

# PATOKA COMMUNITY UNIT SCHOOL DISTRICT #100



## DISTRICT HANDBOOK 2023-2024

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Patoka, IL 62875

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## Chapter 1 – Introductory Information & General Notices

### **INTRODUCTION**

This handbook is designed to give Patoka Community Unit #100 School District students important information regarding the school's regulations, ideals and traditions. Parents and students are urged to read this handbook and keep it for reference throughout the year. Hopefully, this will help promote student progress and provide for the psychological and physical safety of the students through appropriate rules and regulations. Every attempt was made to include all topics. However, if not listed, such will be handled as necessary with administrative discretion. Sections are divided for your convenience. Specific areas are designated by appropriate grade levels if particularly pertinent; otherwise the rest of the handbook is to be applicable to all K-12 students.

Disclaimer - This handbook should not create a contractual relationship with the student; rather it is intended to describe the current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school-sanctioned activity is a privilege and not a property right.

According to the Illinois School Code Section 5/10-20.5, the Patoka Community Unit #100 School District has the right to make and enforce policies, rules, and regulations including those for the discipline of students. In addition, school officials have the right and responsibility to enact and enforce supplemental rules any time a situation might arise and the need is recognized as long as they are consistent with district policies.

Any students, who have direct knowledge of issues relative to school safety, should report such knowledge to school personnel. This would include knowledge of weapons, drugs, threats to do harm to staff, students, or the school or its property. Any staff member, who is informed by a student of an issue relative to school safety, should immediately report that issue to school officials.

This handbook is only a summary of board policies governing the District. Board Policies are available to the public at the District Office. The Patoka CUSD #100 Student and District Handbook may be amended during the year without notice. Communication of all policies within the District Handbook is expected to be executed and complied with.

### **MISSION STATEMENT OF DISTRICT**

It is the mission of Patoka Community Unit District #100 to ensure that the education of each child is the heart of the school operation, and that all services provided are appraised in terms of their contributions to the progress of instruction. The school, parents, students, and community must cooperate in the process of making our children informed, inquiring, and productive citizens who respect themselves and others. To this end, the district shall offer each child the opportunity and the care to develop his/her potential.

**DISTRICT GOALS**

A. Students - To promote student desire and willingness to achieve the highest degree of academic potential and social development.

It is the school's intent to provide quality educational opportunities for the challenges facing our students in the 21st Century.

B. Curriculum - To provide appropriate educational opportunities for all students thereby enhancing academic and social development as well as physical and emotional well-being.

C. Personnel - To promote excellence of performance among all District personnel.

D. Building - To provide safe and adequate facilities for present and future growth.

E. Board/Administration Community Relations - To maintain and improve community support through communication and involvement.

***ELEMENTARY REGULAR SCHEDULE***

\*Arrival time between 7:55-8:13am. Breakfast served in the cafeteria.

\*School Day- 8:13am-3:00pm

***JUNIOR HIGH/HIGH SCHOOL REGULAR SCHEDULE***

\*Arrival time between 7:55am- 8:13am. Breakfast served in the cafeteria.

\*1<sup>st</sup> hour- 8:13-8:55am

\* Homeroom 8:58-9:15am

\*2<sup>nd</sup> hour- 9:18-10:00am

\*3<sup>rd</sup> hour- 10:03-10:45am

\*4<sup>th</sup> hour- 10:48-11:30am

\*5<sup>th</sup> hour- Junior High **Lunch**- 11:30-12:00pm

High School- 11:33-12:15pm

\*6<sup>th</sup> hour- High School **Lunch**- 12:15-12:45pm

Junior High- 12:03-12:45pm

\*7<sup>th</sup> hour- 12:48-1:30pm

\*8<sup>th</sup> hour- 1:33-2:15pm

\*9<sup>th</sup> hour- 2:18-3:00pm

\*Dismissal- 3:00pm

***ENROLLMENT ELIGIBILITY***

**Pupils enrolling in Patoka Community Unit 100 School District and their parent and/or court appointed legal guardian must be legal residents of the school district. Verification of such residence is required upon registration.** The administration is authorized to request appropriate documentation for residency criteria (tax, utility, mail, etc.). Non-residents must pay tuition.

Transfer students will be admitted on a conditional basis for 30 days, pending receipt of records from the prior school. These records should include complete transcripts, a copy of the birth



certificate, and all health records (physical exams and immunizations). If the student is transferring from another state, he/she will be required to provide a health examination completed by a physician licensed in the state of Illinois.

The school district will continue to update the public concerning federal laws regarding “Every Student Succeeds Act”/“No Child Left Behind” and “McKinney Homeless Assistance”. The Superintendent is the coordinator for the Homeless Program.

**Age:**

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school term. A child with exceptional needs who qualified for special education services is eligible for admission at 3 years of age.

Parents/guardians may request early admission for a child. The Superintendent or designee shall assess the child’s readiness to attend school and make the decision accordingly.

**Admission Procedure:**

All students **MUST** register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student’s birth certificate. The school shall promptly make a copy of the certified copy for its records, place the copy in the student’s temporary record, and return the original to the person enrolling the child. Upon the failure of a person enrolling a student to provide a copy of the student’s birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10 day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board Policy
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy

**Homeless Children**

Any homeless child shall be immediately admitted, even if the child or child’s parent/guardian is unable to produce records normally required for enrollment.

**Student Transfers To and From Non-District Schools**

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the

entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

### **Foreign Students**

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition. Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

### **Re-enrollment**

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21<sup>st</sup> birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program under **105 ILCS 5/31B-1 (see 6:110, Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program)**. Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy **7:210, Expulsion Procedures**. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities in Education Act or accommodation plans under the Americans with Disabilities Act.

### **Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program**

A program for students at risk of academic failure or dropping out of school shall include education and support services addressing individual learning style, career development and social needs, and may include:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time

### **GRADUATION INCENTIVES PROGRAM**

Any student below the age of 20 years is eligible to enroll in a graduation incentives program if he/she:

1. Is considered a dropout according to State Law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or LEP program.

### **HOME SCHOOLED STUDENTS**

Home schooled students who meet residency requirements and wish to enroll in Patoka School shall be granted enrollment based on the following conditions:

- A. Home school records must be presented before a student will be enrolled if home school courses are to be considered for credits or toward placement.
- B. The student shall be required to take an assessment determined by the school as another source of data to help with placement. The Regional Office of Ed. Charges a fee of \$75 to take this test payable by the student in advance.
- C. Once home school records have been presented and the student assessment results are returned, the administration has the right to determine placement into the appropriate grade or class. A meeting of enrollment will be held to discuss placement and the denial or acceptance of credits from home school records. At this time the parent can accept the placement and findings of the administration and enroll the home school student or the parent can decide not to enroll. *In order to receive transfer credit, credits must be from an ISBE accredited school for online learning. All other credits will be considered at the discretion of the superintendent.*
- D. Upon enrollment grades approved and transferred to Patoka School by home school students shall not be weighted and may or may not count toward the student's GPA depending on recommendations of the administration.
- E. To be eligible for awards such as Valedictorian or Salutatorian the student must have attended Patoka School for the four semesters prior to graduation.

### **HOME SCHOOL STUDENT & DRIVER EDUCATION**

The classroom instruction part and the practice driving part of the Driver Education course shall be open to a resident or non-resident pupil attending a non-public school in the district wherein the course is offered. Note: Home schools are recognized as non-public schools in Illinois.

The chief administrator of the non-public school or parent of a home school student must notify the local public district by April 1 of the name of the nonpublic student who wishes to take the driver's education course during the next school year. The chief administrator of the non-public school or parent of a home school student must provide evidence to the public school that the student has received a passing in at least eight courses during the previous two semesters at the time the parent or guardian completes an official application for enrollment of the student in driver education. A fee of \$100 shall be charged to help with costs of textbook, supplies and car used for driving portion of class. It will be the responsibility of the parent to provide

transportation to and from the school while the student is enrolled in driver education. A home school student is required to meet attendance requirements of the class.

### ***LEAVING FROM OR ARRIVAL TO SCHOOL DURING THE DAY***

If a student needs to leave school during the day for an appointment, the student should get an Early Dismissal slip from the office BEFORE going to first hour class. A telephone call or note from a parent/guardian is required to get an Early Dismissal slip. The student must sign-out in the Office when leaving. Students who arrive at school after the first class has begun are required to sign in at the office. Disciplinary action will be taken if a student fails to sign in or out. Students should not arrive before 7:55 a.m. except those attending other schools.

Upon arrival, grade school students must report to the gymnasium, or get in line for breakfast. Students are not allowed to play ball in the gym or cafeteria before school. Upon arrival, all junior high and high school students will go to the east side of the gym or to the cafeteria for breakfast. For a student to be in any other area, a pass must be issued by teacher to whose room they are going. J.H and H.S students will be permitted to go to their lockers or class when the first bell rings at 8:20. Classes begin at 8:25.

There is a specific form to complete if certain persons are not permitted to see particular students. Please contact the office for more information.

### ***STUDENTS AFTER SCHOOL***

No student will be permitted to remain in the school after 3:00 p.m. unless he or she is a participant in an activity AND the coach or sponsor of that activity is remaining after school to direct and supervise the students. Students staying for athletics/cheerleading or detention should be in appropriate rooms/area by 3:00 p.m.

### ***PARENT-TEACHER CONFERENCES***

If a parent requests a conference with a staff member, an appointment will be scheduled on the following school day, if possible. Annual conferences are held each school year. See the October Newsletter for specific dates. If another conference is desired, please call the office for an appointment. **Please contact your child's teacher(s) first regarding any concerns within the classroom.**

### ***SCHOOL IMPROVEMENT PLAN***

A school improvement plan is approved and on file in the district office. A copy of this plan can be viewed by making a request in the district office.

## ***ANNUAL BUDGET***

The school's annual budget is available for review on our web page after formal adoption at the September Board meeting.

## ***FOOD AND DRINKS***

Soda and food will not be permitted in the hallways and gym during school. This must be consumed before coming to school or in the cafeteria. Sodas and other beverages consumed by students during the school day are only allowed in the cafeteria. Outside of the cafeteria, only water in a plastic bottle or container will be allowed. **No other beverages will be permitted outside of the cafeteria.**

Chewing gum by students will not be permitted anywhere in the school. Violation of this rule will result in punishment as determined by the administration and teachers which includes but not limited to detention or suspension.

## ***STUDENT ACTIVITIES (HS)***

Leadership development is an important phase of your education. Certain student organizations have value from the standpoint of student participation. Each organization is to be self-supporting and will be assigned a teacher sponsor. The sponsor is to advise the members, and no meeting will be held without the consent and attendance of the sponsor. New organizations will be required to have a constitution stating policies, purpose, and function of the organization.

**Fund-raising activities, which should be kept to a minimum, are to be approved by the administrator prior to their initiation. All funds are to be deposited with the District Treasurer.** All expenditures will be approved by the sponsor prior to purchase. No items are to be paid for in cash. **The organization treasurer will provide the District Treasurer with the proper pay order for payment of bills.** Class dues and other financial obligations to your class and/or club shall be paid immediately after notification-please do not wait until it is too late!

All class monies will be handled through the office. No class will be permitted to keep a separate account in a name other than the school. Each high school class and organization will be charged a \$10.00 fee to cover costs of office supplies used throughout the year.

Sponsors must approve and be in attendance at all meetings. Meetings should be planned early in order to be listed on the weekly bulletin. Each organization may sponsor up to two parties each year with sponsors in attendance. Invited guests will only be students from this school unless approved by the administration. Students must be out of the building by 11:00 p.m. except on Friday or Saturday night which will be at 11:30 p.m.

No student will receive any merchandise to hand out until all money for such items is turned into sponsor. If student owes their class money from previous year money making project, student is not to receive anything to sell for the current year until the money is paid.

**Any class officer in grades 7-12 must be passing all subjects prior to election and throughout the year.**

### ***MONTHLY NEWSLETTERS***

A monthly newsletter is sent out the last day of each month. This includes information from each administrator, menus, calendar, and other information pertaining to the school. Please remind your child to bring it home. It will also be posted on the school website at [www.patokaschool.com](http://www.patokaschool.com).

### ***REPORT CARDS***

Report cards are issued quarterly and distributed during 9<sup>th</sup> period except on the last day. Report cards not claimed on last day of school will remain in office until picked up by child or parent.

#### 1.20 Student/Parent Handbook Acknowledgement and Pledge

The following form is included in each student's registration packet:

|   |       |
|---|-------|
| <b>Student Acknowledgement and Pledge</b>   |       |
| I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures. |       |
| I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.   |       |
| I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.  |       |
| _____   | _____ |
| Student Signature   | Date  |
| <b>Parent/Guardian Acknowledgement</b>  |       |
| I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.  |       |
| I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.   |       |
| I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.   |       |
| _____   | _____ |
| Parent/Guardian Signature   | Date  |

#### 1.30 General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for

public inspection through the District's website [www.patokaschool.com](http://www.patokaschool.com) or at the Board office, located at:

Patoka CUSD #100  
1220 Kinoka Rd  
Patoka, IL 62875

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

Mr. Andy Goldsboro, President  
Mr. Jeremy Landreth, Vice-President  
Mrs. Cassie Huffman, Secretary  
Mr. Kurt Belcher, Member  
Mr. Mark Payne, Member  
Mr. Russell Adams, Member  
Mrs. Andrea Thompson, Member

The School Board has hired the following administrators:

Mr. Justin Venhaus, Superintendent  
Mr. Phillip March, Principal

The school is located and may be contacted at:

Patoka CUSD #100  
1220 Kinoka Rd  
Patoka, IL 62875  
Phone: 618-432-5440/618-432-5200  
Fax: 618-432-5306

#### **BOARD OF EDUCATION**

The authority for the Administration of Patoka School is vested in the seven members of the Board of Education. Regular Board meetings are held on the 3<sup>rd</sup> Thursday of each month at 7:00 p.m. in the Media Center.

#### **ADMINISTRATION**

The administration will gladly meet with parents to discuss issues brought to their attention. They would appreciate parents calling first and making an appointment in case they are out of the office, or have other appointments planned for the day.

This handbook is only a summary of board policies governing the District. Board Policies are available to the public at the District Office. The Patoka CUSD #100 Student and District Handbook may be amended during the year without notice. Communication of all policies within the District Handbook is expected to be executed and complied with.

#### **1.40 Visitors**

All visitors, including parents and siblings, are required to enter through the front door of the building. To ensure the safety of our students and staff the following building policies are in place.

Please press the office button to announce your arrival. If picking up your child, complete the student sign out sheet and your child will be brought to you. When dropping off an item for your child you will be permitted to enter the “article drop off” area. Visitors without a prearranged appointment are not allowed in the building while students are present. All approved visitors are expected to wear a visitor badge and sign in with the secretary. Delivery services and all other inquiries, please press the button for assistance.

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

#### 1.50 Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Superintendent.

#### 1.60 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.

#### 1.70 School Volunteers

All school volunteers must complete the “Volunteer Information Form” and be approved by the building principal prior to assisting at the school. Forms are available in the school office. 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 and receive a visitor badge before going to their destination.



### 1.80 Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

### 1.85 Treats & Snacks [K-8]

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

### 1.90 Emergency Procedures

Routine drills for fire, tornado, and earthquake are practiced throughout the year. Parents are advised to listen for specific information and directions on radio stations (WILY-1210, WJBD-1350 AM or 100.1 FM, and WPMB-1500) in case of a real emergency at the school. Please prepare children for emergencies of any kind. If deemed necessary at discretion of the administration and bus contractors, early dismissal while school is in session may occur. Thus, please be alert to this possibility for weather or facility-related reasons.

The school has the “Alert Now” system in place. Parents will receive a phone call for all school cancellations, announcements, and Emergencies. **Please make sure the school ALWAYS HAS A CURRENT PHONE NUMBER ON FILE.**

### ***EMERGENCY ALTERNATIVE SITES***

|                        |                        |                        |                        |
|------------------------|------------------------|------------------------|------------------------|
| First Baptist          | Methodist Church       | Christian Church       | Pentecostal Church     |
| 209 N. Oak St.         | 401 N. Washington St.  | 310 W. Fayette Ave.    | 209 S. Walnut St.      |
| 432-5423               | 432-5645               | 432-5945               | 432-7734               |
| 1 <sup>st</sup> Option | 2 <sup>nd</sup> Option | 3 <sup>rd</sup> Option | 4 <sup>th</sup> Option |

### 1.100 Video & 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.

Parents wishing to chaperone, must notify the superintendent two weeks prior to the field trip in order to have a background check completed.

### 1.110 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.

### 1.120 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) 432-5440.

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.

### 1.130 Care of Students with Diabetes

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

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

For further information, please contact the building principal.

### 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.  
***National Suicide Prevention Lifeline: 1-800-273-8255***

## Chapter 2 – Attendance, Promotion & Graduation

### ***PARENTAL RESPONSIBILITY AND ATTENDANCE FOR ALL GRADES***

Illinois Law requires that parents (guardians) shall cause their child to be present at school daily for as long as the child is enrolled and between the ages of 7-17. Therefore, we encourage parents to fulfill their legal obligation by making sure their child is in school daily. Attendance is an important part of your child's education and your child needs to attend school as required. The Regional Office of Education has implemented a Chronic Truancy Program. Chronic truant status is defined as a student whose daily attendance absences reflect 9 or more unexcused absences in the prior 180 days of school attendance days. This will carry over from the last school year. If your child has missed more than 9 days, the ROE will be notified and intervention measures will be administered. These intervention measures include letters to the parents, a visit from the School Resource Officer to your home, student's case sent to the county probation department for diversion program, to the case being referred to the State's Attorney. Please contact the Principal if you have any questions regarding the attendance policy.

#### 2.10 Attendance

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

#### 2.20 Student Absences

Student absences are subject to specific requirements in State Law. The following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the

immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS , or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

### **EXCUSED ABSENCE**

**If a student is gone for ANY reason from school, it is considered an absence. Being excused or unexcused only affects the percentage a student earns on make-up work after an absence. A student on a field trip or a sporting event with a teacher/coach is not considered absent and is coded as present.**

An excused absence will be granted for the following reasons:

- 1) Student illness/accident as long as absence is reported as stated above and is not a truancy case
- 2) Medical/dental appointment with proof of appointment (bill, appt. card, office note, etc.)
  - Absence is recorded an unexcused until proof is presented to the office. Students will be allowed (3) school days to present proof of appointment. If proof is not presented, absence will be deemed unexcused.
- 3) Bereavement (death in family)
- 4) Observance of religious holiday
- 5) Court appearances requiring students' attendance
- 6) Lack of bus transportation (i.e. flooded road, snow route etc.)
- 7) Pre-arranged absence (advance absence form) which requires authorization from administration upon receiving a request in advance to the absence. If a student has missed more than 15 days the dates listed on the advance absence form will each be unexcused absences.
- 8) Taking Drivers Test (max. ½ day)
- 9) Mental Health Day –Students may take up to (5) Mental Health/Behavior Days per school year. **Any additional days will require a doctor's note.**
- 10) 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.
- 11) One day per school year for attending a civic event (includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization).
12. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

### **UNEXCUSED ABSENCE**

An unexcused absence signifies to the teacher and student that make-up work will be allowed at 70%. This percentage will be allowed through the first 5 days missed (when the absence is unexcused). After 5 days of unexcused absences the student will receive 0% for all [unexcused] days missed unless a doctor's excuse is produced for **EACH** day of absence.

An unexcused absence will be assigned for but is not limited to the following reasons:

- 1) **Absence that is not reported by a parent/guardian by 8:00 a.m. the day the student returns.**
- 2) Shopping/Hunting
- 3) Work (student employment)
- 4) Oversleeping or missing the bus
- 5) Babysitting
- 6) Truancy
- 7) Car trouble of personal transportation
- 8) Grooming appointments
- 9) Chauffeuring
- 10) Leaving school without nurse/office permission
- 11) Failing to sign out in the office
- 12) Medical appointment, dental appointment, or court appearance not verified by proof of appt. card
- 13) Tux fittings, dress fittings
- 14) Any other reason considered unnecessary and avoidable

**Due to the Truancy and Chronic Truancy Program developed by the Regional Office of Education, letters will be sent to the ROE when your child reaches 5 and 9 days of UNEXCUSED absences. This letter will inform you of the services the ROE has in regards to attendance. At 5 days a letter will be sent for Truancy and at 9 days for Chronic Truancy. See page 26 for more details.**

#### **ABSENCE DUE TO SUSPENSION**

Students who are serving in-school suspension (ISS) are not counted absent. Students who have been suspended out of school (OSS) shall receive an excused absence. School work can be made up and will be counted at 100% towards the students grade if the following conditions are met: 1) Student requests homework in advance of suspension, 2) Student returns to school with homework done and hands it in the day he/she returns, and 3) Student is required to take any test(s) that were missed on the day he/she returns.

For in-school suspensions, classroom teachers will determine if homework and/or tests will be completed and turned in during the in-school suspension or turned in the next day. It is the responsibility of the student to follow the above steps to receive credit for work turned in. Failure to meet any of the above conditions will result in no credit for work done.

#### **CHECKING ATTENDANCE & REPORTING AN ABSENCE FOR THE DISTRICT**

A **parent or guardian** must call the school office **on the day of the absence** by 8:00 a.m. **Full or partial day absences** must be reported. The office phone number is 432-5440 or 432-5200. You will hear a prerecorded message which will prompt you to enter "1" to report an absence. Press 1 and follow the instructions. You must leave the name of the student, the reason for being absent, and the number of days you expect the child to be absent. **Please note failure to give a reason will result in an unexcused absence.** Homework requests can be made at this time

provided the student is absent **more than one day and if the request is made before 9 a.m.** If you report the child to be absent for one day and the next day the child is still ill, please call the office the second day to report the absence and so forth. In the event there is no phone in the home, a note signed by the parent with the reason for the absence should be given to the school office **by 9:00 a.m.** on the day returning to school. An excused absence signifies to the teacher and student that work missed can be made up. **All missed work must be returned when returning to school or as arranged with the teacher.** If a student is absent for 1 full period or more the absence will be on the daily attendance report from the office. All guidelines must be followed for missing any full period of the day. **It is the responsibility of the student to get assignments from his/her teachers upon return to school. Arrangements for making up work that cannot be done at home (i.e. lab or shop work) should also be made at that time. If a student misses 3 periods of a day it will be considered ½ day absence. Missing more than 3 periods of a day will result in a full day of absence.**

Students absent from school for more than half the day for any reason cannot attend any event on school grounds unless approved by the principal or superintendent.

### **ILLNESS AT SCHOOL**

Any grade school student who becomes ill should tell his/her teacher and that teacher will send the student to the school nurse. If you are a J.H. or H.S. student and become ill at school, you should report to the teacher in charge, who will give you a pass to go to the nurse. **The Nurse will make all phone calls, if necessary, to contact a parent or guardian. If the nurse is out of the building, then the student should go to the office and the office staff will handle the student needs. Students are instructed not to go to the nurse's office between classes, unless it is an absolute emergency. Students should not call their parent or guardian from their cell phone to request to go home.**

### **HOMEWORK REQUESTS**

**We encourage students who are sick to contact a friend to get homework for them.** If this is not possible, homework requests will be taken provided the absence is **longer than one day.** However, homework requests must be made **by 9:00 a.m.** on the day after a previous absence so ample time is given to collect what is needed. Please do not request homework unless you plan to have your child work on it before returning to school. **Homework requests after 9:00 will not be taken as the attendance and homework requests are sent to teachers daily at 9 a.m.**

### **PREARRANGED ABSENCES**

For pre-approved absences, parents are required to obtain an Advance Absence Notification from the office for EACH student that will be absent. Students are required to get their work from their teachers prior to the absence. The work is to be completed upon arrival the first day back to school. Anything not turned in on the first day back will be considered a late assignment. If the student has been absent to school for more than 15 days, the pre-arranged absence will be denied and the absence will be unexcused.

## **ABSENCES, FIELD TRIPS AND AFTER SCHOOL/WEEKEND ACTIVITIES**

Students absent from school for more than half the day for any reason cannot attend any event on school grounds unless approved by Administration. **STUDENTS WHO ARE ON OUT-OF-SCHOOL SUSPENSION MAY NOT ATTEND OR PARTICIPATE IN EVENING OR WEEKEND SCHOOL ACTIVITIES.**

Any student that has missed 15 or more days of school (excused or unexcused) may not be able to attend field trips. Exceptions could be made for medical emergencies. Administration will make the final decision.

## ***TARDY POLICY***

In order to make the best use of school time, you must attend classes regularly and promptly. There are three minutes between classes. You are to be in your seat with necessary materials when the tardy bell rings.

There are two types of tardy at school. One tardy is being late to school. Being late to school is arriving after the tardy bell has rung to begin the first class of the day. School tardy will be kept by the office. The second type of tardy is "tardy to class". Being tardy to class is arriving to class after the tardy bell has rung to begin the class. Class tardy will be kept by the teacher.

### **Students who arrive to school after the start of 1<sup>st</sup> hour must first report to the office and sign in.**

Any student arriving after the beginning of 1<sup>st</sup> hour without medical, dental, or court documentation will be considered tardy. Excused arrival after 1<sup>st</sup> hour and before 11:30am will result in an excused absence from class. Any type of unexcused absence resulting in the student arriving after 9:30am will result in student not being able to participate in extracurricular events.

### **For morning absences that are not excused, the following consequences will apply:**

**1<sup>st</sup> & 2<sup>nd</sup> Tardy..Two excused tardies are permitted per semester**

**3<sup>rd</sup> Tardy.....A tardy referral will be sent to the principal and a letter sent to parents.**

**4<sup>th</sup> Tardy.....After school detention and Parent/Guardian may be called for conference.**

**5<sup>th</sup> Tardy.....Loss of driving privileges and/or riding with other students to and from school for the remainder of the semester. Must ride the bus or be brought by parent and signed in by parent. If a student has an after school activity they must provide their own transportation home. If this policy is broken at any time, the following consequences will be administered:**

**1<sup>st</sup> offense: 1 day In-school suspension**

**2<sup>nd</sup> offense: 1 day Out-of-school suspension**

**3<sup>rd</sup> offense: To be decided by the Administration**

Students who have been to school already but are tardy to class should go ahead and go to class as soon as possible. Tardy records for individual classes will be kept by the teacher and will follow the consequences below:

1<sup>st</sup> and 2<sup>nd</sup> tardy...Two excused tardies will be permitted per semester.

3<sup>rd</sup> tardy.....A tardy referral will be sent to the principal. A letter will be sent home by principal.

4<sup>th</sup> tardy and beyond.....**After school detention.**

IF a tardy problem continues to exist, other measures will be taken as deemed necessary, including but not limited to last in lunch line for specified amount of time, loss of attendance privileges at extra-curricular events, before/after school detention, suspension, etc.

### **TARDIES AND ATTENDANCE FOR SANDOVAL AND KC CLASSES**

1. All students are required to attend all Sandoval and KC classes they have signed up for when those schools are in attendance. All absences must be excused. If a student is going to have an excused absence, the parent/guardian must contact Patoka's main office prior to the absence. **The student will also need to let the bus driver know.** Any unexcused absence will be considered a tardy and an absence from class. Patoka's tardy policy will be enforced in regards to penalties for being late to Sandoval or KC classes. Any student that has an unexcused absence from a Sandoval or KC class will not be allowed to participate in extracurricular activities that evening.
2. Bus Transportation--All students will be required to ride the provided transportation to and from Sandoval or KC classes unless otherwise approved by the administration. Showing up late for the bus or missing the bus without prior approval will result in a tardy. Patoka's tardy policy for morning absences will be enforced. Driving privileges will be lost after the 5<sup>th</sup> morning tardy. **If a student has administrative approval or an excused absence, they are required to let the bus driver know that they will not be riding the bus.**

### **JH & HS (PASSES)**

Three passes are given to each student for each class both semesters. Passes will be used for absence due to an unexcused reason such as but not limited to:

1. Coming to class late
2. Leaving class for restroom, locker, etc.

**This policy will be left to the teacher's discretion.** The 4<sup>th</sup> time in the same semester the student misses a portion of the class for an unexcused reason an after school detention will be given.

No student will be permitted to leave his/her scheduled class or study hall without a hall pass issued by his teacher. No student will be given permission to be absent from a class without first seeking approval of the teacher or teachers whose classes will be missed. **Students who are in the hall during class time must have a pass.** There are 3 minutes between classes.

**Students, who miss one period without permission, leave school without intentional permission from the office, or who fail to sign out will receive disciplinary measures. This**



**repeat offense may result in suspension.** Permission must be granted by the administration for a student to leave the school property before school begins. **SIGNING OUT IS MANDATORY!!!**

### 2.30 Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

### 2.40 Make-Up Work

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 may not be allowed to make up missed work.

### 2.50 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 district and Regional Office of Education.

Students who miss 5 or more unexcused days of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 9 or more excused days of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

A student who misses 10 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

The following are the diagnostic procedures for identifying student absences and support services to truant or chronically truant students.

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/ guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

### **EXCESSIVE ABSENCES/TRUANCY**

Excessive absences are a barrier to learning. In order for a student to meet attendance requirements set forth by the state of Illinois, regular attendance is a must. Therefore, the Board of Education has adopted the following definition for excessive absences/truancy:

- 1) Students missing more than 10 days (excused and unexcused) will have a letter from the school, sent to their parent/guardian, notifying them that each absence thereafter will be unexcused unless medical, dental, or court appointment is proven with documentation.
- 2) At 3 days of unexcused absences, a Truancy Prevention Letter is mailed home to the parent or guardian.
- 3) Please note the following. Any absence associated with a hospital visit, whether it be an emergency room visit or an overnight stay in the hospital, will not count as an absence toward the 10 day limit, IF and ONLY IF, proof from the hospital (emergency room discharge paper or hospital discharge paper) is provided by 9 a.m. on the first day returning to school. However, this absence will count as an absence on the student's attendance record and on the state attendance ledger.

### **CHRONIC TRUANCY PROGRAM:**

The ROE Chronic Truancy Program is designed to assist school districts in improving daily attendance of students who are at risk of academic failure due to poor school attendance.

Chronic truant status is defined as a student whose daily attendance record reflects **9** or more unexcused absences in the prior 180 school attendance days.

The local school district is responsible for attempting to correct the daily absenteeism of a student through parental conferences and communications, assessments, counseling, mental health services, shelter, optional alternative education programs, tutoring, and educational advocacy prior to referring the student to the ROE for chronic truancy services.

### **K-8 PROMOTION POLICY**

Students of Patoka School must be able to perform at the expected grade level in order for promotion into the next grade level. If a student's progress is such that his/her teachers perceive the possibility of the student failing, that student's parents will be notified. Toward the end of the school year, the teacher, counselor, and administrators will discuss students who are in danger of being retained. Factors which would be considered include but are not be limited to: the student's performance on state, district, and classroom assessments; the student's attendance and work habits; the student's physical and emotional/psychological maturity; the student having been retained in a prior grade or grades; the student's placement in specialized classes; and/or other extenuating circumstances due to illness or injury. Retention decisions will be made based upon what the district feels is in the best interest of each student.

### **GRADING AND PROMOTION**

School report cards are issued to students at the end of each quarter. For questions regarding grades, please contact the classroom teacher.

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.

**Retention Policy for Jr. High:** Each student must pass 13 of the 18 semester grades. In addition, they must not fail both semesters of any one core class to be guaranteed promotion to the next grade.

8 periods a day: counting P.E., Health, RTI, Mini-course and all Core subjects.

### **GRADES 3 – 12 HONOR ROLL**

Honor roll will be calculated by the student management program for students in grades 3 – 12. The 12.0 grading scale will be used to figure honor roll. High honor roll is 10.0 to 12.0 and honor roll is 8.5 to 9.99. A student with a grade of D+ or lower will not be eligible for either honor roll. All subjects that generate credit and a letter grade A-F are calculated into honor roll. Pass/Fail courses are not calculated into honor roll.

## **CHANGE OF SUBJECTS**

Students may change subjects of each semester without penalty **as decided by the Guidance Counselor**. An elective class may be dropped to take a study hall if and **ONLY** if the student does not already have a study hall. A student may only have one study hall in his/her schedule.

### 2.70 Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

### 2.80a Exemption from Physical Education Requirement [K-8]

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.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

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

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

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

## 2.80b Exemption from Physical Education Requirement [HS]

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 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic or extracurricular athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30

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

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

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for P.E., as outlined above or in Handbook Procedure 10.30

## 2.90 Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement

### Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep.
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

### Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

**Vocational or technical education; registered apprenticeship program.** A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses or a registered apprenticeship program if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

**Advanced placement computer science.** The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a

student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

**Volunteer service credit.** A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

**Accelerated Placement.** The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

#### 2.100 Home and Hospital Instruction

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

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

For information on home or hospital instruction, contact the superintendent.

#### 2.110 Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the Board of Education at the November board meeting of the student's seventh semester.

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the Principal and the senior counselor prior to the November meeting of the Board of Education of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

## **EARLY GRADUATION**

Students may only be allowed to graduate early if they have extenuating circumstances, met all the necessary requirements and have obtained board approval. Only academic credits will count toward the credits required for graduation. The following will not count toward early graduation: Yearbook, Ag Record Books, Resource, Study Hall, or any Pass/Fail Class. Request for early graduation must be made to the Administration by the November Board meeting of their Senior Year. Both the student and parent(s) will be required to attend, in person, and present their case at the November meeting of the Board of Education.

Upon graduating early, the graduate then becomes ineligible for consideration as Valedictorian/Salutatorian and will not be eligible to participate in the Baccalaureate/Graduation ceremonies and/or school functions such as athletic banquet, honors banquet, prom, etc. Early graduates may attend Prom provided they are guests of a currently enrolled student in good standing. Once a student has graduated they must follow the office visitor policy.

### **2.120 High School Graduation Requirements**

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.

#### **State Mandated Graduation Requirements**

- (a) Four years of language arts.
- (b) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- (c) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content.
- (d) Two years of science.
- (e) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required for graduation beginning with the freshman class of 2016-17.
- (f) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
- (g) One semester of health education.
- (h) Daily physical education classes.
- (i) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the



United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.

- (j) Nine weeks of consumer education.
- (k) For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

### **GRADUATION REQUIREMENTS (HS)**

**Credits required for graduation are as follows: 24 Credits**

The following subjects must be completed:

- 4 credits of English
- 2 credits of Science
- 3 credits of Math (1 class must be geometry content)
- 2 credits of Social Studies (American History & Civics)
- Must pass IL & US Constitution
- 2 credits of Writing-Intensive Courses
- 1 credit of either Foreign Language or Vocational Education
- 1/2 credit of Health
- 1/2 credit of Resource Management
- 4 years of P.E. (unless exempt by administration)

Requirements are subject to change.

### ***THE GRADING SCALE***

The grading scale for the entire district is:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F Below 60

### **PATOKA NATIONAL HONOR SOCIETY**

The National Honor Society chapter of Patoka is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, service, leadership, and character. Students are selected for membership by majority vote of a five-member council, which bestows this honor upon qualified students on behalf of the faculty of our school each twelve months.

Students in grades 10 -12 are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.5 or better on a 4.0 scale. Minimal requirement for leadership or service is participate in at least two student activity organizations (only 1 can be a sport, the other needs to be another organization, FFA, FCLA, Science, Yearbook, Art, etc) and 10 hours of documented school or community service. Each Spring those students who meet this criterion are invited to complete a Candidate Form that provides the faculty council with information regarding the candidate's leadership and service.

To evaluate a candidate's character, the faculty council obtains additional professional input. First, official school disciplinary records are reviewed. Second, members of the faculty are requested to provide their professional reflections on a candidate's service, character, citizenship, and leadership

These forms and the Candidate Forms are carefully reviewed by the faculty council to determine whether each candidate meets the criteria for membership. A majority vote of the council is necessary for selection. Following a review of the results of the Faculty Council voting by the principal, candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, an induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, and participation in the chapter service projects.

### ***COURSE OFFERINGS AT PATOKA HIGH SCHOOL***

In order to offer a more expanded curriculum at Patoka High School, we have opted to offer some courses at locations other than Patoka H.S. (Sandoval H.S and Kaskaskia College). In addition, on-line courses and correspondence courses shall be considered. The Board of Education and administration have the final decision as to what courses will be offered on site, off-site or by means of technology or internet. Registration in some courses may be limited by availability, eligibility or prerequisites.

Presently, we offer courses based on the following:

- 1) If the class is offered at Patoka, it is to be taken at Patoka. Students will not be allowed to take a class elsewhere that is offered here for credit.
- 2) Approved courses at locations other than Patoka HS (Sandoval HS and Kaskaskia College) are an extension of the Patoka curriculum. Requirements for entrance into these programs are based on pre-requisites set up by the institution offering the courses. Eligibility requirements must also be met as set by Patoka School which could include but is not limited to: attendance, GPA, behavior, available transportation, on target to graduate, and scheduling concerns. Availability is not guaranteed since host schools determine the number of students they will accept and transportation costs must also be considered.
- 3) Courses or equivalent courses not offered by Patoka but needed to meet a college requirement or deficiency may possibly come from an, on-line or correspondence

course. There is a fee for these types of courses. Course fees will be paid by the student for on-line or correspondence courses.

- 4) Students approved for enrollment in on-line or correspondence courses may earn no more than 2 credits toward graduation. All of these types of courses must be approved in advance by the administration before taking the class. Credit will only be given for pre-approved classes. Fees will be collected in advance of registration into the class.
  - a) On-line courses- Illinois Virtual High School is accepted as an approved provider for this type of course.
  - b) Correspondence courses – American School is accepted as an approved provider for this type of course. A contract with deadlines and fees are required for this type of course. A service fee of \$25 for administrative costs will be charged locally for correspondence courses.
  - c) The Board of Education will consider other sources for acceptance if a request is presented to the Board.

### **KASKASKIA COLLEGE COURSES**

If a senior student desires to take a Kaskaskia College course(s) during the day, he/she will need Administrative approval. Such request may be submitted on paper or in person before entrance into college class. There should not be a conflict with required courses for graduation. In addition, a student schedule will be drawn up to convey to school and parents when the student is allowed to leave and return. It is important that the agreement be followed to ensure safety and educational improvement. If the privilege is abused or misused, it will be revoked.

All college tuition, fees and transportation will be the responsibility of the student and his/her parent/guardian. Registration at KC shall be done by the student with KC counselors. Once a KC schedule is confirmed, the schedule should be brought to the Guidance Office or Office. Please keep in mind that you must get pre-approval with the Administration before registering with KC if you plan to attend KC during our regular school hours. Students who leave early or return during the day must sign in and out in the office each day! Once you have signed out, you are not considered being in attendance at Patoka School just as one would not be considered in school when you are at a doctor's appointment. You and your family take all responsibility once you leave the school.

Students who desire to take an online course through Kaskaskia College may also be granted time during the day to work on an online course at Patoka School provided their schedule allows for it. The student must have necessary courses and credits accounted for in his/her high school schedule before this will be allowed. However, students should have access to a computer at home due to computers not always being available at school.

Generally, college courses are taken for college credit, not high school credit. High school credit will only be considered if the student is behind in credits for high school graduation or if the course is needed to meet a college entrance requirement and the course or an equivalent course is not available at Patoka. A request form must be filled out before taking the class to request that high school credit be given. If approved, both high school and college credit will be awarded.

## **DUAL CREDIT COURSES**

### **MSH 2.90 Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement**

Pursuant to Public Act 102-1077 (effective 1-1-23), school districts must begin the process of allowing students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school, but only for high school credit. Pursuant to Public Act 101-654 and Public Act 102-209 (effective in the fall of 2023), students who meet or exceed State standards on State assessment tests in English language arts, math, and science must be automatically enrolled in the following school year in the next most rigorous level of advanced course offered by the high school. Other changes are made to comply with PRESS.

Dual credit courses offer both high school and college credit at the same time. Dual credit requires the course to be taught at the high school but a written agreement signed by the high school and the college allows dual credit to occur. Dual credit courses may require fees for textbooks that are in addition to regular registration/book fees. Generally, dual credit means the following: 1-2 semester hours of college credit shall be equated to 1/2 Carnegie unit (H.S. credit) and 3 or more semester hours of college credit shall be equated to 1 Carnegie unit (H.S. credit).

Student's enrolled in dual credit courses may be subject to taking semester exams based on Kaskaskia College's exam policy.

**ATTENDANCE: Missing 9 days, excused or unexcused will result in being dropped as a dual credit course.**

## ***VALEDICTORIAN/SALUTATORIAN***

The determination of valedictorian and salutatorian will be made after the final grades are calculated into the overall G.P.A. and announced at graduation. The anticipated top 2-4 students (depending on class size and 7th semester averages) will prepare an appropriate message for graduation and will be reviewed by an administrator prior to delivery. Early graduates are not eligible for Valedictorian/Salutatorian consideration. The 12.0 scale is used to determine academic awards. This student must be a full-time student attending Patoka High School four (4) semesters prior to graduation.

## ***SCHOLARSHIP INFORMATION***

There are scholarship opportunities available throughout the year, some with early deadlines. Do not hesitate contacting the guidance counselor about this information.

## ***COLLEGE VISITATION***

All Juniors and Seniors will be permitted 2 college visits during the year without penalty to their attendance record provided they meet the following:

- 1) Obtain College Day Request form from the Guidance Counselor and submit it 3 days in advance of college visit.
- 2) Bring proof of visit to the office the day you return.

See College Visit Request form for more information. Filling out a form AFTER a college visit will result in an absence toward your attendance record. Requests for additional college days will be considered but these will count as absences on your attendance record. With careful planning, two college days should be sufficient.

## ***SEMESTER EXAM EXEMPTION POLICY***

All high school students will be required to take first semester exams. However, all high school students will be eligible to be exempt from **second** semester exams if they meet the requirement listed below (this may not include students taking a dual credit course).

- 1) A second semester average of 93.0% or above. Student absences of two days or less will no longer be an exemption requirement.
- 2) Semester exam exemptions cannot be applied to correspondence, on-line, IVHS, and off-site classes. However, these instructors may have their own qualifications for exemption.
- 3) Student's enrolled in dual credit courses may be subject to taking semester exams based on Kaskaskia College's exam policy.

**Any semester exams not taken by a student due to absence must be made up within five school or working days of the absence.** Should a student fail to make those exams up in the allotted time, he/she will receive a grade of 0% for the exam and final semester grades will be figured accordingly. Exceptions to this policy would be when the student was hospitalized or out of school due to doctor instructions (the school must be provided with a copy of those instructions) or due to a death in the family requiring an extended time away. Any other exceptions to this policy must be approved by the administration.

## Chapter 3 – Student Fees and Meal Costs

### 3.10 Fines, Fees, and Charges; Waiver of Student Fees

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

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

1. The student currently lives in a household that meets the free lunch 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).
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

### **BOOK RENTAL & LAB FEES**

Fees are as follows:

|          |  |
|----------|--|
| K-6      | \$45.00 + \$15.00 (Book & Weekly Reader/Computer Lab Fees) |
| Gr. 7-12 | \$50.00 + \$20.00 (Book/Lab Fees)                          |
|          | \$50.00 for those entering Driver's Education Class        |

### **DRIVERS EDUCATION FEE**

A \$50 fee will be charged at registration for those students entering Drivers Ed.

## **END OF YEAR BOOK RETURN**

Students should turn in their textbooks on or before their last day of class. Faculty should then inspect and record damages as well as create a list of students who have failed to turn in their books. Fines for damages or payment for a lost book will be assessed and collected during report card time. If a book is lost, the student will be required to pay for the replacement of that particular book. Should the book be found and turned into the office, a refund will be given. We ask parents to look over the books at the beginning of the school year. Also, if students feel they have received a damaged book, report it to the teacher immediately and ask for a replacement. It is not the intent of the school to hand out books in need of repair at the beginning of the year. Any student turning in a book at the end of school in need of repair (damaged, written in, torn) or in need of being rebound will be assessed a \$20 fee.

## **STUDENT INSURANCE**

Student insurance is available through Student Plans. (All athletes and cheerleaders are required to have school insurance or another insurance of similar coverage.) The form is handed out at registration, filled out by the parents and returned to the insurance company. **The school assumes NO responsibility for uninsured students.**

### 3.20 School Breakfast & Lunch Program

Breakfast is served every school day from 7:55 a.m. to 8:13 am. Lunch is served every school day from 10:55 am to 12:45 pm, except when there is an earlier dismissal.

A student may purchase breakfast for \$2.00 per day. Breakfast may be purchased on a weekly basis for \$10.00.

A student may bring a sack lunch from home or may purchase a school lunch for \$3.00 per day. Lunch may be purchased on a weekly basis for \$15.00.

One carton of milk is included in the price of a breakfast or lunch. Extra milk may be purchased for \$.30 a carton. ALL students- full priced, reduced priced, and free students will be charged for extra milks.

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

Parents will be allowed to bring their students lunch but must drop the lunch off in the office. The office will get the lunch to the student. If a parent would like to stay and eat lunch with their student for a special occasion, they must get permission from the principal prior to the day of. If a parent brings in anything for a student's birthday, they must drop it off in the office to be taken down to the classroom.

## **ALL MEALS MUST BE PAID IN ADVANCE - THERE SHOULD BE NO CHARGES!**

**A \$10.00 payment is required at registration to be put toward the lunch account.** Payment toward meals should be given to the office staff. Students/Parents may send cash or check for advance payment. **A charge of \$25.00 will be assessed by the school for each returned check due to insufficient funds.**

Credit cards will be accepted in the office. **VISA, MasterCard, Discover, or Debit cards** will be allowed to pay for meals or other charges.

No daily or weekly refunds will be given to junior high or high school students who have paid ahead. **Absolutely no ala-carte items or 2nd lunches will be charged.** Each teacher will submit a lunch count electronically, immediately after school starts each day.

### **CAFETERIA PURCHASES**

**Again, students will not be permitted to charge a la carte items or 2nd trays.** If an “extra” is being purchased, money must be given to the cashier before the lunch count is submitted. We will no longer charge “extras” to student accounts.

Students should clean up their area and dispose of paper items properly when returning trays.

## Chapter 4 – Transportation and Parking

### ***AFTER SCHOOL DESTINATION***

To avoid interruptions in the classrooms, please present a note indicating a difference in your child's after school destination to the homeroom teacher or office **BEFORE** school begins.

Thus, the paperwork can be done in advance and given to the child immediately. **PLEASE DO NOT WAIT TO CALL AT THE END OF THE DAY TO REQUEST A BUS PASS.**

**PHONE REQUESTS NEED TO BE MADE BY 2:30 IN ORDER TO GIVE THE OFFICE STAFF AMPLE TIME TO PREPARE THE PASS AND GET IT DELIVERED TO THE CLASSROOM.**

#### 4.10 Bus Transportation

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.

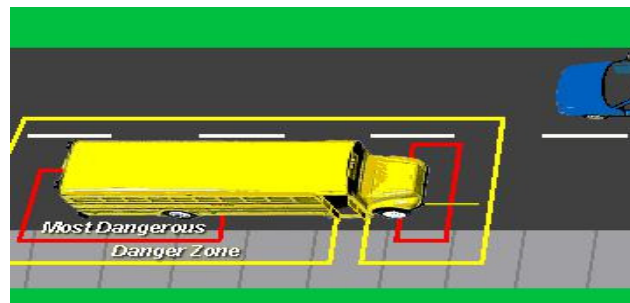
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school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



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

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

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

#### 4.15 Bus Conduct

Students are expected to follow all rules 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.

#### 4.20a Parking Grade School

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

#### 4.20b Parking High School

Students may park their vehicles in the lot east of the school. Vehicles must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and

that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

## Chapter 5 – Health and Safety

**Please note that Patoka CUSD 100 will follow the current Center for Disease Control (CDC) and Illinois Department of Public Health (IDPH) guidelines. These guidelines are ever changing. Current guidelines may be viewed at [www.cdc.gov](http://www.cdc.gov) and [www.dph.illinois.gov](http://www.dph.illinois.gov).**

### **MSH 1.190 Prevention of Anaphylaxis**

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

Any student who wishes to participate in a sport, tryout or practice is required to have a physical on file. **Coaches will not allow any student to practice or play in any manner without a physical.** A sport physical is good for 1 year. A sport physical is not required in addition to the regular health exam for Ninth grade students. Sports physicals will *not* fulfill regular health exam requirements for Ninth grade students.

Current immunizations required include: DPT (4), Polio (3), MMR (2), HIB (at least 1 dose, prior to age 5), and Hep B (3). Varicella vaccine is required for all children entering Kindergarten. Documented proof of having had chickenpox will meet this requirement.

### ***MEDICAL EXCUSE FOR SPORTS AND GYM***

A parent or guardian may request that a student **not** participate in physical education activities for two consecutive gym classes due to some minor ailment or injury. **THE STUDENT WILL STILL BE EXPECTED TO ATTEND CLASS** unless temporarily reassigned by the teacher.

A written note from a physician is required to be excused for more than two consecutive gym classes. This note must state the reason for the excuse and the duration of the excuse. Excuses should be delivered to the office and will be forwarded to the teacher and school nurse. **THE STUDENT WILL BE EXPECTED TO REPORT TO CLASS, UNLESS REASSIGNED.**

#### 5.10 Immunization, Health, Eye and Dental Examinations

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

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

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

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

##### **Eye Examination**

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

## **Dental Examination**

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

## **Exemptions**

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.

### **5.20 Student Medication**

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

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

### **Self-Administration of Medication**

A student may possess an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization 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 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 injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

### **Designated Caregiver Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*.

*Medical cannabis infused product* (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### 5.20b Medications

**Medications should be administered at home prior to or after school whenever possible.**

If the administration of medication at school is necessary, the school will require the following:

1. Medication should be brought to the school in the original container properly labeled.
2. School personnel should be informed of side effects.
3. Prescription medications shall display the child's name, prescription number, medication name/dosage, administration directions, date and refill, physician's name, and pharmacy name.
4. Any medication not picked up by the end of the school year will be discarded.
5. A student will be allowed to carry an inhaler if a written order from his/her physician/parent is on file.

### 5.30 Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

### 5.40 Safety Drill Procedures and Conduct

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

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

### 5.60 Head Lice

The school will observe the following procedures regarding head lice:

1. Parents are required to notify the school nurse 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 written 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 the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

#### 5.70 Bed Bugs

#### **BED BUG RESPONSE AND ACTION PLAN**

1. *General Purpose-* The general purpose of this action plan is to reduce the potential spread of Cimex Lectularius, commonly known as bed bugs.
2. *Pre-Exposure*
  - a. Supplies- latex gloves, clean clothes for all age groups of students, approved cleaning supplies, dryer, sealable trash/space bags.
  - b. Staff Awareness Training- ALL staff undergo bed bug identification and general informational in-service training.

#### **RESPONSE OF STAFF UPON SUSPICION**

1. *Teaching Staff-* Upon the suspected sighting or suspicion of sighting of bed bugs on a student, personal belongings, or area of a student, the teaching staff is to notify the nursing staff. Any staff member suspecting bed bugs, if able, should attempt to gather a sample of the bed bug using a zip lock bag and gloves. Teaching staff should assist the student to nursing area for further identification process. Along with the student, teaching staff should bring the item or items containing the bed bugs to the nurse.
2. *Nursing Staff-* Upon arrival of the student and any samples, nursing staff should attempt to identify that this student in fact has exposure to bed bugs. In the event that bed bugs are found, the nursing staff would implement the following.
  - a. Reassure student that this is not due to any of their actions.
  - b. Obtain a sample bed bug if not already done.
  - c. Allow the student to change into fresh clothes provided by the school.
    1. The students clothing is to be placed in a sealed bag and taken to the school washer and dryer to be laundered and returned to student upon the end of the day.
    2. Student, once changed and checked for any further bed bugs, should be allowed to return to class.
    3. Any items that the student has brought to school at any time should be thoroughly inspected and cleaned. (ie- backpacks, lunch boxes, favorite toys)
  - d. Nurse is to make a report to the Principal, custodial staff, and student's family.
3. *Custodial Staff-* Once alerted of bed bugs and school has been dismissed for the day, the custodial staff will thoroughly clean student's desk, carpeted areas of the room, cubby, and any other area the student was in. During this cleaning, staff will observe for any bed bugs that may have dispersed from the student. At this time, custodial staff should alert PCS for further follow up on possible treatment needs.
4. *Principal-* Will assist as needed.



5. *Family-* The family should be educated on the spread of bed bugs and directed to contact a professional pest control company for bed bug eradication within their home.

## Chapter 6 – Discipline and Conduct

### **DISCIPLINARY POLICIES (PLEASE READ!!!!)**

**PREAMBLE TO DISTRICT POLICY:** A Parent/Teacher Advisory Committee will meet annually to discuss current policies. The purpose of these meetings will be to voice questions, concerns or suggestions in relation to school policies. All feedback will be taken into account when policies are reviewed and approved for the following school year.

As a student in our District you will want to take full advantage of your right to an education. An important part of that education is the right to make decisions and the responsibility to accept the results of those choices. To protect your rights and the rights of others, student discipline guidelines have been established. It is hoped that during your years in our District you will make wise decisions and use your classes, programs, and activities to the fullest. The following guidelines consist of District policies applicable to all students in the District, and specific policies applicable to the school in which you attend.

Student Discipline Guidelines will be given to students the first day of school and upon enrollment for students moving into the District after school has started. An acknowledgement of receipt and review of those policies will be required in the form of signatures by student and parent on an appropriate form to be returned to the school office.

School personnel may impose discipline in instances of student misconduct occurring on or off school grounds, during school events, during school time or at any other time provided the misconduct causes any of the following: 1) disruptive to or interferes with school activities, 2) disruptive to or interferes with the rights of other students or school personnel, 3) causes a negative effect on the discipline or general welfare of the school, or 4) when a reasonable purpose for the imposition of such discipline can be shown.

Patoka CUSD may not institute a “zero-tolerance” policy in any circumstance.

### **NOTICE OF DISCIPLINE POLICIES**

Within fifteen (15) days of the first day of pupil attendance in each school year, the administration shall provide a copy of all student disciplinary policies to each student's parent or guardian. If a student enrolls after the commencement of the school year, a copy of all student disciplinary policies shall be provided to the student's parents or guardian within fifteen (15) days following the student's enrollment. The disciplinary policies may be included in the Student Handbook provided to each student. Parents/Guardians will be asked to sign a form at

registration to verify a handbook was received. As soon after the start of the school year as is practical, the administration shall inform all students of the student disciplinary policies in effect.

### **DELEGATION OF AUTHORITY**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior by calling an administrator or sending the student to the main office.

The Superintendent and/or Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

### **DISCIPLINE PLAN (K-12)**

Each teacher will maintain discipline in the school. All teachers will post a classroom management plan which will indicate student behavior that is expected in each of the classrooms. Repeated violations of any rules will result in student loss of any or all privileges. (G.S.-- computer time, noon recess, class parties, field trips, sports events, teacher rewards, assemblies, etc. J.H./H.S.--attendance at all school functions, games [home and away], dances, field trips, assemblies, driving to school privileges, sports eligibility, etc.)

### **ELEMENTARY DETENTION PLAN (K-5)**

1. Each teacher is responsible for maintaining a classroom environment that is safe and conducive to learning. When classroom or school disciplinary rules are violated, a teacher may opt to give detention. The amount of detention given depends upon the nature of the violation. More serious or multiple violations should be referred to the Principal. If a student receives three detentions in one semester from the same teacher, the teacher will have a phone conference with the parent to discuss classroom concerns and solutions.
2. The TYPE of detention given will be classified **by the Principal** into two areas: behavioral and non-behavioral. Behavioral detentions are problems like disrespect, defiance, distractions, etc. Non-behavioral detentions may be given for things like failure to do or finish homework, lack of proper materials, etc. This type of detention will not count toward suspensions.
3. Students have **five** school days to serve detentions or they will be unable to attend any extra-curricular activities (practices or games), field trips, Homecoming, Prom, etc.

4. Rules for noon detention:
  - a. Grade School students will pick up their lunch tray and eat in the Media Center for detention.
  - b. In detention, the student will write a designated writing assignment according to grade and teacher recommendation. A teacher may assign homework in writing.
  - c. Writing must be legible and assigned work must be completed. If a student fails to complete assigned work, he/she must return the next day to finish.
5. Over the course of the school year:
  - a. Three (3) office referrals = lunch detention
  - b. Five (5) office referrals = after school detention and may lose class field trips (excluding the Accelerated Reader Movie Trip)

\*Loss of privileges will be at the discretion of administration  
\*Each subsequent office referral (after the 5<sup>th</sup>) will result in an after school detention

## **REWARD SYSTEM FOR K-5 STUDENTS**

### **Quarterly Good Conduct Party** (we will start over each quarter)

1. First Quarter- 2 or less office referrals
2. Second Quarter- 1 or less office referral
3. Third Quarter- 0 office referrals
4. Fourth Quarter- 0 office referrals

The elementary teachers are hoping a set plan for discipline and rewards school wide (K-5) will help curb behavior for the better.

Students who receive detention for the specified quarter period will not be eligible for the end of quarter reward. The reward may include but is not limited to: watching a video, attending an assembly, participating in a pizza party, or going on a field trip. The reward will be one time each quarter.

## **JR HIGH/HIGH SCHOOL DETENTION PLAN (6-12)**

1. Each teacher is responsible for maintaining a classroom environment that is safe and conducive to learning. When classroom or school disciplinary rules are violated, a teacher may opt to give detention. More serious or multiple violations should be referred to the Principal.
2. Students will serve detention from 3:00-3:25 or 3:00-4:00 p.m. depending on the severity of the offense
3. Students may serve detention for 2 hours after school, depending on the level of gross disobedience or misconduct.
4. Students have **five** school days to serve detentions or they will be unable to attend any extra-curricular activities (practices or games), field trips, Homecoming, Prom, etc.

5. If a student fails to serve a detention, the detention will be reassigned and another detention will be added. If a student continues to fail to serve a detention, the student will be given a day of In-School Suspension.

**LEVEL SYSTEM**

**LEVEL ONE**

Bullying  
 Profanity  
 Disruptive Behavior  
 General Misconduct  
 Lying  
 Out of assigned area  
 Hands on  
 Tardy  
 Failure to serve detention  
 Computer Misuse  
 Forgery/cheating  
 Skipping class  
 Leave class w/o permission  
 Littering  
 Dress Code Violation

**LEVEL TWO**

Possession of Tobacco Products  
 Stealing  
 Vandalism/theft (restitution)  
 Fighting  
 Gross Insubordination  
 Harassment  
 Repeat level one  
 Seriously disruptive acts  
 Leaving school w/o permission  
 Disrespect to school personnel  
 Possession or distribution of inappropriate materials  
 Computer Misuse

**LEVEL THREE**

Possession of weapons  
 Selling drugs/alcohol  
 Bomb Threat  
 Striking or threat to personnel  
 Extortion/intimidation  
 Arson  
 Pulling fire alarm w/o cause  
 Repeated level two  
 Seriously disruptive acts  
 Computer Misuse  
 Under the influence or possession of drugs or alcohol

**Level 1- consequences**

Student Conference, parent contact  
 Meeting, lunch detention, after school detention, 2 Hour Saturday School, in-school suspension, 1 day out of school suspension

**Level 2- consequences**

Lunch Detention, After School Detention, 2 Hour Saturday School, In-School Suspension, 2-7 Day Out of School Suspension

**Level 3- Consequences**

7-10 Day Out of School Suspension, Expulsion from school and School Board Appearance

6. Students in detention may be given a mandatory writing assignment to complete in detention. Failure to comply with the assignment given or behavioral expectations will result in the detention being considered un-served.
7. If a student is absent on an assigned detention date, he/she will be reassigned a new date.
8. All accumulated detention must be served by the end of the semester. If necessary, the student may be required to finish serving detention on a day that school is not in session like a Teacher's Workshop day. Students will be responsible for own meal if detention or suspensions are being served on a day that cafeteria services are not available. Any un-served detentions from the previous year will be reassigned upon return the following school year.

## ***STUDENT DISCIPLINE***

Discipline is a means of fostering the growth of students toward maturity and responsibility. The educational environment of the schools shall be such that the administration and teachers shall demonstrate fair, just and flexible attitudes and disciplinary efforts toward all students.

Disciplinary measures include but are not limited to:

1. Individual student discussion and counseling;
2. Student involvement in defining acceptable standards of behavior;
3. Parent/guardian involvement in cases where a student repeatedly exhibits lack of responsibility or self-discipline;
4. Denial of privileges;
5. Removal from the classroom/administrative office time-out;
6. Detention; either at lunch, before school or after school as assigned
7. Suspension (in-school);
8. Suspension (out-of-school);
9. Saturday School Detention;
10. Expulsion.

Prior to receiving a disciplinary action, the student shall be given the opportunity to explain his or her misconduct to the classroom teacher and/or building administrator.

The School Board may also institute policies whereby students, parents, teachers, administrators, Board members and community persons work together in recognizing and developing alternative programs for dealing with student misconduct or disobedience. Such programs may include:

1. The involvement of students in defining acceptable school behavior standards;
2. The involvement of parents/guardian in instances where the student has repeatedly exhibited unacceptable conduct;
3. The involvement of the social agencies when the services may benefit a student's behavioral pattern;
4. Individual student counseling by classroom teachers and trained counselors;
5. Psychological testing and services for students.

## **SUSPENSION**

The Superintendent and/or Principal shall have the authority to suspend a student from school or to impose a bus suspension for a period not to exceed ten (10) school days for gross disobedience or misconduct, as those terms are defined in paragraph 11 of the discipline definitions policy.

The suspending official may impose an emergency suspension when he/she determines that an emergency exists. When an emergency suspension is imposed, the requirements set forth in paragraph 1 below shall be followed as soon as practicable.

Whenever the suspending official determines that a violation of Paragraph 11(h), 11(i) or 11(m) of the Discipline Definitions Policy exists, the student shall be suspended pending a hearing held

in accordance with the Expulsion Policy. Such a hearing shall be held within ten (10) school days of the date of the suspension imposed under this Paragraph.

Before a student may be suspended or a bus suspension may be imposed for gross disobedience or misconduct, the following procedures shall apply:

1. The suspending official shall give student oral or written notice of the charges which constitute the student's gross disobedience or misconduct and a summary of evidence which supports such charges.
2. If student denies the charges, the suspending official will give student an opportunity to explain the incident.
3. The suspending official shall make a finding, based upon the facts, whether the charges are supported and whether a suspension is in order. If he/she so finds, he/she shall document the same. A copy of the finding shall be forwarded to the Secretary of the Board of Education as required by Section 105 ILCS 5/10-22.6 of the School Code.

**The suspending official shall consider the following elements when formulating punishment:**

- (1.) The seriousness of the student's conduct;
  - (2.) The history or record of the student's past conduct;
  - (3.) The likelihood that such conduct will affect the delivery of educational services to other students;
  - (4.) The severity of the punishment; and
  - (5.) The interests of the student.
4. The suspending official shall send written notice by mail, possible return receipt requested, to the student's parent(s) or guardian(s) informing them of the suspension, stating the reason(s) for the suspension, and informing them of their right to a hearing to review the suspension.
  5. If the parents request a hearing, the Superintendent, in consultation with the Board President, shall either appoint a Hearing Officer to administer the suspension review hearing or fix a time and place for said proceedings to be conducted by the Board of Education. At the parents' request, a hearing to review the suspension shall be held before the Board or a Hearing Officer appointed by the Board.
  6. The only persons allowed at the hearing shall be the parties, their representatives, their witnesses, members of the Board of Education, two administrators, and representatives of the Department of Mental Health and Developmental Disabilities, if appropriate.
  7. The hearing shall be conducted by the Board or by a Hearing Officer, as the case may be. The hearing may proceed at the discretion of the Board President or, if one is appointed, the Hearing Officer, in the absence of any party who, after due notice, fails to be present.
  8. The rules of evidence shall not be applicable during the suspension review process.
  9. If the hearing is before a Hearing Officer, the Hearing Officer shall submit to the Board a written summary of the evidence adduced during the suspension hearing. However, this written summary shall not be required where a quorum to the Board of Education is present at the hearing, and the Board of Education shall determine the facts from their own hearing of the evidence. The Hearing Officer shall submit finding(s) and recommendation(s) to the Board upon request of the Superintendent. The summary,

- and if requested, finding(s) and recommendation(s) shall be submitted to the Board as soon as possible after the hearing is concluded.
10. Following the hearing conducted by the Board or upon receipt of the Hearing Officer's summary, and if requested, finding(s) and recommendation(s), the Board shall take whatever action it deems appropriate. The Board shall notify in writing, the parent(s) or guardian(s) of the action it has taken within ten (10) days of its decision.
  11. No student who is or should be identified as disabled within the meaning of the Individuals with Disabilities Education Act shall be suspended for a period in excess of 10 school days.

### **IN-SCHOOL SUSPENSION**

1. No candy, gum or soda.
2. Students may not use vending machines. This privilege is revoked during suspensions.
3. No talking except by permission.
4. No sleeping.
5. The **student** is responsible for obtaining all homework from teachers the day **before** he/she is assigned to the IN-SCHOOL SUSPENSION. In-School Suspension begins at 8:30 a.m. on the assigned day(s).
6. The In-School Suspension monitor will give supplemental work to students in the below listed circumstances. Failure to complete work will be considered defiance by the student.
  - a. student cannot do assignment in suspension (i.e. computer, lab, test, video, etc.)
  - b. student failed to obtain assignment from teacher
  - c. no assignment was given by teacher
  - d. assignment given does not keep student busy the entire period
7. Students must bring all necessary materials with them to suspension. Locker passes will not be issued. Paper, a writing utensil, and school books are required. No book bags either!
8. Lunch will be eaten in the In-School Suspension. Students may eat a cafeteria lunch or bring a lunch from home. The student is then responsible for turning homework in immediately upon returning to class.
10. If a teacher agrees, a test may be given during the In-School Suspension. Otherwise, tests must be made up the day you return.

### **OUT-OF-SCHOOL SUSPENSION**

1. **Short Term Suspensions-** Out-Of-School (1-3 days)
  - a. Students must be a threat to school safety or a disruption to other students' learning opportunities.
  - b. Suspensions will be based on a case by case basis.
  - c. School officials will make all reasonable efforts to resolve the threat or disruption to minimize the length of the suspension.
2. **Long Term Suspensions, Expulsions and Removals to Alternative Schools**
  - a. Students that are deemed a threat to the safety of other students, staff or the whole school community.

- b. Students that substantially disrupt, impede or interfere with the operation of the school.
- c. School officials will document the specific reasons why removal is in the best interest of the school and discuss the duration of removal.

### **RULES FOR OUT-OF-SCHOOL SUSPENSION**

1. The student is responsible for obtaining all homework before the suspension begins and all homework is due the day a student returns from suspension unless prior arrangements have been made by the administration.
2. If a student misses a test during an out-of-school suspension, the student must take the test the day he/she returns. The only exception would be if it is not convenient for the teacher. Arrangements would then be made between the student and teacher.
3. All students suspended out of school will have the opportunity to make up work for full credit. The student must get the work from the teachers or the parent/guardian will need to come in and pick up the work. All work is to be completed by the day that the student returns to school.
4. Failure to turn in homework or take tests would result in no credit being given.

### **EXPULSION**

The Board of Education shall be authorized to expel a student from school or to impose a bus expulsion for a definite period of time of up to two (2) calendar years upon finding that the student has been guilty of gross disobedience or misconduct, as those terms are defined in Paragraph 11 of the Discipline Definitions Policy. If the Superintendent or designee determines that the student has been guilty of a violation of Paragraph 11(h), 11(i) or 11(m) of the Discipline Definitions Policy, the Superintendent or designee shall initiate expulsion proceedings. If the Superintendent or his/her designee determines that the student is guilty of any other violation of Paragraph 11 of the Discipline Definitions Policy and that suspension is not an adequate remedy, the Superintendent or his/her designee shall be authorized to initiate expulsion proceedings. The Superintendent or his/her designee shall initiate expulsion or bus expulsion proceedings by applying the following procedures:

1. The Superintendent or his/her designee shall give the student oral or written notice of the charges which constitute the student's gross disobedience or misconduct and a summary of evidence which supports such charges, unless the same have already been done by a Principal before a suspension was imposed pursuant to the terms of the Suspension Policy.
2. If the student denies the charges, the Superintendent or his/her designee shall give the student an opportunity to explain the incident.
3. The Superintendent or his/her designee shall consider whether the student is disabled within the meaning of the Individuals with Disabilities Education Act, 20 U.S.C. 1401 *et. seq.* or under Article 14 of the Illinois School Code and the Special Education Regulations, 23 Illinois Administrative Code, 226.552. If it is determined that the student may be disabled but has not been so identified, a case study evaluation shall be initiated. If the student is not disabled, the Superintendent or his/her designee shall proceed to Paragraph 5 below.
4. If the student is disabled, a multidisciplinary conference shall be held to determine whether the student's gross disobedience or misconduct is related to the student's disabling condition. Following this determination, a conference to review the student's Individualized



Educational Program (IEP) shall be held to determine if the current placement is appropriate. The student shall not be subject to expulsion for gross disobedience or misconduct which is related to his disabling condition. If the misconduct is determined to be related to the disabling condition, the IEP conference participants shall determine whether a change in placement should be made. If the misconduct is determined to be unrelated to the disabling condition, the student may be disciplined in accordance with this policy, but in no case shall the district cease providing a free appropriate education (FAPE).

The following procedures shall be followed:

- (a) All rights of a student and his parents under Article 14 of the School Code and Special Education Regulations are applicable.
  - (b) The persons attending the multidisciplinary conference must include appropriate members of the faculty and staff similar with the student's disability and knowledgeable about the placement options for the student.
  - (c) The persons attending the multidisciplinary conference shall consider all information and shall determine whether the student's gross disobedience or misconduct is related to the student's disability. The persons attending the IEP conference shall determine whether the student's current placement is appropriate, and whether the placement should be changed.
  - (d) A written record of the conference must be kept.
  - (e) If the multidisciplinary conference participants determine, after considering all the information, that the gross disobedience or misconduct is not related to the student's disability, the expelling official may proceed with the expulsion process, but in no event may the district cease providing a FAPE. An IEP conference will be convened to address the means to provide those services to the student.
  - (f) If the faculty and staff attending the multidisciplinary conference determine that the gross disobedience or misconduct is related to the disability, members of the IEP team must consider a different placement or revised program.
  - (g) Following the conference, a written notice shall be sent to the student's parent(s) or guardian(s) informing them of the date, time and place of the conference (if they did not attend); the names of the persons who attended the conference; the sources of information used in reaching the decision; the decision regarding the relationship between the student's disability and behavior; and notice of the rights to a due process hearing to contest the decision made at the conference.
5. In the event the Superintendent determines that formal expulsion proceedings are required, the Superintendent, in consultation with the Board President, shall either appoint a Hearing Officer to administer the expulsion proceeding or fix a time and place for said proceedings to be conducted by the Board of Education. The hearing officer shall be an attorney when, in the judgment of the Superintendent, the hearing will likely involve technical legal matters.
  6. The Board or the Superintendent shall send written notice to the student's parents or guardians by registered or certified mail, informing them of the proposed expulsion and of the impending hearing, stating the reason(s) for the proposed expulsion, and informing them of their right to appear and present evidence to refute the charges against their child.
  7. The only persons allowed at the hearing shall be the parties, their representatives, their witnesses, members of the Board of Education, and a representative of the Department of Mental Health and Developmental Disabilities, if appropriate.

8. The hearing shall be conducted by the Board or by a Hearing Officer, as the case may be. The hearing may proceed at the discretion of the Board President or, if one is appointed, the Hearing Officer, in the absence of any party who, after due notice, fails to be present.
9. The rules of evidence shall not be applicable during the hearing.
10. If the hearing is before a Hearing Officer, the Hearing Officer shall submit to the Board a written summary of the evidence adduced during the expulsion hearing, except this shall not be necessary if a quorum of the Board of Education is present at the hearing, and will determine the facts from their own hearing of the evidence. The Hearing Officer shall submit finding(s) and recommendation(s) to the Board upon request of the Superintendent. The summary, and if requested, finding(s) and recommendation(s) shall be submitted to the Board as soon as possible after the hearing is concluded. A tape recording of the meeting shall be made by the district, whether or not a hearing officer is appointed. Such tape recording shall be retained by the secretary of the Board as a part of the proceedings, together with all documents, or evidence submitted at the hearing.
11. Following the hearing conducted by the Board or upon receipt of the Hearing Officer's summary, and if requested, finding(s) and recommendation(s), the Board, within ten (10) days thereafter, shall take whatever action it deems appropriate, to include alternatives to expulsion. The Board's decision shall be in writing with a copy being furnished to the student's parent(s) or guardian(s). The decision shall specify the finding(s) upon which the decision is based.

The Board shall consider the following elements when formulating punishment:

1. The seriousness of the student's conduct.
2. The history or record of the student's past conduct.
3. The likelihood that such conduct will affect the delivery of educational services to other students.
4. The severity of the punishment.
5. The interests of the student.

#### **DISCIPLINE - DEFINITIONS**

1. "Exclusion" means any denial of educational services, programs, or transportation, as the case may be, to which a student would otherwise be entitled.
2. "Suspension" means exclusion for a period not to exceed ten (10) school days, provided that if an act justifying suspension occurs within ten (10) school days of the end of the current school term, the suspension may be imposed in or carried forward to a succeeding school term when deemed appropriate.
3. "Expulsion" means exclusion for a period of more than ten (10) school days. An expulsion may be imposed in or carried forward to a succeeding school term when appropriate, and may not exceed two (2) calendar years.
4. "Emergency" means a situation where the student's presence poses an immediate or a continuing danger to his/herself, other persons or property or constitutes an on-going threat of disrupting the education process.
5. "Bus Suspension" means an exclusion from riding a school bus for any length of time not exceeding ten (10) school days.

6. "Bus Expulsion" means an exclusion from riding a school bus for any length of time exceeding ten (10) school days, imposed only by the Board of Education for safety reasons.
7. "In-school Suspension" means an exclusion from the routine school day, except the student shall remain in school in a restricted or isolated area to be selected by the Superintendent or designee. No academic credit shall be lost solely by the imposition of an in-school suspension. An "in-school suspension" may be imposed in or carried forward to a succeeding school term when appropriate.
8. "Certified Person" means any person who is duly certified under the provisions of the Illinois School Code and who is employed by the School District in a position requiring a certificate.
9. "Social Probation" means an exclusion of a student from participation in and attendance at extra-curricular activities during the period in which the probation is imposed.
10. A "public school fraternity, sorority, secret society or gang" means any organization composed wholly or in part of public school pupils which seeks to perpetuate itself by taking in additional members from the pupils enrolled on the basis of the decision of its membership rather than the free choice of any pupil in the school who is qualified by the rules of the school to fill the special aims of the organization, and which urges, advocates or engages in harm, violence or disruption.
11. "Gross Disobedience or Misconduct" specifically includes, but is not limited to, any of the following acts or behaviors which occur at school, away from school, at any school-related or school-sponsored activity, which interfere with school operations or the rights of other students or school personnel, or which have a direct effect on the discipline or general welfare of the school:
  - (a) Refusal to obey the policies, rules and regulations of the Board of Education or administrative staff.
  - (b) Refusal to obey reasonable written or oral instructions of any member of the administrative staff, teaching staff, designated non-certified supervisory personnel, or bus driver.
  - (c) Behavior which interrupts the orderly process of school affairs.
  - (d) Conduct which is or may be physically injurious to any persons or property, including but not limited to other students and school personnel.
  - (e) Truancy--subject to the provisions of Section 26-12 of the Illinois School Code.
  - (f) Repeated minor incidents of misbehavior, which other disciplinary measures have failed to deter.
  - (g) Repeated minor incidents of misbehavior, which violate or attempt to violate a Board of Education policy, rule or regulation.
  - (h) Possession, use, delivery, sale, transmittal or aiding in the possession, use, delivery, sale or transmittal of any substance containing alcohol, or possession, use, delivery, sale, transmittal or aiding in the possession, use, delivery, sale or transmittal of look-alikes or substances recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medicinal purposes for use by the student in the manner provided, or any substance containing cannabis, marijuana or hashish, including any materials which are represented by the student, or the student believes to be any of the above substances, regardless of their true nature, or the appearance of the substance.

- (i) Being under the influence of, or purporting to be under the influence of any of the substances listed in paragraph 11(h) above, other than those prescribed by a licensed practitioner for medicinal purposes.
- (j) Excessive unexcused absences.
- (k) Behavior which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certificated staff or school bus driver.
- (l) Use or possession of tobacco products.
- (m) Being in possession of a weapon. Notwithstanding any other provision of this policy, pursuant to the requirements of the Gun-Free Schools Act of 1994, Title VIII, 20 USC 2701, or any provision subsequently enacted by the State of Illinois as required by the Gun-Free Schools Act, a child who violates this provision shall be expelled from school for a period of not less than one (1) year, except that the superintendent may modify such expulsion requirement for a student on a case-by-case basis. A description of the circumstances surrounding any expulsion imposed by this provision concerning bringing weapons to school shall be reported to the State Board of Education as may be required in any application requesting Federal financial assistance. Students identified as disabled in accordance with the Individuals with Disabilities Education Act and Article 14 of the School Code shall be subject to disciplinary procedures as outlined in those statutes.

For purposes of this paragraph 11(m) "Weapon" means:

1. possession, use, control, or transfer of any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, including any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device as defined in 18 USC §921, including, but not limited to: any explosive, incendiary, or poison gas bomb, grenade rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than 1/4 ounce; mine or device similar to any of the devices described in the preceding clauses;
  2. any other object if used, attempted to be used, or could be used to cause bodily harm, including but not limited to, knives, brass knuckles, or billy clubs; or
  3. "look-alikes" of any weapon as defined in this Section.
- (n) An attempt or attempts to violate a Board of Education policy, rule or regulation.
  - (o) Possessing, selling, using, or threatening to use any weapon or instrument capable of inflicting or intended to inflict bodily harm or any object which, by its appearance or shape, could reasonably be believed to be such a weapon or instrument.
  - (p) Intentionally, deliberately, or negligently attempting to or actually damaging, vandalizing, defacing or stealing school property or the property of other students or school personnel.
  - (q) Writing, creating, preparing, distributing, publishing or displaying any profane, obscene, indecent, immoral or seriously offensive written material, gesture, language, or exhibit.
  - (r) Use of intimidation, coercion, force, harassment on or against any person.
  - (s) Verbal abuse or use of profanity or obscenity to students or school personnel.

- (t) Fighting with, or assault of any student or school personnel.
- (u) Endangering the physical or psychological well-being of the school population by acts such as, but not limited to:
  1. Improper release of a school alarm or tampering with fire extinguishers.
  2. Starting a fire in, or near school property or attempting to do so.
  3. Setting off explosive devices in, on or near school property or attempting to do so.
- (v) Joining, becoming pledged to join or soliciting any student to join, promising to join or become a member of a public school fraternity, sorority, secret society or gang.
- (w) Wearing or displaying at school, or any school-related activity, clothing, badges, adornment or other insignia intended to display membership or solicitation of membership in any public school fraternity, sorority, secret society or gang.
- (x) Any other behavior, conduct or action which is of such gross nature as to constitute a violation of the spirit or intent of these rules though not explicitly stated above or which in itself is so gross as to constitute on its face gross disobedience or misconduct.

#### CORPORAL PUNISHMENT

All uses of corporal punishment are prohibited in the District. Discipline shall not include slapping, paddling, or prolonged maintenance of students in physically painful positions nor shall it include the intentional infliction of bodily harm.

Classroom teachers and other staff members are prohibited from using disciplinary methods which may be physically or psychologically damaging to children such as ridicule, excessive display of temper, etc.

Physical restraint may be used when necessary to protect the student or other individuals and/or property from physical harm.

#### GROSS DISOBEDIENCE OR MISCONDUCT OF THE HANDICAPPED STUDENT

When the handicapped student is guilty of gross disobedience or misconduct, the District shall notify the student's parents/guardian of the gross disobedience or misconduct immediately (within 24 hours) and whether the student will be suspended and the time and location of a meeting of the student's Individual Educational Placement (IEP) team. This information shall be confirmed in writing and the parents/guardian shall be advised as follows:

1. that a written report of the student's gross disobedience or misconduct has been prepared and is attached to the student's records;
2. that the IEP team shall meet as soon as possible to determine whether a causal relationship exists between the student's handicapping condition and the student's gross disobedience or misconduct;
3. that the student's parents/guardians are requested to attend the IEP team meeting and the date, time and location of the meeting;

4. that no later than ten (10) days after the student's gross disobedience or misconduct, a report by the IEP team regarding the student's appropriate placement shall be given to the District Administrator and parents/guardians;
5. that during the time the IEP team meets and a report is given to the District Administrator, one or a combination of the following disciplinary actions may be taken against the student:
  - restricted to a study carrel;
  - restricted to an alternative classroom;
  - restricted from participation in extracurricular activities;
  - suspended from attending school for ten (10) days.

The IEP team may determine that the student's gross disobedience or misconduct is not causally related to the student's handicapping condition; therefore, the student shall be disciplined under the District's discipline policy for regular students. Disciplinary action taken against the student may include but not be limited to:

- expulsion
- suspension (in-school and out-of-school)
- removal from the classroom
- denial of privileges
- probation
- detention

The IEP team may determine that the student's gross disobedience or misconduct is causally related to the student's handicapping condition and ask that the parents/guardian accept a change in the educational placement of their child. At the same time the parents/guardian shall be informed of their right to object and of the procedures to be followed to make such an objection.

Should the parents/guardian object to the proposed change in the educational placement of their child, and should the District contend that the student's behavior poses a continuing physical danger to himself or to others in the school, the District shall seek a court order for the purpose of either changing the student's placement or suspending the student for more than ten (10) days.

#### TOBACCO, DRUGS AND ALCOHOL

In the event that a student is using or has in his/her possession drugs, alcohol, and/or tobacco at school or school sponsored activities, he/she will be suspended, may be expelled or enrolled into the Drug Education Program with **transportation to be provided by the student.**

#### GUN-FREE SCHOOLS ACT POLICY

Any student who brings a weapon to school shall be subject to expulsion from school for a period of at least one (1) calendar year, except that 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. Any such student shall be provided both procedural and substantive due process as set forth in the school district's policy governing the expulsion of students from school. In no case may the expulsion exceed 2 calendar years.

Before any expulsion proceedings are initiated, the school district shall determine whether or not the student to be disciplined is a child with disabilities within the meaning of the Individuals with Disabilities Education Act (IDEA). If a determination is made that the student is a child with disabilities within the meaning of the IDEA, then any discipline administered to the student shall be consistent with the requirements of the IDEA.

For purposes of this policy, "weapon" means:

1. possession, use, control, or transfer of any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, including any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device as defined in 18 USC §921, including, but not limited to: any explosive, incendiary, or poison gas bomb, grenade rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than 1/4 ounce; mine or device similar to any of the devices described in the preceding clauses;
2. any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, or billy clubs; or
3. "look-alikes" of any weapon as defined in this Section. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

#### HAZING PROHIBITED

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

- Conference with parent(s)/guardian(s)
- Removal from the extra-curricular activities
- Referral to appropriate law enforcement agency

Students engaging in hazing that endanger the mental/physical health or safety of another may also be subject to:

- Suspension for up to 10 days
- Expulsion for the remainder of the school term

#### GANG POLICY

Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, sign, badge, symbol, or other thing that are evidence of membership/ affiliation in any gang.
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang, and
3. using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extra-curricular and athletic activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension for up to 10 days
- Expulsion for the remainder of the school term

Signs, symbols, hand signals, clothing, etc. denoting violence in any form will be prohibited. Appropriate action by administration will be taken to address the issue. This also includes inappropriate markings on notebooks and papers. The use of violence, force, noise, coercion, threats, intimidation, fear or similar conduct or promoting similar conduct toward other students or staff is completely unacceptable behavior and will be dealt with accordingly.

## BULLYING

**Bullying** defined as negative actions deliberately initiated by one or more students. Physical or psychological intimidation occurs repeatedly over time to create an on-going pattern of harassment and abuse. These actions may include, but are not limited to the following.

Hitting, tripping, pushing, spitting on, damaging property of, name calling, insults, homophobic or racist remarks, verbal abuse, lying, spreading rumors, nasty jokes to embarrass, mimicking, social exclusion, damaging someone's reputation and social acceptance, and encouraging anyone to do any of the above.

These actions may also be considered as bullying if they occur through email, text messaging, chat rooms, instant messaging, blogs, on-line games and social media websites including but not limited to the following: Facebook, Instagram, Twitter, Snapchat and Yik Yak. Anything that is posted on social media (even outside of school hours) that is seen as a disruption to the educational process may be considered bullying and could be punishable by the administration. Students will be required to show their social media postings to the administration upon request. The district may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the district has reasonable cause to believe that the student's account on a social



networking website contains evidence that the student has violated a disciplinary rule or policy. Failure to cooperate with administration will result in punishment. Patoka Community School District #100 is committed to maintaining a safe and respectful environment that is conducive to learning.

Grounds for disciplinary action apply whenever bullying is related to school or school activities including, but not limited to the following:

1. On school grounds before, during, or after school hours.
2. On school grounds when the school is being used by a school group.
3. Off school grounds at a school-sponsored activity, event, or any activity or event which bears a reasonable relationship to school.
4. Traveling to or from school for a school activity, function, or field trip.
5. Anywhere, if the aggressive behavior may be reasonably considered to be a threat or an attempted intimidation or a student, visitor, or staff member or an interference with the school purposes or an educational function.

Students that are victims of, or are witness to bullying at any time by anyone, are encouraged to notify any employee of the school district. When there is evidence of a violation to this policy, the staff and administration and/or Board of Education will work collaboratively and shall take appropriate actions. **This will include contacting parents/guardians, referral to the school counselor, detention, suspension, police contact and report, and/or expulsion according to board policy.**

#### SEXUAL HARASSMENT POLICY

##### Employee Sexual Harassment of Students - Findings and Intent

It is the policy of the Board of Education to provide for its students an educational environment free from unwelcome sexual advances, unwelcome requests for sexual favors or other verbal or physical conduct or communications of a sexual nature constituting sexual harassment as defined and prohibited in this policy.

##### Definitions

Sexual harassment committed by an employee against a student is defined for purposes of this policy as: Any unwelcome sexual advances or requests for sexual favors made by an employee to a student, or any conduct of a sexual nature exhibited by an employee toward a student, when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment; or when the employee either explicitly makes the student's submission to such conduct a term or condition of, or uses the student's submission to or rejection of such conduct as a basis for determining:

1. The educational performance required or expected of the student;
2. The attendance or assignment requirements applicable to the student;
3. To what courses, fields of study or programs the student will be admitted;
4. The quality of instruction the student will receive;
5. What extracurricular teams the student will be a member of or in what extracurricular competitions the student will participate;

6. Any grade the student will receive in any examination or in any course or program of instruction in which the student is enrolled;
7. The progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; or
8. The student's access to any entitlement from which the student would otherwise benefit. For purposes of this policy "employee" means and includes the Superintendent, the Principal or other administrator, any certified instructional or instructional support employee employed by the District but expressly excludes independent contractors and volunteer personnel.

### Prohibited Conduct

It shall be a violation of this policy for any employee:

1. To make any unwelcome advances or requests for sexual favors to a student or to engage in any conduct of a sexual nature for any purpose or when such conduct has the purpose of interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment.
2. To explicitly or implicitly make the student's submission to such a conduct a term or condition of or use the student's submission to or rejection of such conduct as a basis for determining:
  - a. The educational performance required or expected of the student;
  - b. The attendance or assignment requirements applicable to the student;
  - c. To what courses, fields of study or programs the student will be admitted;
  - d. The quality of instruction the student will receive;
  - e. What extracurricular teams the student will be a member of or in what extracurricular competitions the student will participate;
  - f. Any grade the student will receive in any examination or in any course or program of instruction in which the student is enrolled;
  - g. The progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; or
  - h. The student's access to any entitlement from which the student would otherwise benefit.

### Duty to Report

Students have the responsibility to immediately report all instances of sexual harassment. However, the Superintendent, Building Principal, or Coordinator for Nondiscrimination shall not fail to fully investigate a claim of sexual harassment solely because such claim was not promptly reported.

### Retaliation

The District shall not in any way retaliate against an individual who reports alleged sexual harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint; nor shall the District permit any employee or student to do so. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### Grievance Procedure

1. Any student who is the victim of sexual harassment may directly inform the person engaging in sexual harassment that such harassment is unwelcome and must stop. Any employee who is so informed to stop engaging in sexual harassment shall do so immediately. The Board recognizes, however, that power and status disparities between the alleged harasser and victim may make such a confrontation impossible.
2. Students shall report any sexual harassment to the Building Principal, Superintendent or Coordinator for Nondiscrimination or Counselor. If the claim of sexual harassment is against the Building Principal of the student, then the student shall report the instance to his or her Building Principal, who shall report the claim to the President of the Board of Education. The President of the Board of Education is hereby authorized to appoint any administrator to fully investigate any claim of sexual harassment against the Superintendent. Any person so appointed shall have the same power to investigate the claim as if he or she were the Superintendent, and shall report his or her findings to the Board of Education.
3. The Superintendent, or his or her designee, or the administrator appointed by the President of the Board of Education shall fully investigate all claims of sexual harassment, and as part of such investigation, shall conduct interviews of all persons involved. Upon the conclusion of the investigation, the person conducting the investigation shall reduce his or her findings and determinations to writing and provide a copy thereof to the student who has complained of sexual harassment.

If the person conducting the investigation determines that there is no basis for the claim of sexual harassment, no further action shall be taken. If the student complaining of harassment disagrees with the findings of the person conducting the investigation, he or she may bring the matter to the attention of the Board of Education for its review. Such review shall be commenced by the student making written exceptions to the findings and determinations of the person who conducted the investigation. Such exceptions shall be delivered to the Superintendent for transmittal to the Board of Education; except if the Superintendent is the person complained of, the exceptions shall be delivered to the person conducting the investigation for transmittal to the Board. The Board may consider the exceptions at a regular or special meeting. If the Board of Education agrees with the exceptions, or disagrees with the findings and determinations of the person conducting the investigation, it shall commence appropriate steps to discipline the employee complained of.

#### Corrective Action

If, after a full investigation of the matter, the Superintendent determines that sexual harassment occurred, he or she may take such disciplinary measures as may be appropriate. If serious misconduct has occurred, the Superintendent shall refer the matter to the Board of Education, which may impose whatever discipline it deems appropriate, including, without limitation, taking such steps as are necessary to effectuate the dismissal of the employee.

If the Superintendent is the subject of the claim of sexual harassment, the administrator appointed by the President of the Board shall, following a full investigation of the matter, report to the President of the Board. The President shall then convene a meeting of the Board of Education to consider the matter. The Board may then impose whatever discipline it deems appropriate, including, without limitation, steps leading to the dismissal of the Superintendent.

### Sexual Harassment by Non-employees

The Board of Education will not tolerate, condone or permit sexual harassment committed against students by non-employees who conduct business with the District. The Board of Education encourages reporting of all incidents of alleged sexual harassment, regardless of whom the offender may be, and will promptly investigate all reported incidents, when the alleged offender is not an employee of the District. The school administration, in consultation with the complaining person, will review the Complaint and attempt to identify and implement a reasonable remedy if sexual harassment has been confirmed.

### Sexual Harassment as Criminal Conduct

Under certain circumstances, sexual harassment may constitute criminal conduct. In such situations, the District shall comply with its reporting and other legal obligations.

### Student Sexual Harassment of Students - Findings and Intent

It is the policy of the Board of Education to provide for its students an educational environment free from unwelcome sexual advances, unwelcome requests for sexual favors or other verbal or physical conduct or communications of a sexual nature constituting sexual harassment as defined and prohibited in this policy.

### Definitions

"Sexual harassment" committed by a student against another student is defined for purposes of this policy as:

Any unwelcome sexual advances or requests for sexual favors made by one student to another student, or any conduct of a sexual nature exhibited by a student toward another student, when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment.

### Prohibited Conduct

It shall be a violation of this policy for any student to sexually harass a student as defined herein. Sexual harassment of a student, as defined above, may include, but is not limited to, the following:

1. Pressure for sexual activity with sexual or demeaning implications;
2. Repeated remarks to the student with sexual or demeaning implications;
3. Unwelcome and deliberate touching;
4. Inappropriate cornering, patting or pinching;
5. Intentional brushing against a student's body;
6. Uninvited comments of a sexual nature regarding physical or personality characteristics;
7. Uninvited sexually oriented kidding, teasing, jokes or questions;
8. Uninvited letters and telephone calls;
9. Uninvited sexually suggestive looks and gestures; and
10. Attempted or actual rape or sexual assault.

### Duty to Report

Students have the responsibility to immediately report all instances of sexual harassment. However, the Superintendent, Building Principal, or Coordinator for Nondiscrimination shall not

fail to fully investigate a claim of sexual harassment solely because such claim was not properly reported.

### Retaliation

The District shall not in any way retaliate against an individual who reports alleged sexual harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint; nor shall the District permit any student to do so. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### Grievance Procedure

1. Any student who is the victim of sexual harassment may directly inform the person engaging in sexual harassment that such harassment is unwelcome and must stop. Any student who is so informed to stop engaging in sexual harassment shall do so immediately. The Board recognizes, however, that power and status disparities between the alleged harasser and victim may make such a confrontation impossible.
2. Students shall report any sexual harassment to the Building Principal, Superintendent-Coordinator for Nondiscrimination, or Counselor.
3. The grades, attendance or assignment requirements or other conditions of school participation of any student who complains of sexual harassment shall not be affected by so complaining.
4. The Superintendent, or designee, shall promptly and thoroughly investigate all claims of sexual harassment, and as part of such investigation, shall conduct interviews of all persons involved. A student who fails to cooperate fully in an investigation or supplies false information may be subject to discipline. Upon the conclusion of the investigation, the investigator shall reduce his or her findings and determinations to writing and provide a copy thereof to the student who has complained of sexual harassment.
5. If the person conducting the investigation determines that there is no basis for the claim of sexual harassment, no further action shall be taken. If the student complaining of harassment disagrees with the findings of the investigator, he or she may bring the matter to the attention of the Board of Education for its review. Such review shall be commenced by the student making written exceptions to the findings and determinations of the person who conducted the investigation. Such exceptions shall be delivered to the Superintendent for transmittal to the Board of Education. The Board may consider the exceptions at a regular or special meeting. If the Board of Education agrees with the exceptions, or disagrees with the findings and determinations of the person conducting the investigation, it shall commence appropriate steps to discipline the employee complained of.
6. If, after a full investigation of the matter, the Superintendent determines that sexual harassment occurred, she may take such disciplinary measures as may be appropriate. If serious misconduct has occurred, the Superintendent shall refer the matter to the Board of Education, which may impose whatever discipline it deems appropriate, including, without limitation, taking such steps as are necessary to effectuate the expulsion of the student complained of.

Where a hostile, intimidating or offensive educational environment has been found to exist, the Superintendent shall take responsible steps to eliminate the conduct creating such environment.

## Sexual Harassment as Criminal Conduct

Under certain circumstances, sexual harassment may constitute criminal conduct. In such situations, the District shall comply with its reporting and other legal obligations.

## TEEN DATING VIOLENCE POLICY

Any evidence or suspicion of teen dating violence should be reported directly the principal, the superintendent, or the Guidance Counselor.

## SEX DISCRIMINATION

No educational services or programs may be denied on the basis of sex; all courses and classes that were traditionally "male" or "female" are available to all students, regardless of gender. Extra-curricular activities and sports are open to all students, except where separate teams of each sex exist Cooperative teams with Sandoval High School are available for girls' basketball and softball plus boys' cross country and golf. The Superintendent is the Title IX Coordinator for the school. Any questions or concerns, contact him.

## **CONDUCT**

### RESPECT FOR STAFF

Faculty and staff are to be addressed either as Miss, Mrs., Ms., or Mr. Respect of self and others is expected and appreciated. Respect of **all personnel** must be maintained or disciplinary action will result.

### CARE OF PROPERTY

A well-equipped school has been given by the citizens of Patoka Unit District to the youth of this community. You are expected to refrain from marring the building in any way including desks, lockers, walls, and other school equipment. If a textbook is damaged **the student will be charged for a new textbook**. If a book is lost, a replacement fee will be charged. Students and parents are responsible to check the condition of their books at the beginning of the year. If the book has damage please return the book to the main office immediately. Any book or supply left in the hall after school will be placed in the office. If repeated too often, a parent-administrator conference will be called, and more drastic measures will be taken. Students must have their originally assigned book to turn in for credit.

Do not vandalize any part of the school building or grounds. A security system is installed and is operational when school is not in session. Pulling the fire alarm is a serious offense (federal) and would result in disciplinary action up to arrest.

All J.H. /H.S. students are encouraged to use the school's combination lock on lockers. We would appreciate your cooperation in maintaining the lockers. Stickers or posters are not to be attached to either inside or outside of lockers. **Lockers must be closed when not in use. Locker Combinations are given out at the beginning of the year.** Students are reminded that each locker belongs to the school. Also, please do not enter another person's locker without appropriate permission.

**Do not sit and/or put feet on heating units or desks/tables.**

## DRESS CODE (PLEASE READ!!)

The district does not maintain a uniform or dress code policy that applies to hairstyles, including hairstyles historically associated with race, ethnicity, or hair texture, including but not limited to protective hairstyles such as braids, locks, and twists.

### 1. SCHOOL DRESS CODE **K-12<sup>th</sup> Grades**

A. All clothing worn by students must be clean, in good condition and safe.

B. Clothing that may contribute to the substantial disruption of the orderly operation of the school or classroom is prohibited. Examples include:

1. Clothing with writing or symbols which promote, advertise, **or allude to** drugs, alcohol, tobacco, or gambling products.

2. Items which are sexually explicit or suggestive.

3. Items which denigrate others.

4. Shirts and Blouses that do not cover the entire torso of the body are prohibited.

Midriff should be covered at all times! **NO HALTER TOPS, LOWCUT TOPS (NO cleavage showing), SPAGHETTI STRAP TOPS, T-STRAP TOPS, OR TOPS SHOWING ONES BRA**, are allowed. In addition, it is NOT ACCEPTABLE TO WEAR A SHORT SHIRT WITH AN OPEN JACKET OVER IT!

**Shorts, skirts, and dresses must be no more than mid-thigh.** If shorts or skirts are too short, the student must change or be sent home.

**Any SLEEVELESS shirt must cover up to the armpit or have a shirt underneath that covers the torso.**

5. No hats, caps, scarves, handkerchiefs, or plastic hair coverings will be worn in the school building during school hours. (This includes Patoka Baseball/Softball team hats.)

6. House slippers and Pajamas are not to be worn to school. Shoes must be worn by students at all times.

7. No sunglasses or dark glasses, unless they are prescription glasses, may be worn in the classroom including on top of the head.

8. Wearing wallet chains or other heavy chains is prohibited.

9. Boy's pants must fit at the waist, not hang down to expose undergarment. (Even if the shirt is long.)

10. Small holes or tears will be permitted in jeans as long as the tears are no more than mid-thigh, this is the same as the allowed length of shorts and skirts.

**STUDENTS MUST BE CLOTHED FROM TOP OF THE SHOULDERS TO MID-THIGH. UNDERGARMENTS AND ALL STRAPS MUST BE COVERED AT ALL TIMES.**

### 2. VIOLATION:

1<sup>st</sup> Offense- Student will receive a warning and will be sent to administration

2<sup>nd</sup> Offense- Parent/guardian of student will be notified

3<sup>rd</sup> Offense- Student will receive an after school detention.

**K-5th Grades are allowed to wear shorts at the appropriate length, and tops that are age appropriate. The above will be up to the teacher and Administration discretion.**

#### DISPLAYS OF AFFECTION

A display of affection may cause a substantial disruption to the educational process. Excessive displays of affection are prohibited anywhere on the school campus. (eg: hand holding, arms around each other, etc.)

#### VULGAR & OBSCENE LANGUAGE

Students who use vulgar or obscene language toward a staff member will be subject to suspension of up to ten days and may be subject to a Board of Education hearing, including expulsion. Students who use vulgar or obscene language in the hallways or classrooms in such a manner to disrupt normal activities will be subject to the same penalties.

#### FIGHTING

Fighting in the school is a serious offense. Depending upon the nature and severity of the incident, an investigation may include administration, teachers, students and others to determine the severity of the incident and who was responsible for provoking the incident. Fighting is NOT allowed anywhere on the school property or the buses (that includes "play fighting" too).

**If a student is involved in a fight, law enforcement officials may be informed.**

#### CHEATING

Any student caught cheating will be given a "zero" for that test or assignment. The student will report to the principal for possible disciplinary action.

#### BANNED ITEMS (PLEASE READ!!)

Fidget Spinners are not allowed to be used in the school unless it is included in a student's Individual Education Plan or a student has administrative approval.

Wireless headphones, pagers, beepers, toys, radios, walk mans, cassette/CD players, computerized games, remote vehicles, IPODS, MP3 players, and/or other typical devices will **NOT** be permitted at school. Items will be collected, stored in the office, and returned by the administration when appropriate. Also, **NO** fantasy card games, playing cards, hand-held video games, spiked dog collars, laser pointers, knives, box cutters, razor blades, fireworks, weapon(s), white-out or any other similar product that erases, and/or other item deemed inappropriate by administration will be permitted. No animals are allowed without approval from administration. No rollerblade shoes.

On field trips where a long bus ride is involved, items like CD players and electronic games will be allowed with permission from teachers/coaches/supervisors. However, keep in mind the school is NOT responsible for lost/missing items. The owner assumes all responsibility.



#### PURSES, BOOK BAGS AND BACKPACKS and COATS

Students are **not to take** purses, book bags, backpacks or coats, into the JH/HS classrooms. All items are to be left in student lockers or hung on the coat hooks in the hallway. Students should not leave book bags or other items on the floor or around classroom doorways.

#### ELECTRONIC DEVICE USE- Phones and Smart Watches (PLEASE READ!!!)

**Students are prohibited from using phones in the school building.** In case of emergency, the classroom teacher will place the necessary call. Students should leave cell phones at home and not bring them into the school building. Patoka CUSD #100 is not responsible for lost/missing cell phones or parts. Students will bring cell phones at their own risk.

**If a student brings a cell phone, they will be required to put the cell phone in a box upon entering each teacher's classroom.** If a cell phone is brought to school it should be powered off (not just silence of the ringer). They will be given their cell phone back at the end of each class. If a student refuses to put their cell phone in the box, this will be considered a cell phone offense and violation of the rules and they will be punished according to the cell phone violation policy. This procedure will be followed in all classes. Cell phones can be used for educational purposes if the teacher allows. In addition, smart watches are allowed, but teachers are permitted to ask students to put them away at any time (unless it is medically necessary for the student to have it). If the student refuses, the same consequences as phones apply.

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

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.

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.

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.

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.

**If a student refuses to give up their device, they will be given an automatic after school detention, the parent/guardian will be contacted, and the student will face consequences for insubordination.**

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. After electronic device is confiscated, parents/guardians will be notified before content is viewed. Local authorities will be contacted if there is reason to believe inappropriate or criminal content will be seen.

Any behavior/content that is posted/shared online by a student during remote learning or other online activity is subject to disciplinary action in accordance with the school handbook.

#### FOOD AND DRINKS

Vending machine use will be limited to a certain number of days at administrative discretion due to new mandates. Students will be informed of the day they will be able to use them. Vending machines are for grades 9-12 only during the allotted school days.

Soda and food will not be permitted in the hallways and gym during school. This must be consumed before coming to school or in the cafeteria. Sodas and other beverages consumed by students during the school day are only allowed in the cafeteria. Outside of the cafeteria, only water in a plastic bottle will be allowed. **No other beverages will be permitted outside of the cafeteria.**

Chewing gum by students will not be permitted anywhere in the school. Violation of this rule will result in punishment as determined by the administration and teachers which includes but not limited to detention or suspension.

#### LUNCH ROOM

The Cafeteria supervisor has the authority to assign a student to a different seat in the cafeteria when it is deemed necessary. Failure to move to that seat will result in 30 minutes of detention.

#### **CAFETERIA RULES (K-5)**

1. Students may not misuse food (throwing, making a mess, etc.)
2. Students must keep hands and feet to themselves.
3. Students are not to run in the cafeteria.
4. Students who desire to talk should do so quietly.
5. Students may not share or trade food from their trays or lunch boxes.
6. Cell phone usage is not allowed in the cafeteria. If a student has their phone out during meals, it is subject to confiscation.

#### **CAFETERIA RULES (6-12)**

1. Students may not misuse food (throwing, making a mess, etc.)
2. Inappropriate behavior in the cafeteria will not be tolerated and will result in disciplinary action.
3. All food and drinks must be consumed in the cafeteria.
4. Lunch line order is by SENIORITY (Seniors, Juniors, Sophomores, Freshmen, 8<sup>th</sup>)

7<sup>th</sup> and 6<sup>th</sup>)

5. Cell phone usage is not allowed in the cafeteria. If a student has their phone out during meals, it is subject to confiscation.

#### ASSEMBLIES

Students are to be courteous at assembly programs. The appearance of a speaker on the stage or floor indicates silence and attention. Cooperation with this request builds a good reputation for your school and you. Each grade will be assigned a location for assemblies with teachers stationed at various locations on the bleachers.

#### FIELD TRIP/END OF YEAR FUN ACTIVITIES ELIGIBILITY

**At registration each year, parents/guardians are asked to sign a field trip permission form which allows their student to attend a field trip within the normal hours of school. If the field trip extends outside the normal school hours or if there are other requirements/information that needs to be shared, then a new permission slip is necessary. Students will be allowed to go with their group or class on field trips only if they have returned the specific permission slip distributed by the school. This permission slip must be signed by the student's parent or guardian. All permission slips are due by the designated deadline or the student will not be allowed to go.**

**Any student who has been suspended either in-school or out-of-school, or has received more than five detentions, may be considered ineligible to attend field trips and/or end of the year fun activities. Also, any student that has missed 15 or more days of school (excused or unexcused) may not be able to attend field trips and/or end of the year fun activities. Exceptions could be made for medical emergencies. Administration will make the final decision.**

**Please note that parents wishing to chaperone a field trip must notify the superintendent 2 weeks prior to the field trip in order to have a background check completed.**

## Chapter 7 – Internet, Technology & Publications

#### CHROMEBOOK POLICY

Students are to abide by the district's current Chromebook Policy that is signed by both students and parents. If they do not, they could lose the right to bring district Chromebooks home or face other disciplinary action.

#### INTERNET ACCEPTABLE USE POLICY (AUP)

Use of the INTERNET provides educational benefits to students. Unfortunately, some materials accessible via the INTERNET may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a *privilege* to students who agree to

act in a considerate and responsible manner. We require that students and parents or guardians read, accept and sign the following rules for acceptable on-line behavior.

1. Students are responsible for good behavior on the INTERNET just as they are in a school building. General school rules for behavior and communications apply.
2. Network storage areas and **removable drives** may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.
3. **The following are NOT permitted:**

**Examples of Level 1 violations according to the districts discipline plan include but are not limited to:**

- E-MAIL or chat room unless authorized by the supervising teacher for educational purposes
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Bypassing/Hacking the District's Firewall

**Examples of Level 2 violations according to the districts discipline plan include but are not limited to:**

- Damaging computer or technology equipment
- Revealing any personal information of yourself or any other person without permission from your teacher
- Employing the network for commercial purposes
- Sending, displaying, or printing offensive messages, documents or pictures

**An example of a Level 3 violation according to the districts discipline plan include but is not limited to:**

- Damaging or tampering with the district network system
4. Violations may result in a loss of INTERNET use as well as other disciplinary or legal actions.

Student and Parent approval signatures must be on file in the office for Internet usage during the current school year.

### **Internet, Technology & Publications**

The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the district has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a disciplinary rule or policy.

#### 7.20 Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or
  - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

#### 7.25 Guidelines for School-Sponsored Publications, Productions and Websites [HS]

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;

2. Constitutes and unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

### 7.30 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

Our school allows students to participate in a curriculum-based Bring Your Own Technology (BYOT) Program. A Parent/Guardian must authorize their student's participation in the program by completing the *Participation in Bring Your Own Technology (BYOT) Program Responsible Use and Conduct Agreement*. Your student must also sign the *Internet Acceptable Use* agreement to participate in the program.

The violation of any laws, school board policies or student handbook procedures while participating in the program may result in the loss of your student's privilege to participate in the program and other discipline. Remember that you are legally responsible for your student's actions.

The teacher's role is that of instructor in your student's classroom. Teachers cannot spend time fixing technical difficulties with BYOT devices. Parents/guardians and their students share the responsibility for technical support and providing a properly charged BYOT device. If a BYOT device has technical difficulties: (1) a school-owned device may be provided, if available, or (2) students may be asked to partner with another student who has a functioning BYOT device during a lesson. The school also expects you and your student to keep the BYOT device free from viruses, malware, and/or any other harmful programs that could damage the school district's electronic network. Finally, the right to privacy in your student's BYOT device is limited while it is on any school property.

## Chapter 8 – Search and Seizure

### 8.10 Search and Seizure

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

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

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

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

### Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, emptying of pockets, 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. If a student is asked to empty his/her pockets, and refuses to do so, the student's parents/guardians and/or the police may be called. Further refusal will result in an automatic (3) day suspension and the student will be required to sit out 25% of their extra-curricular season.

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.

## Chapter 9 – Extracurricular and Athletic Activities

### GYM USAGE

The gymnasium and cafeteria areas are available for practices and rehearsals only if the coach or event sponsor is present. Students and parents will NOT be permitted to use our facilities without the presence of the school employed coach/sponsor.

### CONCESSION STAND

Those groups wishing to sell concessions at ballgames throughout the year will sign up at the beginning of the school year at a meeting with the principal. Each group selling food and drink

provided by the Concession Account will earn a fair share per game, multiplied by the number of games that were worked. ALL organizations are encouraged to take advantage of this opportunity, especially organizations that tend to run short on money in their activity accounts!

#### HOMEcomings

Participating in the Homecoming Coronation is a privilege. Due to various issues in the past with candidates and attendants, Coronation rules will be set in place by Administration and our Homecoming Coordinator.

#### SPORT FEE

A sport fee shall be collected to help offset costs of various expenses (officials, transportation, equipment, uniforms) at athletic events. The sport fee will be collected by the office staff based on a deadline established and communicated by the coach. This fee shall be payable to the office staff at a rate of \$20 for the year, regardless of number of sports played. There will be a family maximum cap of \$50.00 per year. The fee shall be waived for students who qualify for the “free” breakfast and lunch program. The fee will be reduced to half-price for students who qualify for the “reduced” breakfast and lunch program. **No student will receive a uniform or equipment until all money is paid.**

#### EXTRA-CURRICULAR ELIGIBILITY

Teachers will have grades entered into Teacher Ease on Mondays no later than 8:15am. Any student assignment that is uploaded by then will be graded before the report is run. Eligibility will be run at 8:15am. If an athlete is ineligible, he/she will not be eligible to play the next week. All participants must review and sign the "Student Handbook" accompanied by parent signature. A grace period of approximately two weeks will be given at the beginning of every quarter before the cumulative weekly grade checks begin.

For a student to be allowed to participate in any extracurricular activity, the student must be passing all classes. This includes any off-site classes. It is a “no pass, no play” policy. The Principal will inform students if they are ineligible on Mondays. If a student brings their grade up by the following week, they will be deemed eligible to play. Students that have not brought their grades up will remain ineligible.

If a student receives a suspension, in-school or out-of-school, he or she is not eligible to participate in the following contest. In addition, violation of the code of conduct and/or failure to receive a medical release statement from a physician would result in suspension from participation.

#### EXTRA-CURRICULAR TRANSPORTATION

1. ALL participants will be transported in a designated school vehicle. All participants must ride **to and from the site of event unless pre-approved by the administration or signed out by a parent/guardian through the coaching staff.**



2. Any participant, in the event of a family emergency where parent/guardian transportation is provided, **MUST** have his/her parent or guardian sign the designated list in the presence of the **specific sponsor, coach, or administrator**.
3. If the participant violates one of the previous rules they will be suspended for one game/activity.
4. **Students will not be allowed “early dismissal” to go home to prepare for an upcoming athletic or extra-curricular event. When there is such an event, the student is expected to bring the necessary items, including a sack lunch. If the student forgets an item, it is the parents/guardians responsibility to get items to the student at the school or to the event. Also, any other non-participant student will not be excused to attend the event.**

#### GENERAL CONDUCT ON SCHOOL GROUNDS

The following pertains to conduct in the Classroom, Baseball Field, and any extra-curricular activity.

1. Any child or student is not permitted to be in the cafeteria or hall while a game or a gym event is in progress, unless working in concessions area.
2. Do not walk under the bleachers. Please remain seated while game or event is in action.
3. No running in the cafeteria. No playing in the cafeteria.
4. Only participants may practice between half-times and games.
5. Please do not litter the gym or cafeteria.
6. If in non-compliance of acceptable behavior at a game or event, the student will be assigned a seat by the administrator or parent if in audience. If parent is not in attendance, he or she will be called for pick-up of child. **Repeated offenses will result in NO admission.**

#### ATHLETICS AND OTHER EXTRA-CURRICULAR ACTIVITIES

Patoka Community Unit School District #100 makes available to its students, the opportunity to participate in athletics and other extra-curricular activities. **Each participant is reminded of the code of conduct guidelines and must have his or her signature plus parent & sponsor's signatures on file at home school and/or the cooperative school before allowed to participate in any manner.**

The opportunity to participate in athletics and other extra-curricular activities is offered to the students of Patoka School District #100 as a privilege and not a right of the student(s). Students involved in any extra-curricular activities, including co-op's, are therefore expected to abide by the rules of behavior and conduct as established by the Patoka code of conduct. Additional rules and guidelines may be imposed by coop schools. Failure to do so may result in any of the following disciplinary actions:

- A) A reprimand by the coach or sponsor
- B) Loss of playing or participation time
- C) Suspension of membership from the team or organization
- D) Removal from the team or organization

#### SCHOOL DANCES

School dances are open to Patoka Community Unit School District #100 students and their guests as specified by the school personnel and administration and the sponsoring group. The

Homecoming Dance and Prom are open to High School students and guests. When other dances should occur, students will be notified of who can attend.

**Rules:**

1. Each student attending will be allowed to bring one and only one guest from outside the school. A form must be picked up in the office and filled out by the school of the guest attending to show they are in good standing. This form must be returned a week prior to the dance. The principal or superintendent must approve the student's guest and inform the student if his/her guest is not approved. Guests are not limited to only current or past students.
2. No one will be allowed to enter a dance, once the ticket booth has closed and the money box has been put away.
3. **Once the dance has begun, anyone leaving the building without permission of the sponsors, chaperones or administration will be denied re-entry to the building.**
4. Anyone needing to go to the parking lot for any reason must have permission and be escorted by a sponsor, chaperone, or administrator.
5. **The dance's sponsors, chaperones, or administrators may call the parents of any student(s) who leave the dance early for any reason.**
6. All school rules, policies, and procedures will be in effect at a school dance as at any other school activity and will apply to all students and their guests.

**NCAA CLEARINGHOUSE**

Any high school athlete who is being recruited by any member of the NCAA or who anticipates possibly participating in athletics at the collegiate level is advised to consult the rules set up for student athletes by the NCAA Clearinghouse. Failure to comply with the rules as set up by the NCAA Clearinghouse in preparing for college could result in the loss of collegiate eligibility for the athlete and possible loss of scholarship monies. NCAA Clearinghouse materials are available upon request in the office of the School Counselor.

**NOTE:** This information has been provided by the Illinois High School Association (IHSA), which is responsible to supervise and control the interscholastic programs of its member schools in which P.H.S. is a member.

IHSA Office, 2715 McGraw Drive, P.O. Box 2715, Bloomington, IL 61701-2715,  
Phone: (309) 663-6377/ Fax: (309) 663-7479 A copy of the IHSA Rules is located in the office.

**CODE OF CONDUCT**

The Code of Conduct at Patoka pertains to, but not limited to all levels of the following activities: baseball, basketball, volleyball, cheer, golf, softball, trap shooting, bass fishing, Scholar Bowl, FFA, Student Council, FCCLA, Art Club, Science Club, Game Club, and Ducks Unlimited. The program is coordinated and administered under rules established by the Patoka Board of Education and the governing body which rules the particular activity in which the student(s) are involved (Examples include the IHSA).

P.A. 102-51, allowing for modifications to a student's athletic uniform to comply with religious tenants or personal modesty preferences (MSH 9.10 Athletic Code Conduct).

**Participants' conduct in and out of school, and during extra-curricular activities, shall not reflect negatively on the school or create a disruptive influence on the discipline, good order, moral or educational environment of the school. Participants who violate this code of conduct are subject to dismissal from the activity at the discretion of the sponsor, coach or principal. Participants also are subject to other penalties permitted by the rules of the activity sponsor or coach.**

It is the consensus of the Board of Education, Administration, and staff that participation in extra-curricular activities is a privilege. It is not a **right** of students to participate in any school governed extra-curricular activity. If a student should fail to comply with the rules and requirements set forth in this policy, the privilege to participate in extra-curricular activities may be withdrawn from that student in accordance with the policy.

#### GENERAL RULES

1. A student must be in attendance for a portion of the school day before he/she can participate in extra-curricular activity that afternoon or evening. **Students that have an excused absence must arrive before 11:30am to meet this requirement. Students that have an unexcused absence must arrive by 9:30am to meet this requirement.** They must attend 4 entire consecutive class periods during the school day. An exception may be made if the student has an approved and excused reason with permission from the principal.
2. Student athletes are required to be in school on school days following a contest. Illness is an exception. However, if a pattern of absences or excessive tardies develop on days following athletic contests, the coach / sponsor may require the participant to not participate in all or a portion of the next contest.
3. Hazing or the "initiation" of underclassmen will not be tolerated on or off school grounds (this includes athletic practices). A student or parent who believes that an incident of hazing has occurred should not hesitate to contact the coach or principal.
4. Any student who is absent from school for ten consecutive days will be ineligible for 25% of the seasons(s) unless approved by the administration.
5. Student(s) must have a physical examination by a licensed physician annually. The exam must be turned in to the coach / administration prior to the student participating in practice for the sport.
6. Students may be barred from participation if found to be in violation of the principles of good sportsmanship. Refer to IHSA Rules.
7. Students will not be allowed to participate in athletics / extra-curricular activities until the school is provided with a Code of Conduct Form signed by the student and his/her parent.
8. This code of conduct applies both in and out of season of the sports activities in which each student / athlete participates, during holidays and vacations and whether or not misconduct occurs at school or at a school sponsored activity or away from school.

#### VIOLATIONS

Once it has been ascertained that a student(s) involved in an extra-curricular activity has violated the rules in the following areas, penalties will be assessed in the following manner. In addition to the consequences pertaining to all students, a student participating in extra-curricular activities will receive the following disciplinary actions.

## ALCOHOL, TOBACCO, AND OTHER DRUGS

Possession/use/under the influence of alcohol, tobacco, **Electronic Cigarettes, Vapes, Snus**, and other drugs is strictly prohibited. Possession of drug paraphernalia anywhere and anytime is strictly prohibited.

-First offense for **Alcohol, Tobacco, Electronic Cigarette, Vape use or possession, and Other Drugs**. Suspension from 10% of the season(s) (based on # of games). If an extracurricular that the student participates in is not currently in season, then the student will be required to sit out the above mentioned time for the next extracurricular that they participated in the previous year.

2<sup>nd</sup> Offense: Suspension from 25% of the season based on # of games.

3<sup>rd</sup> Offense: Student is prohibited from participation in all sports/activities for one calendar year.

4<sup>th</sup> Offense: Student may not participate in any athletics and other extra-curricular activities for the duration of their junior high or high school career.

Any student participating in a co-op sport with another school is subject to the consequences in accordance with the host school's rules. The home school will follow its own discipline, attendance, and eligibility requirements.

### Elementary and Junior High School

-Second offense any time until the student graduates 8<sup>th</sup> grade: Removal from the team/organization for one calendar year.

-Third offense any time until the student graduates 8<sup>th</sup> grade: Suspension from participation in all extra-curricular activities (including dances) for three years, unless approved by the administration. Suspension periods can carry over from junior high to high school.

## SALE/DISTRIBUTION OF DRUGS/ALCOHOL or CONVICTION OF SERIOUS MISDEMEANOR OR FELONY OFFENSE

First offense consequences will range from suspension from all extra-curricular activities for 25% of the season(s) to 2 calendar years.

Second offense consequences will range from suspension from all extra-curricular activities for 1 calendar year to the remainder of the students high school career.

## SUSPENSION FROM SCHOOL

1. Any student suspended in or out of school for 1 day for any reason is to be suspended for at least one game/event/match.
2. Any student suspended in or out of school for a total of 4 days during the same school year is removed from the team/organization for 25% of that season or combination of seasons.
3. Any student suspended in or out of school for a total of 8 or more days during the school year is removed from all extracurricular activities for one calendar year.

## INELIGIBILITIES

- 1. Patoka CUSD #100 has a “no pass, no play” eligibility policy. In order to be considered eligible for extracurricular activities, a student cannot be failing any classes. Any student failing any class will be deemed ineligible for participation in extracurricular activities.**
2. If a student is ineligible for 3 weeks during any season/activity, that student is removed from the activity/organization for that season.
3. Offenses that occur during the summer between the eighth grade year and ninth grade year will be considered as a high school offense.
4. When violations occur at the end of a particular athletic season, and the student cannot be suspended for the correct number of games, the suspension shall carry over to the next season of that sport or into the beginning of the next sport/activity in which the student has normally been participating.
- 5. Week 1 of ineligibility: Student may practice, attend games, but not participate.**
- 6. Week 2 of ineligibility: Student may not practice or play games BUT should attend and sit with the team.**
- 7. Week 3 of ineligibility: Student will be removed from the sport.**
- 8. Students must be eligible at the time of tryouts or when a sport season begins in order to participate in that sport during the school year.**
- 9. If a student QUILTS a team, a reason must be given to the coach. Student eligibility for the following year will be determined by administration and the team coach.**

## REINSTATEMENT / PRACTICING / PARTICIPATION

- A. A conference with the student, parents/ guardians, coach / sponsor for the activity in which the student is participating, athletic director (if applicable) and principal may be required before reinstatement.
- B. Practicing may be allowed when the student returns to school following the school suspensions.
- C. Participation (dressing out; wearing uniform on the bench) will not be allowed while the student is suspended from the game(s), match(es) or event(s).

## APPEALS

Any student participant and/or parent / guardian shall have the right to appeal any action taken pursuant to this policy by contacting the administration within three (3) days of receiving notice of the imposition of any sanction or penalty. The student's case will be reviewed by the board. The following pages are additional policies for your information. If you have any questions you may contact the Superintendent or Principal at (618) 432- 5440.

### 9.30 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.

## Chapter 10 – Special Education

### 10.10 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 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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

#### **Interpretation & Translation Services**

Patoka CUSD #100 is committed to ensuring that all parents/guardians have equitable access to school programs, social and academic services, and school-related materials by providing trained interpreters and translators. This includes interpretation services for residency and school registration, academic program registration, Individualized Education Program (IEP) meetings, conferences, attendance, discipline or safety concerns, and certain school-wide events as well as translation of essential school documents.

Translator and interpreter services for parents and guardians who speak a language other than English will be provided, as requested. Any parent or guardian who needs translation and interpreting services in any language should contact the district’s superintendent or principal.

For further information, please contact: Superintendent or Principal at 618-432-5440.

### 10.20 Discipline of Students with Disabilities

#### **Behavioral Interventions**

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

## **Discipline of Special Education Students**

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

### 10.30 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.

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

### 10.40 Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

### 10.50 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 building principal.

## Chapter 11 – Student Records and Privacy

### 11.10 Student Privacy Protections

#### **Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1)

that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

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

#### Surveys Requesting Personal Information

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

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

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

#### Instructional Material

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

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

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

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive



purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

#### 11.20 Student Records

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

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

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

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

These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

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

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a 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.

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

Parents/Guardians have the right to request a copy of their student's permanent and/or temporary records prior to their destruction when the pupils' graduate, transfer or withdraw from school. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

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

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

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

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

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

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

### 11.30 Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

### 11.40 Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

## Chapter 12 – Parental Right Notifications

### **CONCUSSION PROTOCOL**

A Concussion Oversight Team is now in place consisting of the following personnel: Superintendent, Principal, School Nurse, Athletic Director and a representative from the Orthopedic Center of Southern Illinois. Any student that suffers a concussion must pass a RTL (Return to Learn) or RTP (Return to Play) exam before he/she will be permitted to return to school or resume sports. Please address any questions or concerns with this new policy to the Principal or Superintendent.

### **Physical Exams or Screenings**

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.)
3. Is otherwise authorized by Board policy.

### 12.20 Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: Illinois Assessment of Readiness, Illinois Science Assessment.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests.

Parents/Guardians 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.

#### 12.30 Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

#### Assistance and support for homeless families include:

Educational organizations and schools

Food bank and meal programs

Local service organizations (Goodwill, Salvation Army, etc.)

Family shelters

Medical services

#### 12.40 Family Life & Sex Education 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.

### **Administrative Procedure- Comprehensive Health Education Program**

The major educational areas of the District's comprehensive health education program are described below:

1. In all elementary and secondary schools the health program shall include human ecology and health, human growth and development, the emotional, psychological, physiological, hygienic, and social responsibilities of family life (including sexual abstinence until marriage); prevention and control disease, and course material and instruction to advise students of the Abandoned Newborn Infant Protection Act.
2. The grades 6-12 health program shall include the prevention, transmission and spread of AIDS; public and environmental health; consumer health; safety education and disaster survival; mental health and illness; personal health habits; alcohol and drug use and abuse (including the medical and legal ramifications of alcohol, drug, and tobacco use, abuse during pregnancy); sexual abstinence until marriage; tobacco; nutrition; and dental health. Secondary schools shall include sexual assault awareness.
3. The following areas may also be included as a basis for curriculum: basic first aid (including cardiopulmonary resuscitation and the Heimlich maneuver), early prevention and detection of cancer, heart disease, diabetes, and stroke, the prevention of child abuse, neglect, and suicide.
4. In grades 5-12, the health program shall include instruction on alcohol and drug use and abuse, including the consequences of drug and substance abuse.
5. In grades K-8, students should be provided with age-appropriate information about the dangers of drug abuse. The District's educational program shall offer drug education units that are integrated into the curricula and are designed to promote effective methods for the prevention and avoidance of drug and substance abuse.
6. In grades 7-12, the program shall include the prevention of abuse of anabolic steroids. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students participating in these programs.
7. The family life and sex education program shall be developed in a sequential pattern and related in depth and scope to the students' physical, emotional, and intellectual maturity level. Family life courses offered in grades 6-12, shall include information regarding the alternatives to abortion and information regarding the prevention, transmission, and spread of AIDS. Course content shall be age-appropriate. Class sessions which deal exclusively with human sexuality may be conducted separately for males and females.

8. The health program in grades K-8 shall include annual instruction on the danger of and how to avoid abduction as part of the District's regular curriculum. Students shall be given, as appropriate, information on child sexual abuse.
9. Students shall be provided parenting education in grades 6-12.
10. Students shall be provided safety education in all grades.
11. All students shall receive age-appropriate instruction on motor vehicle safety and litter control.
12. Students in grades 9 or 10 shall receive instruction on donations and transplants of organs/tissue and blood

No student shall be required to take or participate in any class or course on AIDS, family life instruction, sex abuse, or organ/tissue transplantation, if his or her parent/guardian submits a written objection to the Building Principal. Parents/guardians of students in grades kindergarten through 8 shall be given at least 5 days written notice before instruction on avoiding sex abuse begins. Refusal to take or participate in any such course or program shall not be reason for disciplinary action or academic penalty. Parents/guardians shall be provided the opportunity to preview all print and non-print materials used for instructional purposes.

#### 12.60 English Learners

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

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

For questions related to this program or to express input in the school's English Learners program, contact the Superintendent at 618-432-5440.

#### 12.70 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.

### **SCHOOL VISITATION RIGHTS ACT**

The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of this Act is to permit

employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

#### Definitions:

As used in this Act:

- a) "Employee" means a person who performs services for hire for an employer for:
    1. at least 6 consecutive months, immediately preceding a request for leave under this Act; &
    2. an average number of hours per week equal to at least one-half the full time equivalent position in the employer's job classification, as defined by the employer's personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months.
  - b) "Employee" includes all individuals meeting the above criteria but does not include an independent contractor.
  - c) "Employer" means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or a nonprofit organization.
  - d) "Child" means a biological, adopted or foster child, a stepchild or a legal ward of an employee and who is enrolled in a primary or secondary public or private school in this State or a state which shares a common boundary with Illinois.
  - e) "School" means any public or private primary or secondary school or educational facility located in this State or a state which shares a common boundary with Illinois.
- "School Administrator" means the principal or similar administrator who is responsible for the operations of the school.

#### **School Conference and Activity Leave**

- a) An employer must grant an employee leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours; however, no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hour notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.
- b) Nothing in this Act requires that the leave be paid.
- c) For regularly scheduled, non-emergency visitations, schools shall make time available for visitation during regular school hours and evening hours.

#### **Compensation**

An employee who utilizes or seeks to utilize the rights afforded by this Act may choose the opportunity to make up the time so taken as guaranteed by this Act on a different day or shift as



directed by the employer. An employee who exercises his rights under this Act shall not be required to make up the time taken, but if such employee does not make up the time taken, such employee shall not be compensated for the time taken. An employee who does not make up the time taken shall be paid at the same rate as paid for normal working time. Employers shall make a good faith effort to permit an employee to make up the time taken for the purposes of this Act. An employee who does make up the time taken shall be paid at the same rate as paid for normal working time. Employers shall make a good faith effort to permit an employee to make up the time taken for the purposes of this Act. If no reasonable opportunity exists for the employee to make up the time taken, the employee shall not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of make-up time in a manner that would require the payment of wages on an overtime basis. Notwithstanding any other provision of this Section, if unpaid leave under this Act conflicts with the unreduced compensation requirement for exempt employees under the federal Fair Labor Standards Act, an employer may require an employee to make up the leave hours within the same pay period.

### **Notification**

The State Superintendent of Education shall notify each public and private primary and secondary school of this Act. Each public and private school shall notify parents or guardians of the school's students of their school visitation rights. The Department of Labor shall notify employers of this Act.

### **Verification**

Upon completion of school visitation rights by a parent or guardian, the school administrator shall provide the parent or guardian documentation of the school visitation. The State Superintendent and the Director or Department of Labor shall suggest a standard form of documentation of school visitation to schools for use as required by this Section. The standard form of documentation shall include, but not limited to, the exact time and date the visitation occurred and ended. Failure of a parent or guardian to submit the verification statement from the school to his or her employer within 2 working days of the school visitation subjects the employee to the standard disciplinary procedures imposed by the employer for unexcused absences from work.

### **Employee Rights**

No employee shall lose any employee benefits, except as provided for in Section 20 of this Act, for exercising his or her rights under this Act. Nothing in this Act shall be construed to affect an employer's obligation to comply with any collective bargaining agreement or employee benefit plan. Nothing in this Act shall prevent an employer from providing school visitation rights in excess of the requirements of this Act. The rights afforded by this Act shall not be diminished by any collective bargaining act or by any employee benefit plan.

### **Applicability**

This Act applies solely to public and private employers that employ at least 50 or more individuals in Illinois, and to their employees.

### **Violation**

Any employer who violates this Act is guilty of a petty offense and may be fined not more than \$100 for each offense.

### **Limits on Leave**

No employer that is subject to this Act is required to grant school visitation leave to an employee if granting the leave would result in more than 5% of the employer's work force or 5% of an employer's work force shift taking school conference or activity leave at the same time.

Parents/Guardians may pick up Verification of School Visitation form in the Unit District Office.

#### 12.80 Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Superintendent 618-432-5440

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

### **HAZARDOUS AND INFECTIOUS MATERIALS**

The Superintendent shall take all reasonable measures to protect the safety of District personnel, students and visitors on District premises from risks associated with hazardous materials, including pesticides and infectious materials.

#### 12.90 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.

#### 12.100 Unsafe School Choice Option

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

#### 12.105 Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

#### 12.110 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.

### **CRIMINAL OFFENDER NOTIFICATION LAWS**

The following list describes laws protecting students on school grounds from individuals convicted of serious crimes:

1. A child sex offender is prohibited from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present unless specifically permitted by statute.
2. Law enforcement must notify schools of offenders who reside or are employed in the county.
3. The School Code lists criminal offenses that disqualify an individual from District employment if the individual was convicted of one. It requires any person hired by the District to submit to a fingerprint based criminal history records check. The law also requires a school district to check 2 offender databases for each applicant: a) the Statewide Sex Offender Database (aka Sex Offender Registry) [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor), and b) the Statewide Child Murderer and Violent Offender Against Youth Database, when available.
4. The provisions in The School Code described above also apply to employees of persons or firms holding contracts with a school district who have direct, daily contact with students.
5. Conviction of an offense listed in **105 ILCS 5/10-21.9** results in the automatic revocation of a teacher's teaching certificate.
6. The offender notification laws require law enforcement to ascertain whether a juvenile sex offender or violent offender against youth is enrolled in a school and, if so, to provide a copy of the registration form to the Building Principal and any guidance counselor designated by him or her. This registration form must be kept separately from any and all school records maintained on behalf of the juvenile sex offender.

### Receipt of the Information from Law Enforcement

The Superintendent or designee shall notify the local law enforcement official or county sheriff that he or she is the District's official contact person for purposes of the offender notification laws. The Superintendent and/or Building Principal may at any time request information from law enforcement officials regarding sex offenders or violent offenders against youth.

The Superintendent will provide Building Principals and other supervisors with a copy of all lists received from law enforcement officials containing the names and addresses of sex offenders and violent offenders against youth.

The Building Principal or designee shall provide the lists to staff members in his or her building on a need-to-know basis, but in any event:

- A teacher will be told if one of his or her students, or a student's parent/guardian, is on a list.
- The school counselor, nurse, social worker, or other school service personnel will be told if a student or the parent/guardian of a student for whom he or she provides services is on a list.

No person receiving a list shall provide it to any other person, except as provided in these procedures, State Law, or as authorized by the Superintendent. Requests for information should be referred to the local law enforcement officials or State Police.

### Screening Individuals Likely to Have Contact with Students at School or School Events

Upon receiving a list of sex offenders or violent offenders against youth from law enforcement, the Superintendent or Building Principal, or designees, shall determine if anyone is listed who is currently a District Employee, student teacher, or school volunteer.

In addition, the Superintendent and/or Building Principal shall screen individuals who are likely to come in contact with students at school or school events as follows:

#### Volunteers

Each staff member shall submit to the Building Principal the name and address of each volunteer the staff member is supervising or whose services are being used as soon as that person is identified. The Building Principal or designee shall immediately screen the volunteer's name and address against the: 1) National Sex Offender Public Registry, [www.nsopr.gov](http://www.nsopr.gov), 2) Illinois Sex Offender Registry, [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor), and 3) the violent offenders against youth database maintained by the State Police (when available). If a match is found, the Building Principal shall notify the Superintendent, who shall contact the local law enforcement officials to confirm or disprove the match.

If a match is confirmed, the Superintendent shall inform the individual, by mail and telephone call, that he or she may not be used as a volunteer. The Superintendent also shall inform relevant staff members and the Building Principal that the individual may not be used as a volunteer.

### Student Teachers and Other Students Doing Clinical Experience

The Building Principal shall screen the name and address of each student teacher and each student seeking to do clinical experience in the school as described above for volunteers. If a match is found, the Building Principal and Superintendent shall proceed as above for volunteers.

#### Contractors' Employees

The Superintendent shall include the following in all District contracts that may involve an employee of the contractor having any contact, direct or indirect, with a student:

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in **105 ILCS 5/10-21.9**, or who is listed in the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database. The contractor shall obtain a fingerprint-based criminal history records check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.

If a staff member at any time becomes aware or suspicious that a contractor's employee is a sex offender or violent offender against youth, the employee shall immediately notify the Superintendent. The Superintendent shall screen the name of the individual as described above for volunteers and/or contact the contractor.

#### Individuals in the Proximity of a District's School

Each time a list of sex offenders and/or violent offenders against youth is received from a law enforcement official, the Building Principal shall review it to determine if anyone listed lives in the proximity of his or her school. The Building Principal shall attempt to alter school bus stops and the route students travel to and from school in order to avoid contact with an individual on such a list.

#### Employees

All applicants considered for District employment shall submit to a fingerprint-based criminal history records check, according to State Law and Board Policy, hiring process and criteria, and administrative procedure, investigations.

Each time a list of sex offenders or violent offenders against youth is received from a law enforcement official, the Superintendent shall review the list to determine if an employee is on the list. If a match is found, the Superintendent shall immediately contact the local police officials to confirm or disprove the match. The Superintendent shall immediately notify the School Board if a match is confirmed. The School Board will take the appropriate action to comply with State law that may include terminating the individual's employment.

#### Informing Staff Members and Parents/Guardians about the Law

Building Principals or their designees shall inform parents/guardians about the availability of information concerning sex offenders during school registration and, if feasible, during parent-teacher conferences. See the Sex Offender Community Notification Law, **730 ILCS 152/101 et**

seq., as amended by P.A. 94-994, eff. 1/1/07. Information should be distributed about the Statewide Sex Offender Database (a/k/a Sex Offender Registry), [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor), and the Statewide Child Murderer and Violent Offender Against Youth Database, when available. Information may also be included in the Student Handbook.

### **MSH 1.1.80 Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors and Boundary Violations (New handbook procedure pursuant to P.A. 102-610)**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

### **MSH 1.185 Faith's Law Notifications**

#### Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office

#### Offender Community Notification Laws

State law requires a Building Principal or teacher to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public.

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/>

### 12.120 Sex Offender & Violent Offender Community Notification Laws

Date:

To: Parent(s)/Guardian(s)

Re: Offender Community Notification Laws

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

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

Illinois Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

Frequently Asked Questions Concerning Sex Offenders, [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

## 12.130 Parent Notices Required by the Every Student Succeeds Act

### I. 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:

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

### II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

### III. Annual Report Card

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

### IV. Parent & Family Engagement Compact

#### **District-Level Parental Involvement Compact**

The Superintendent or designee shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain:

- (1) the District's expectations for parental involvement,
- (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and
- (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

#### **School-level Parental Involvement Compact**

Each Building Principal or designee shall develop a School-Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain:

- (1) a process for continually involving parents/guardians in its development and implementation,
- (2) how parents/guardians, the entire school staff, and students share the responsibility

- for improved student academic achievement,
- (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and
  - (4) other provisions as required by federal law.
- Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services or enrolled in programs, under Title I.

#### V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100

#### **ASBESTOS PLAN**

Patoka CUSD #100 conducted a re-inspection of its facilities on April 18, 2019, utilizing the services of Reliable Environmental Services. The asbestos management plan is available in the school office for inspection during normal school hours.

#### **SAFETY PLAN**

A safety plan which emphasizes violence prevention is in use at Patoka Comm. Unit School District #100. This plan is in cooperation with the Regional Office of Education and Illinois State Police. The students and staff at Patoka CUSD #100 will not accept comments which threaten someone's personal safety or the act of doing verbal or physical harm to someone else, even when it is intended as a prank or joke

#### School Wellness (Board Policy 6:50)

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
3. The community is informed about the progress of this policy's implementation.

#### Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.



- Nutrition education will be part of the District’s comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

### Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students’ knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Illinois State Board of Education (ISBE).

### Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture’s (USDA) *Smart Snacks* rules)

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

*Competitive foods* standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

### Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Superintendent or designee in a participating school may grant an EFD for grades 9-12 in participating schools. To request an EFD and learn more about the District’s related procedure(s),

contact the Superintendent or designee. The District's procedures are subject to change. The number of EFDs for grades 9-12 in participating schools is set by ISBE rule.

#### Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

#### Monitoring

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

#### Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.

#### Recordkeeping

The Superintendent shall retain records to document compliance with this policy, the District's records retention protocols, and the Local Records Act.