT PRIVACY PROTECTIONS**

### **Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### **Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

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

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

### **Instructional Material**

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

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

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an

investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.



# **STUDENT SUPERVISION AND BUILDING SECURITY**

## **BEFORE SCHOOL HOURS**

Students who arrive at school before 7:45 should go to Latchkey because there is no supervision prior to that time. Students who wish to eat breakfast should arrive at school at 7:45 a.m. (or when their bus arrives at the Grade School) and report to the cafeteria. Students may not go to their classrooms until the 8:00 a.m. bell rings, so students in grades K-5 who do not wish to eat breakfast should report to the gym. Student in grades 6-8 who do not wish to eat breakfast should remain in the cafeteria and be seated at a table.

## **AFTER SCHOOL HOURS**

Students are not to remain in the building after dismissal unless a club/activity sponsor or coach directly supervises them. Support personnel (custodians, secretaries, etc.) have the authority to discipline a student and/or ask a student to leave if he/she is unsupervised.

## **TRESPASSING ON SCHOOL PROPERTY**

Any visitor who comes upon Steeleville Elementary School District #138 property during school hours must check in at the Elementary School office and receive permission to be on campus. Permission will generally be denied to those people who have no educational basis for being on school property. Students who have been suspended or expelled are not permitted to return to SHS property or any activity during the term of their suspension/expulsion and may be charged with trespassing if they do.

## **VISITORS**

All visitors, including parents and siblings, are required to enter through the cafeteria door (north side of building) and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Parents are always welcome and are encouraged to become familiar with the school, their child's teachers and the administrators. Parents are requested to make an appointment for such visits for the convenience of everyone.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him 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.

## **VOLUNTEERS**

Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office before going to their destination.

## **VIDEO AND AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured

on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

## **SEARCH AND SEIZURE**

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

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

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

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

### **Students**

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

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.

### **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.

## **SAFETY DRILL PROCEDURES AND CONDUCT**

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

## **CARE OF SCHOOL PROPERTY**

Anyone who breaks or damages any school property is expected to bear the replacement cost. Students who mark on walls, lockers, and outer building surfaces will face disciplinary action.

## **CAFETERIA**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in:

- Approaching the lunchroom in an orderly manner
- No cutting in line or “holding” a place in line for someone else
- Depositing all lunch litter in wastebaskets before placing trays in the window
- Leaving the table and floor around your place in a clean condition for others

Students may bring sack lunches and must eat these in the cafeteria at lunch tables. Students may not have commercially prepared food delivered by anyone without the permission of the Principal.

## **BIRTHDAYS**

If you would like to send a treat to school in honor of your child’s birthday, please send enough for everyone in his/her class and let the classroom teacher know in advance.

## **EMERGENCY SCHOOL CLOSINGS**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced as soon as possible. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. Parents entered into our One Call Now telephone alert system will also be notified via phone. For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal.

## **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building 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.

## **LIBRARY**

The students and faculty of Steeleville Elementary School have access to many periodicals and books, both containing informative and entertaining reading material. Library rules are as follows:

1. The teacher or librarian assistant will sign out materials or renew materials signed out.
2. All library materials are to be returned on or before the date due.
3. The borrower is responsible for materials signed out to him/her regardless of circumstance.

The borrower will be charged the replacement cost for lost items.

4. Please return all materials used to the proper place before you leave the library.
5. Reference materials must remain in the library unless checked out by a teacher.
6. The library is not a place to visit. Library privileges will be denied to students who do not use the library properly.

# **STUDENT CONDUCT AND DISCIPLINE CODE**

## **STUDENT RECOGNITION OF STAFF**

Students must acknowledge faculty and adult staff as being in authority at school and address them in an appropriate manner.

## **DISCIPLINING OF STUDENTS**

In all matters relating to the discipline of students, teachers and other certified employees stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, and may be exercised at any time for the safety and supervision of the pupils.

## **DETENTION POLICY**

After school detentions may be used with students as a corrective disciplinary measure. Parents/guardians will be notified by the school before the detention is to be served. The student's family is responsible for the student's transportation home after serving a detention. After receiving five detentions during the school year, the student will commence serving probation of five days beginning the day of the incident. After seven detentions, the students will commence serving probation of one month and will be subject to an in-school suspension. Subsequent detentions will result in more severe punishments to the extent that the student may serve a Saturday detention or be expelled.

## **PROBATION POLICY**

A student placed on probation will be excluded from all extracurricular school activities for the duration of the probation. This includes field trips, athletic events, and other school related contests or activities.

## **SUSPENSION POLICY**

Before a suspension is formally issued, an administrator will conduct a hearing with the student providing an opportunity for both sides of the issue to be heard. While suspended, students are barred from all academic and social school interaction. Suspensions may be served in-school or out-of-school as determined by the building administrator. The provisions of probation are in effect on the days of the suspension. Parents will be notified as soon as practical with statement of reasons for suspension and their right to a review.

## **RULES AND REGULATIONS**

These rules and regulations shall cover student infractions that occur during the school day or at school-sponsored activities at all times whether in school, on buses, at home and away athletic events, on a field trip, or at any place where students are under school supervision or representatives of Steeleville Elementary School. Furthermore, any student misbehavior or action at or away from school, which has direct and immediate effect either on school discipline or on the general safety and welfare of students and staff, will be subject to disciplinary action.

## **PROHIBITED STUDENT CONDUCT**

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana, and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - g. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction

- of oneself or another person through the use of a computer, electronic communication device or cellular phone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones, and other electronic devices must be given to the classroom teacher during the regular school day unless: (a) the supervising teacher grants permission or (b) use of the device is provided in a student’s individualized education program (IEP).
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
  8. Disobeying rules of student conduct or directives from staff members or school officials.
  9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
  11. Engaging in sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
  12. Engaging in teen dating violence.
  13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property. (Restitution will be required)
  14. Entering school property or a school facility without proper authorization.
  15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
  16. Being absent/or tardy without a recognized excuse.
  17. Being involved with any public school fraternity, sorority, or secret society.
  18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
  19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
  20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
  21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
  22. Operating an unarmed aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

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

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

### **DISCIPLINARY MEASURES**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians
2. Disciplinary conference
3. Withholding of privileges
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen, or damaged property
6. In-school suspension
7. After-school study or Saturday study provided the student’s parent/guardian has been notified (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules
10. Suspension of bus riding privileges



11. Suspension from school and all school-sponsored activities and events for up to 10 days; a suspended student is prohibited from being on school grounds
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years; an expelled student is prohibited from being on school grounds
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under state law
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as illegal drugs (controlled substances), “look-alikes”, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies

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

### **CORPORAL PUNISHMENT**

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

### **WEAPONS PROHIBITION**

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

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

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

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

### **GANG & GANG ACTIVITY PROHIBITED**

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2)

use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies; (5) or incite other students to act with physical violence upon any other person.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

### **Behavioral Interventions**

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

### **Discipline of Special Education Students**

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

## **STANDARDS OF CONDUCT**

### **TOBACCO**

Students are prohibited from possessing tobacco in any form while under school authority. In addition to the regular school day, students are prohibited from possessing tobacco products at all extracurricular activities and school-sponsored events. As with any other behavior which would impact the administration of the school's educational process, the use of tobacco will not be permitted in areas adjacent to school property before or after school.

In addition to disciplinary consequences assigned, all tobacco products and related items (lighters, matches, etc.) will be confiscated and will not be returned.

\* Athletes will also be disciplined under the guidelines of the athletic code.

### **ALCOHOLIC BEVERAGES**

The possession, use, distribution, purchase or sale of any alcoholic beverage is prohibited in school buildings, on school buses, and on all other school property at all times. This extends to all school-sponsored and related activities as well as field, athletic, and music trips, whether held at home or away, before or after school, evenings, or weekends. Furthermore, students shall not be permitted to attend or to remain in school while under the influence of prohibited substances or alcohol.

\* Athletes will also be disciplined under the guidelines of the athletic code.

### **DRUGS AND/OR CONTROLLED SUBSTANCES**

The illicit use, possession or distribution of drugs or look-alike drugs and drug paraphernalia is not permitted on school buses, in school buildings or on school grounds at any time. This policy extends to all school sponsored or related activities on or off our school campus. Students attending school under the influence of such illegal drugs "will be treated in the same manner as though they had drugs in their possession." Students found "in possession" of illegal drugs will be suspended from classes. Their parents will be notified. Appropriate legal authorities will be asked to assist school authorities in an investigation of the circumstances. Appropriate penalties will be assessed by the administration including a possible recommendation for the school board to expel the student.

\* Athletes will also be disciplined under the guidelines of the athletic code.

### **FIGHTING**

Fighting, violence, and intimidation will be dealt with severely. Fighting is not acceptable behavior and the consequences may include detentions, probation, suspension, expulsion, or arrest by the civil authorities.

### **ABUSIVE LANGUAGE AND DISRESPECT**

The use of profanity and obscenity or abusive language at any time, while in, or near, school or on a school activity, will not be permitted. Verbal abuse, disrespect, profanity, or general gross disobedience may result in detentions, removal from class, probation, suspension or even expulsion.

## **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

## **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARRASSMENT**

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

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

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

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

### **Complaint Managers:**

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

## **SEXUAL HARASSMENT AND TEEN DATING VIOLENCE PROHIBITED**

### **Sexual Harassment Prohibited**

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

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

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

### **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

#### Making a Complaint; Enforcement

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

#### **Nondiscrimination Coordinator:**

Stephanie Mulholland  
609 S. Sparta Street  
Steeleville, IL 62288  
(618)965-3469  
[smulholl@steeleville138.org](mailto:smulholl@steeleville138.org)

#### **Complaint Managers:**

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

### **INITIATION**

Initiation of any type is not permitted. Proper law enforcement officials shall be contacted if school officials become aware of students being initiated or harassed away from school.

- ✓ Making verbal or physical threats to other students on school premises carries a penalty of at least one detention. Additional offenses will carry more severe penalties.
- ✓ Offenses that seriously threaten or endanger the well-being of students will carry the penalty of a five-day suspension for the first offense, a ten-day suspension for the second offense and additional offenses may result in expulsion. Criminal prosecution may privately occur.

### **DISRUPTIONS**

All students should be attending Steeleville Elementary School for the sole purpose of obtaining the best possible education that is available. Disruptions will not be tolerated. When disruptions occur, the educational process is hindered. Several guidelines to follow are:

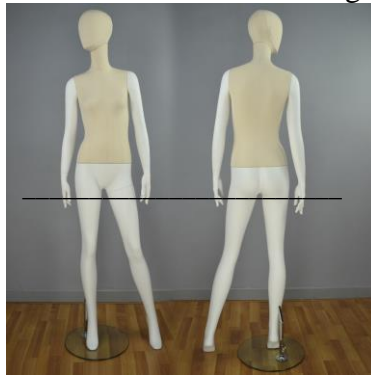
1. Individual teachers are to make known their rules and regulations for each class or supervised activity. Students should be aware of and follow each teacher's set of rules.
2. Teachers may contact parents at any time a student is causing disruptions.
3. When a student becomes uncontrollable in the classroom, he/she may be sent to the office.
4. Penalties will be assessed on an individual basis.
  - a. Detentions - Detentions will be after school. Several detentions may lead to referrals, suspensions, or Saturday detentions.
  - b. Probation, suspension if behavior continues.
  - c. Additional penalties as deemed necessary by administration.
  - d. These penalties do not have to follow this particular order; it depends on each individual situation.

### **DRESS STANDARD**

While on school property and/or in attendance at school-sponsored activities, Steeleville Elementary School students are expected to wear clothing in a neat, clean, and well-fitting manner that avoids disruption of good conduct and promotes self-respect. Students are to use discretion in their dress and are not permitted to wear apparel that is distracting, obscene, or causes a substantial disruption in the school environment.

The following guidelines may be amended at any time at the discretion of the principal.

- ✓ Any type of clothing which advertises beer, liquor, tobacco products, unacceptable language, violent behavior, or any sort of suggestive material (including TV programs) are prohibited
- ✓ Leggings, including tight yoga pants, may only be worn only with a shirt/sweater/ blouse that covers, at a minimum, down to the line in the following diagram:



- ✓ Bare midriffs, very short shorts or skirts, and low-cut blouses/shirts that are revealing will not be permitted; shorts higher than the pinky finger while arms and hands are resting along sides are considered an inappropriate length
- ✓ Undergarments should not be visible when sitting or standing
- ✓ Handkerchiefs hanging out of pockets, jeans not pulled up properly, or anything that may suggest a gang symbol will not be permitted; refusal to correct this may result in a detention or more severe punishment
- ✓ Coats are not to be worn in school during school hours; they should be stored in lockers
- ✓ Properly fitting clothing is to be worn; pants must be worn around the waist, NOT hips or lower
- ✓ Appropriate footwear must be worn at all times

Students who violate this Dress Code will be required to change their attire at the time the infraction is discovered. If appropriate clothing is available at school, the student will be required to change into the appropriate clothing. If not, students will remain in the office until suitable clothing is received. Interpretation of the Dress Code will be the responsibility of the Building Administrator.

### **FOOD AND DRINK**

Students should not use soda or candy in the school except in the cafeteria. Gum chewing is only allowed when special permission is granted by school personnel.

### **DISPLAY OF AFFECTION**

Excessive display of affection is in poor taste. Students who continually engage in inappropriate physical contact will be referred to the office, a letter will be sent home, and a parent conference may be scheduled. If inappropriate contact continues disciplinary action will be taken.

### **ELECTRONIC EQUIPMENT**

Electronic paging devices, cellular telephones, radios, sound equipment, iPods, cameras, etc., are allowed in the school, but must be checked in with the homeroom teacher every morning that such items are brought to school. The electronic equipment will be stored by the teacher during the school day in the student's homeroom. At the end of each school day, the homeroom teacher will allow students to retrieve their electronic equipment. Failure to comply with this rule will result in confiscation of the electronic item. Tablets and laptops should be used for academic purposes only and with teacher permission. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

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

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

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the



remainder of the school year. The student will also face consequences for insubordination.

4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

Cell phones and other electronic devices may be searched by school officials in accordance with the search and seizure handbook procedure.

### **COMPUTER/INTERNET**

Students are to sign an Internet agreement. Failure to comply with the Internet agreement will result in two-month probation from Internet use for the first offense and one-year probation for the second offense. These may be carried over from one year to the next.

### **GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL-SPONSORED PUBLICATIONS**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. Prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.
9. A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly

operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

### **BUS CONDUCT**

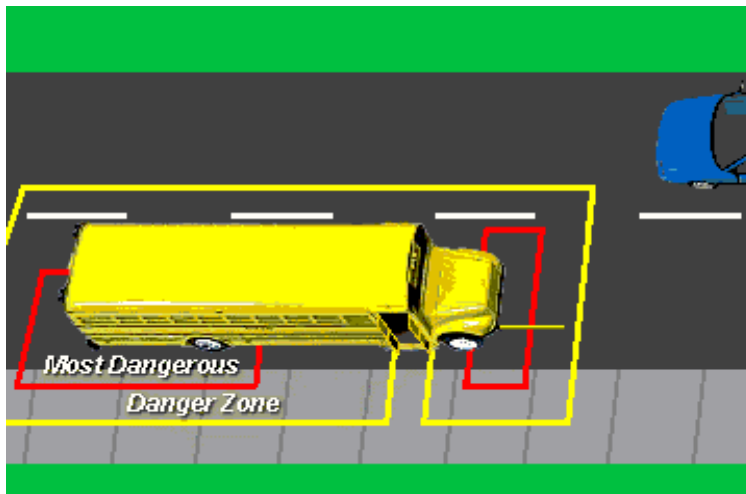
The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which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

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.

7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



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

For questions regarding school transportation issues, contact:  
 Stephanie Mulholland – Grade School  
 Jennifer Hagel – High School

### **BUS CONDUCT**

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

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

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

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

**NOTE:** If a student's privilege of riding to and from school is revoked, he or she will not be allowed to ride the bus to extra-curricular activities during that period of time.

## **ATTENDANCE**

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

The educational program is built on the premise that regular attendance is vital to a student's success in school. Seeing that a student maintains regular attendance requires a cooperative effort by the student, parent(s) or guardian(s), and school personnel. The student who is frequently absent misses social interactions, class instruction, and discussion, even though written work is made up. The classroom interaction between teachers and students can never be fully recovered nor replicated for a student who is not present.

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

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

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

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

## **RIGHT TRACK TRUANCY PROGRAM**

The Right Track program was developed in cooperation with our local school districts, the Local Police Departments, Randolph County Sheriff's Department, and the Illinois Attorney General Office.

**Mission Statement:** The purpose of Right Track is to increase attendance through education, intervention, and a positive learning environment. In collaboration with our partners, we will

foster responsibility in our schools, communities, and families to ensure the health and well being of each child.

**Attendance Regulations** - When a student must be absent or late to school without prior approval, parents should contact the Elementary School office between 7:30 – 9:30 a.m. on the day the student is absent. The telephone number is 618-965-3469. The Elementary School office will be open from 7:30 a.m. to 3:30 p.m. daily. If a student does not arrive at school, we are legally required to try to contact a parent or guardian.

**A student shall have 1 day for each day absent to complete the make-up work.** It is the student's responsibility to get from the teacher work missed while absent and complete the assigned work on time.

\*\* It should be expected that if the school is not informed as to the reasons for an absence, it will be unexcused and the student will not be allowed to receive credit for school work missed.

### **ABSENCES**

There are two types of absences: excused and unexcused. **Students may not attend night activities if they are not in attendance at school during the day.**

Excused absences include: illness, observance of a religious holiday, 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 safety or health, attending a military honors funeral to sound TAPS, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. **When a parent calls the school to report an absence it does not automatically make the absence excused.** The school may require documentation explaining the reason for the student's absence.

Unexcused absences include, but are not limited to: shopping trips, hair appointments, working, truancy (skipping school), etc. Each situation will be determined by the administration on an individual basis. A student receiving an unexcused absence is not allowed to make up any class work missed and will receive zeros on work completed in each class missed during the unexcused absence.

### **ANTICIPATED ABSENCE**

An anticipated absence is an excused absence provided the administration approves the absence. Arrangements for this type of absence must be made by the parent or guardian of the student with the administration **AT LEAST FIVE DAYS** prior to the anticipated absence. If the request is approved, the student will be issued an anticipated absence slip which must be **submitted** to each of his/her teachers **AT LEAST THREE DAYS PRIOR** to his/her departure. Any teacher who feels that the absence will have an adverse effect upon the success of the student in his/her class will be required to note this fact on the student's anticipated absence slip. A copy of this will then be made and sent to the parent or guardian so that he/she will be aware of the situation. Homework given to the student that would be missed during the absence must be returned to the teacher on the day the student returns to school. **DEER HUNTING:** One excused absence is allowed each school year for deer hunting. The student's deer permit must be brought to school and copied at least three days prior to the season.

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 posting. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

### **EMERGENCY ABSENCE**

Students who become ill at school or are involved in an emergency at school should report to the school secretary. In such situations, students will not be allowed to leave unless the appropriate guardian can be contacted. Students should never leave without signing out in the office.

### **MAKE-UP POLICIES**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

1. **Excused Absences** – Students are allowed to make up the work, but are expected to initiate contact with the teacher and to follow through with the make-up work
2. **Truancy Absences** – make-up privileges subject to school policy
3. **Unexcused Absences** – make-up privileges subject to school policy
4. **External & Internal Suspension** – Students are required to work on assignments during the suspension. Credit can be earned for assignments if they are completed and returned to the appropriate teacher by the due date.

### **CONSEQUENCES OF EXCESSIVE ABSENCES**

As outlined in the Right Track Truancy program the following consequences apply to absences:

- When a student has been absent five days in a given semester, there will be a letter sent to the parent expressing concern that there might be a potential problem that exists with the students' absences.
- When a student has been absent seven days in a given semester, the administration will discuss potential problems that might exist with student and/or parents.
- When a student is absent beyond 10 days and it is not verified by a doctor or dentist, (other than funerals or religious reasons) he/she will be considered unexcused with a "0" being recorded in the grade book for classes missed. The police will then deliver a letter of referral to the parents for the Right Track Truancy Program.

### **SCHOOL TARDINESS**

If a student arrives at school after 8:15 a.m., he/she must come to the office and sign in prior to entering class. If the student has a note explaining the reason for being late, the tardiness will be excused. Oversleeping, missing the bus, etc. are **NOT** excused tardies. Penalties for excessive tardies will be given at the discretion of the administrator with possible referral to the Right Track Truancy Program.

## **HOME AND HOSPITAL INSTRUCTION**

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact the principal.

## **EXTRA-CURRICULAR ACTIVITIES**

It is expected that all members of all extra-curricular activities be good citizens about school and in the community. While the opportunity for participation in extra-curricular activities is a vital part of the students' educational experience, such participation is a privilege that carries with it responsibilities to the school, to the activity, to the community, and to the students themselves. Any violation of the rules in this handbook or in the SJHS Athletic Code by any student who is a participant in any extracurricular activity shall be subject to the logical consequences up to and including the denial of these privileges.

### **DANCES**

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Students and guests shall be required to remain in the building at all times. Upon leaving the building, students will not be readmitted.

### **FIELD TRIPS**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

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

- Failure to receive appropriate permission from parent/guardian or teacher;



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

A student receiving any length of suspension during the first semester may not be allowed to participate in class trips/special activities during the first semester. A student receiving any length of suspension during the second semester may not be allowed to participate in class trips/special activities during the second semester. Such decisions will be made at the discretion of the administrator on a case-by-case basis.

### **ATHLETIC ELIGIBILITY**

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, and cheerleading. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes.

The Athletic Conduct Code is available in the office. The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code. Any student serving either an internal or external suspension can not practice or play in a game during the suspension.

The Southern Illinois Junior High School Athletic Association (SIJHSAA) sets all minimum eligibility requirements concerning athletics. Weekly grade checks must show a student currently passing all four major subjects. The results from this check will be used until grades are checked again in one week. A student must have passed all four major subjects the preceding quarter to be eligible to participate in any sport.

### **REQUIREMENTS FOR ATHLETIC PARTICIPATION**

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination (dated within the last 12 months) report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. Proof the athlete is covered by medical insurance; and
3. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.

The Athletic Conduct Code is available in the office.

**Students who wish to attend or participate in any athletic contest or organizational function must be in school at least half day on the day of the contest or function.** Exceptions may be made by the principal: 1) for a medical absence pre-arranged with the office or 2) for a death in the athlete's family.

### **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

### **LETTER REQUIREMENTS**

Participants must be on the team the entire season. If they have been removed from the team or quit, they forfeit the eligibility to letter. Athletes may be disqualified from participation on a team because of serious violations of school rules, team rules, or academic eligibility. Letters may be earned at the varsity level only.

<u>Baseball</u>	-	Must play in 1/3 of the varsity games
<u>Basketball</u>	-	Must play in 1/3 of the varsity games
<u>Softball</u>	-	Must play in 1/3 of the varsity games
<u>Volleyball</u>	-	Must play in 1/3 of the varsity matches
<u>Cheerleading</u>	-	Must cheer at all varsity games

### **UNIFORMS**

Students are responsible for uniforms and equipment issued to them. Equipment and uniforms are to be cleaned before being returned at the end of the season.

### **CHEERLEADER GUIDELINES**

A maximum of ten (10) cheerleaders may be selected from the 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> grades. Adult judges will select the cheerleading squad each school year.

## **OTHER STUDENT INFORMATION**

### **STUDENT RECORDS AND TRANSCRIPTS**

The administration and school secretary coordinate grade reporting, record maintenance, and release of student information. The secretary is the person to see regarding all matters requiring an official report of the student's grades.

### **MEDICATION ADMINISTRATION**

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 "Student Medical Authorization Form." Medication must be brought to the school in a container appropriately labeled by the pharmacy or physician. The student must bring the medication to the office immediately after arriving to school.

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 Student 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.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and 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 or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to 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 auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

### **LOST AND FOUND**

Articles and textbooks that have been found should be turned in to the main office. Each year a surprising variety of personal belongings remain unclaimed. A student who loses a textbook or other article should check frequently with the office.

### **TELEPHONE MESSAGES AND STUDENT USE OF PHONE**

Every effort is made at Steeleville Elementary School to avoid disturbing classes unless it is absolutely necessary. The delivery of a message for a student disturbs the class for the teacher and the students present. Requests for such message delivery should be made only in emergencies. The caller may be asked to describe the emergency, especially in cases involving someone other than the student's legal guardian. Routine messages will be delivered to the students in between classes.

Students may use the telephone in the office for emergencies only. THEY MUST SECURE PERMISSION AND STATE REASON FOR TELEPHONE USE. The office will call home if the student becomes ill.

### **CHANGE OF ADDRESS AND/OR TELEPHONE**

It is very important that proper records are maintained at all times. The school wants to be able to get in touch with parents rapidly if it should be necessary to do so. The school asks that students and/or parents notify the office immediately regarding any change in address or telephone number.

### **CONTACTING TEACHERS AT SCHOOL**

It is evident that teachers cannot leave their classroom during class periods to answer the telephone or to conduct personal conferences. If parents would like to speak with a teacher, the office secretary can make arrangements or connect them to the teacher's voice mail.

### **CHEATING AND ACADEMIC DISHONESTY**

Academic dishonesty by a student degrades the student's character and reputation and impedes the teaching-learning process. Any action intended to obtain credit for work that is not one's own is considered academic dishonesty or cheating. The action may include, but is not limited to, the following:

1. Submitting another student's work as one's own.
2. Obtaining or accepting a copy of tests or scoring devices.
3. Giving or obtaining test questions or answers from a member of an earlier class.
4. Copying from another student's test or computer file, or allowing another student to copy during a test or computer program.
5. Using materials that are not permitted during a test.
6. Plagiarizing (presenting material as one's own original work when, in fact, the material is copied from a publishing source without adequate documentation).
7. Copying, or having someone other than the student to prepare the student's homework, paper, project, laboratory report, computer program, or take-home test for which credit is given.
8. Permitting another student to copy, or writing another student's homework, project, report, paper, computer program, or take-home test.
9. Accessing restricted computer files without teacher authorization.
10. Copying materials, including computer software, in violation of the copyright law.

Those who are involved in cheating or academic dishonesty are subject to penalties, including one or more of the following:

1. A note will be sent home to parents or a conference may be scheduled.
2. An "F" or zero will be given for the assignment.
3. The publicity of an apology sent to the person and/or institution against whom the offense occurred.
4. Legal consequences such as with violation of copyright laws.

## **PLAGIARISM**

It is the aim of the Steeleville Elementary School to provide a sound educational program and to encourage independence and maturity in student's work. Plagiarism shows a lack of these two qualities. Plagiarism is literally theft: representing someone else's work as one's own; copying someone else's words and/or ideas into a report or essay without giving credit to the originator; or even having someone write the report or essay.

If the plagiarism can be proven, i.e., if the source of the quoted (but not documented) material is located and if comparison of the material with the student's paper substantiates the teacher's allegations, then the following sequence will be considered:

1. For the first offense, the student will receive an "F" or zero on the report or essay. A conference with the student and parent may be scheduled.
2. For the second and subsequent offenses, the student may receive a grade reduction for the course.

## **PARENTAL RIGHT NOTIFICATIONS**

### **TEACHER QUALIFICATIONS**

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including at a minimum, whether:

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

If you would like to receive any of this information, please contact the school office.

### **STANDARDIZED TESTING**

Students and parents/guardians should be aware that the state and District require students in grades 3 – 8 to take standardized tests, including the following:

- The PARCC will be given to all students enrolled in grades 3-8 covering the areas of mathematics and English language arts.

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

### **HOMELESS CHILD'S RIGHT TO EDUCATION**

Homeless students shall have equal access to a free, appropriate public education. A homeless student includes those who:

- Lack a fixed, regular, and adequate nighttime place of abode;
- Has a primary nighttime place of abode that is: a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing); an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

A homeless child may attend: (1) the District school that the child attended when permanently housed; (2) the last school in which the student was enrolled; or (3) the school attended by non-homeless students in the attendance area in which the homeless student is actually living at the

time of enrollment. All homeless children shall be referred to the Liaison for Homeless Children, upon enrollment. Homeless students will be enrolled immediately, with or without prerequisite enrollment documentation as required by law.

### **FAMILY LIFE & SEX EDUCATION INSTRUCTION CLASSES**

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

### **SCHOOL VISITATION RIGHTS**

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

### **MANDATED REPORTERS**

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

### **SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

### **SEX OFFENDER NOTIFICATION LAW**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

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

A violation of this law is a Class 4 felony.

### **ENGLISH LEARNERS**

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

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

For questions related to this program or to express input in the school's English Learners program, contact Stephanie Mulholland at 618-965-3469.

### **REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

### **NOTICE OF THE USE OF PESTICIDES**

Public Act 91-0525 requires schools to provide notification of pesticide application and management procedures. Please be advised that interior pesticide applications are regularly scheduled for the third Friday of each month. Interior applications are conducted in areas where a need has been identified. Occasional outdoor applications of pesticides are also made.



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