

Zeigler-Royalton Elementary School/ Junior High School Handbook

2020-2021

www.zr188.org

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Zeigler-Royalton Community School District #188
Summary of Selected District Policies

Administrative Disclaimer

This handbook is provided to the students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as promote an interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

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

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

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 or at the Board office, located at:

Zeigler-Royalton CUSD 188
4989 State Highway 148 North
Mulkeytown, IL 62865

This handbook is designed to give, in a convenient form, important information about the Zeigler-Royalton CUSD#188. It is hoped that it may materially assist new students in adjusting themselves to the life of the school and that it may be a constant reminder of the school's general procedures, ideals, and traditions. Students are urged to read this book carefully and keep it for reference throughout the year. Students are responsible for following the rules and procedures.

Philosophy of Education

Any philosophy of education should be based on a clear understanding of the interests, characteristics, abilities, and needs of the individual and the society in which the student lives. It is the responsibility of the community to provide educational experiences, which will assist the student in becoming a responsible and contributing member of society.

The prime objective of Zeigler-Royalton CUSD #188 is the acquisition and application of knowledge. We affirm our responsibility to do everything in our power to enable each student to reach their educational goal(s). We acknowledge the facts that each student has needs and purposes which are his alone, that these needs and purposes relate to his living experiences, and that this relationship can be demonstrated, explained, and strengthened through our help.

Educational Objectives

1. Citizenship-Learning to understand, appreciate, and practice, with unwavering loyalty, the principles of our own American democracy.
2. Character and Human Relations-Becoming the finest person it is possible for each to become; making one's best contributions to society, learning to live and work cooperatively.
3. Basic Skills-Learning to read, write, speak, and listen intelligently; and to understand and to solve the numerical problems of everyday life.
4. Health and Safety- Developing and maintaining sound physical and mental health; understanding and using desirable safety practices.
5. Understanding of Environment-Understanding the environment and its effect on life, learning how to adjust to the environment, accepting responsibility for improving the environment when possible.
6. Vocational Competence- Learning how to earn a living in work for which one is suited and prepared.
7. Consumer Effectiveness- Understand the role of the consumer in our American economic life and learning to use resources wisely.
8. Successful Family Life-Understanding and practicing principles underlying successful family living.
9. Use of Leisure Time- Developing a philosophy toward leisure time.

10. Appreciation of Beauty-Perceiving and enjoying beauty in everyday life; participating in appreciation of and the expression in the arts.
11. Effective Thinking-Think effectively as a basis for good judgment and intelligent action.
12. World Mindedness- Understanding world cultures and problems as a basis for cooperating intelligently as members of a world community.

Instructional Goals

1. To achieve a feeling of self-worth
2. To acknowledge the dignity of all people
3. To be creative in chosen fields of work
4. To grow as a responsible member of their family and to recognize the family as the basic social unit
5. To strive for physical and mental health
6. To place for the wise use of leisure time
7. To develop and maintain a positive attitude towards learning
8. To acquire habits of analytical thinking and problem solving
9. To develop the skills and abilities in reading, writing, speaking and listening to communicate ideas and feelings
10. To achieve their potential through the opportunities offered
11. To develop skills to use available educational resources
12. To realize the role of careers in society and to understand changing opportunities
13. To develop the responsibilities of a citizen in a democracy
14. To appreciate culture and beauty that exists in the world

General Information

Absences

In the event of any absence, the student's parent/guardian is required to call the school at (618)596-2121 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Excused Absences: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's

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

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

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

Unexcused Absences: Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence. After ten (10) absences a doctor's note is required.

Attendance

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

Animals and Pets

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.

Asbestos Notice

The law requires that all schools be inspected for asbestos-containing materials. The Zeigler-Royalton Schools have completed the required three-year interval asbestos re-inspection. As identified in the past, there are areas in our buildings that have some asbestos-containing materials. The materials are in locations that are not readily accessible to students. Our Management Plan has been drafted and updated every three (3) years as required by law. Proper state officials have approved the plan. It outlines, in detail, the methods we will use to maintain

the materials in a safe manner. A copy of the plan is available for you to review at the school office.

Birthdays (Treats and Snacks)

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.

Book Rental

The book rental fee for the school year is payable on the first day of school. The rental will include the use of textbooks for the year. The rental fee does not include school insurance, admittance to athletic events, or class fees for art, music, etc. A student shall be eligible for a fee waiver when at least one of the following is met:

1. The student is currently receiving aid under Article IV of the Illinois Public Aid Code
2. The family income worksheet indicated eligibility.

Students are responsible for the care and condition of rented textbooks and other materials charged to them. If the books are damaged beyond reasonable wear while in their possession, or if they are lost, the student must pay for the book. Unnecessary marks or torn pages should be erased or repaired immediately. Students are asked not to carry paper and pencils/pens in their books. Grades and transcripts of students will be withheld until payment is made for unreasonable damage or lost books.

Ballgames (Extra-Curricular Events)

Good student conduct is expected at ballgames and other events. Students and parents should always demonstrate sportsmanlike conduct. Unsportsmanlike conduct may result in the person being ejected from the event and may be suspended from attending all school events for a period up to one year after a school board hearing. Examples of unsportsmanlike conduct include:

1. Using vulgar or obscene language
2. Possession of or being under the influence of any alcoholic beverage or illegal substance
3. Fighting, striking, or threatening another person
4. Failing to obey the instructions of a security officer or district employee
5. Engaging in any activity which is illegal or disruptive
6. Zeigler-Royalton CUSD#188 students shall not be allowed to leave the building unless they are planning to leave for the evening. (Students shall not be permitted to re-enter once they leave the building during extracurricular events).

Bus Conduct

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

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

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

Bus Discipline Procedures

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.

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. Additionally, any property damage done to district buses may require students to make financial restitution.

Discipline procedure(s) for school bus riders:

For each infraction of bus rules, the bus driver will issue a "bus discipline" notice.

- a.) When three (3) discipline notices are issued to a student, he/she may be suspended from riding the bus for a period of up to five (5) school days.
- b.) When a fourth (4th) discipline notice is issued to a student, he/she may be suspended from riding the bus for a period of up to five (5) school days.
- c.) When a fifth discipline notice is issued to a student, he/she may be suspended from riding the bus for a period of ten (10) school days.
- d.) Any subsequent discipline notices may result in a suspension of bus riding privileges of a period of up to ten (10) school days.

Continued problems by the student may result in the Board of Education suspending bus-riding privileges for the remainder of the school year.

The administration reserves the right to skip the first two steps if deemed necessary.

Bus Safety/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.

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 a 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.

Campus Safety

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.

Campus Security

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. Viewing of videotapes or recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate education or administrative purpose will be the Superintendent, Principal, Transportation Director, bus driver, and sponsor/coach or other supervisor.

Students are prohibited from tampering with the video cameras. Students who violate this regulation shall be disciplined in accordance with the School District discipline policy and shall reimburse the School District for any repairs or replacement necessary as a result of the tampering.

Cell Phones/Electronic Devices

Using or possessing a cellular telephone, or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs, cheat, signal others, or otherwise violate student conduct rules is prohibited. All electronic devices with the exception of school issued Chromebooks/computers, must be secured using a district provided Yondr Pouch while at school for all students in 5th-8th grade. Students in K-4th grades will turn their devices in to their teacher immediately upon entering the classroom. Devices will be returned to students at the end of the school day. Failure to secure/ turn in devices will result in disciplinary action.

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

1. First Offense- The device will be confiscated by school personnel. A detention will be assigned. The student will receive the device back at the end of the day from the school office.
2. Second Offense- The device will be confiscated by school personnel. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third Offense-The device will be confiscated. A detention (supervised study) 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 the 10-day period, the student will be prohibited from bringing the device to school for the remainder of the year. The student will also face consequences for insubordination.

4. Fourth and subsequent offense- The device will be confiscated. The student will be assigned a detention and/or supervised study. The student will be prohibited from bringing the device to school for the remainder of the 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.

Computer Use Policy

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

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

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

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

- A. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- B. Unauthorized downloading of software, regardless of whether it is copyrighted or free of viruses;
- C. Downloading of copyrighted material for other than personal use;
- D. Using the network for private financial or commercial gain;
- E. Wastefully using resources, such as file space;
- F. Hacking or gaining unauthorized access to files, resources, or entities;
- G. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- H. Using another user's account or password;
- I. Posting material authored or created by another without his/her consent;
- J. Posting anonymous messages;
- K. Using the network for commercial or private advertising;
- L. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- M. the network while access privileges are suspended or revoked.

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

1. Be polite. Do not become abusive in messages to others.

2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

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

Telephone Charges/Usage - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. The office telephone is reserved for school business only. Students may use the telephone on an emergency basis, as defined by the Principal or her designee. Students should be careful not to forget items they may need during the school day as calling home to have things delivered does not count as an emergency. Calling home to see if one can go to a friend's house after school is not an emergency. These calls are not allowed. Students should not be permitted to leave class in order to receive a phone call. Phone calls to the school for students should be limited to school-related business.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

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

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
5. Use of the School District’s email system constitutes consent to these regulations.

Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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

For further information, please contact:
Sarah Geiger, Elementary/Junior High Principal
4877 State Highway 148 North
Zeigler, IL 62999

Dress Code

It shall be the policy of the Board of Education to encourage appropriate standards of dress and grooming by the students under its supervision. The faculty and administration will monitor student dress in order to ensure that those standards are being met.

Proper dress is a sign of maturity and class. This policy will be enforced for all students regardless of their shape, size, or physical appearance. It is the goal of Zeigler-Royalton District #188 to educate students to be successful in life. One can only be successful if he/she reflects self-respect and respect for others. A sign of such respect is appropriate dress.

1. Undergarments are to be kept covered at all times.
2. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
3. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
4. Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
5. Hair styles, dress, and accessories that pose a safety hazard are not permitted during physical education. No face piercings can be worn at school at any time.
6. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. No holes allowed 4 inches above the knees.
7. The length of shorts or skirts (no shorter than 4 inches above the knee) must be appropriate for the school environment for all students in 5th-8th grade.
8. Form fitting pants/capris (i.e. yoga pants, leggings, spandex, etc.) may be worn as long as the shirt/dress/skirt covers the bottom for all student's 5th-8th grade.
9. Shirts without sleeves will not be allowed for male and female students in 5th-8th grade.
10. Appropriate footwear must always be worn .

While parents have the right to approve clothing for students to wear at home, the faculty and administration reserve the right to approve clothing worn at school. **The determination made by faculty and administration regarding appropriate dress at the school is final.** Students who violate this policy will be subject to disciplinary action. A student who wears shirts considered to be inappropriate will be directed to either change the clothing or turn the clothing inside out. (1st offense). Students who wear inappropriate shorts will be sent home to change immediately. Students will be given an unexcused absence during the time they are home changing. A second offense will be considered defiance and insubordination. This action will result in detention and/or suspension.

Emergency School Closing

The school will use the emergency call-out program to notify parents at the phone numbers provided to the school office. It is the parent's responsibility to keep current phone numbers up to date with the office.

The radio stations WDDD in Marion, IL, WCIL in Carbondale, IL, and Z100 in Carbondale, IL will be utilized in bringing information to parents and students about the school closing which will be announced by these radio stations as soon as possible. Closing will also be broadcast on television stations WSIL in Carterville, IL and on WPSD in Paducah, KY.

Early dismissal of our schools will also be announced on these stations during the day. Under most weather conditions, buses will be making regular bus runs but will travel the routes that are passable. Please do not call the school office. Every effort will be made to announce school closing times on early dismissal days.

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: **Quent Hamilton, Superintendent Zeigler-Royalton District 188.**

Field/Class Trip Policy

Student field trips/class trips are a privilege rather than a right. Students may be excluded from leaving the campus to participate in trips (including the 8th grade trip) for the following reasons.

1. Grades indicate that the student is failing two or more subjects;
2. Excessive unexcused absences; or
3. Repeated violations of the school discipline code.

Students who demonstrate unacceptable behavior while on a field trip shall be banned from participating in all field trips for the remainder of the school year.

Students who have been assigned a detention or other forms of disciplinary action must be able to fulfill that requirement on the day it is assigned. For example, if a class is going on a trip but a student has after-school detention and the class will NOT be back in time for the student to serve the detention, the student is not allowed to leave campus. Assigned disciplinary action takes priority over all other activities including trips, ballgames, etc.

Homebound/Hospital Instruction

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

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

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

For information on home or hospital instruction, contact: Sarah Geiger, Principal sgeiger@zr188.org or 618-596-2121 ext. 202.

Lockdown Status

For security reasons, the Principal reserves the right to place the campus under lock-down status. During this time, the teacher will hold students in the classroom with the door closed and locked. No students will be allowed in the halls or other parts of the building during the time of the lock -down period.

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 will not be allowed to make up missed work.

Parent Right to Know

Sex Education: 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.

English Language 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 Sarah Geiger at 618-596-2121 ext. 202.

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

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.

Parent Teacher Conferences

It is the belief of the Zeigler-Royalton CUSD#188 that communication between parents and the school is essential for success. Parent-Teacher conferences shall be formally held in the spring at each school building and includes all grade levels. Additionally, parents are encouraged to telephone the school and set up appointment times with teachers whenever there is a perceived need. The school district will send home progress reports midway through each grading quarter.

Parties

Birthday parties have already been outlined earlier in this handbook. Due to children in our student population with food allergies, items containing peanut and tree nuts may not be sent for parties or classroom snacks.

Physical Education(exemption)

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

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.

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

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.

Promotion Policy

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.

Report Cards/Grades

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

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.

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

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

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

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

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.

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

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

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

7. 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

Student Privacy Protectors

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:

Political affiliations or beliefs of the student or the student's parent/guardian.

Mental or psychological problems of the student or the student's family.

Behavior or attitudes about sex.

Illegal, anti-social, self-incriminating, or demeaning behavior.

Critical appraisals of other individuals with whom students have close family relationships.

Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.

Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.

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.

Sexual Harassment

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

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

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

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

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

District Non-Discrimination Coordinator:
Complaint Manager:

Quent Hamilton, Superintendent
Sarah Geiger, Elem./Jr. High Principal

Tardiness

Students who arrive at school tardy are to report directly to the principal's office with a parental note for an admission pass to class. Students are to be prompt in the attendance of all classes throughout the day. Tardiness will result in assignment of disciplinary action. Consequences for accumulated tardies per semester are as follows:

1st tardy- Warning

2nd tardy- Warning

3rd tardy- Detention and written notice to parents

4th tardy- Detention and written notice to parents

5th tardy- Assigned to Supervised Study and Conference with parents

Any tardy after five (5) will result in a supervised study assignment or suspension from school.

Truancy

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

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

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

Referral to the truancy officer

Reporting to officials under the Juvenile Court Act

Referral to the State's Attorney

Appropriate school discipline

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

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

Visitors

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

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

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

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

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

- Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
- Behave in an unsportsmanlike manner or use vulgar or obscene language.
- Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
- Damage or threaten to damage another's property.
- Damage or deface school property.
- Violate any Illinois law or municipal, local or county ordinance.
- Smoke or otherwise use tobacco products.
- Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
- Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
- Use or possess medical cannabis unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.

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

Waiver of Student Fees

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

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

- 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
- The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

An illness in the family;

Unusual expenses such as fire, flood, storm damage, etc.;

Unemployment;

Emergency situations; or

When one or more of the parents/guardians are involved in a work stoppage.

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

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

Other Public Notices

- This handbook is only a summary of School Board Policies governing the District. Board policies are available to the public at the District office.
- This Handbook may be amended during the year without notice.
- Notice is given to all individuals expected to comply by the policies and procedures outlined in this handbook.
- The public is welcome to attend conferences, school programs, and Board meetings.

Health Related Issues

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)596-2121.

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 support(s) 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.

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 or School Nurse.

Head Lice Protocol

Zeigler-Royalton CUSD has a nit-free policy. The school will observe the following procedures regarding head lice. If a student is found to have head lice, they will be sent home with instructions of how to treat their child. After treatment, the student must be brought in by the parent between the hours of 8:00-8:30 am to be checked by the nurse. If they are found to be clear, no slip from a Health Care Provider is required to return to school. If evidence of nits are still present, the student must be sent back home and must have a slip from a Health Care Provider other than the school nurse to return to school. The slip from the Health Care Provider must state that the student is nit free/lice free. Any slip that does not have that statement will not be accepted. After the student returns to school, the nurse will recheck weekly for 4 weeks for signs of re-infestation.

Children with head lice are prohibited from riding the bus to school to be checked.

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

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

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

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

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

Administration of Medical Cannabis

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

Undesignated Medications

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

Emergency Aid to Students

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

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:

Entering kindergarten or the first grade;

Entering the sixth and ninth grades; and

Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the 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:

- A. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
- B. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
- C. Health examination or immunization requirements on medical grounds if a physician provides written verification;
- D. 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
- E. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Student Rights and Responsibilities

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

Statement of Student Responsibilities

Students at Zeigler-Royalton CUSD#188 have certain responsibilities. These responsibilities include but are not limited to:

1. Attending school on a regular basis and on time
2. Completing all academic work and disciplinary assignments in a timely manner
3. Bringing the appropriate supplies to class
4. Obeying school rules along with state and federal laws
5. Respecting the rights of others
6. Being responsible for personal actions
7. Using appropriate language
8. Respecting school property
9. Voting in student body elections
10. Dressing in accordance with the school dress code

Student Privileges

The following types of activities are considered student privileges. This means that students do not have a property right to participate in these things. Therefore, at the discretion of the faculty and administration, students may have these privileges removed for a specified amount of time.

1. Participation in graduation exercises
2. Attending Homecoming Activities
3. Attending /participation in sporting and other extracurricular events
4. Use of hall passes
5. Membership in clubs and organizations
6. Participation in field trips, class trips, etc.
7. Holding a student elected office

Behavior Levels

This is to be used as a guide when deciding how a behavior should be ranked.

Duty to Warn: Every student at Zeigler-Royalton CUSD#188 has an expressed duty to warn the appropriate school personnel of any threat made against the school or another individual. School Safety is the responsibility of everyone.

Minor

Defiance/Disrespectful/Non-Compliance/Insubordination (minor)

-Student engages in brief or low intensity failure to respond to adult requests

Disruption

-Student engages in low intensity but inappropriate disruption.

Tardy

-Student arrives at class after the bell or signal that class has started.

Technology Violation

-Student engages in non-serious but inappropriate (as defined by school) use of cell phone, pager, music/video player, camera, and/or computer.

Abusive Language/Inappropriate Language/Profanity

-Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.

Dishonesty

-Student delivers a message that is untrue and/or deliberately violates rules.

Horseplay (minor physical contact)

-Physical contact without the intent to harm.

Inappropriate Location /Out of Area

-Student is not where they should be.

Serious

Defiance/Disrespect/Non-Compliance/Insubordination

-Student engages in refusal to follow directions, talks back, and/or delivers socially rude interactions.

Disruption

-Student engages in behavior(s) causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out of seat behavior(s).

Inappropriate Location/Out of Area

-Student is not where they should be.

Physical Aggression/Fighting

-Student engages in actions involving serious physical contact where injury may occur (hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) Physical contact with the intent to harm.

Harassment/Bullying

Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin, disabilities, or other personal matters.

Property Damage/Vandalism

-Student participates in an activity that results in destruction or disfigurement of property.

Forgery

-Student has signed a person's name without that person's permission.

Technology Violation

-Student retrieves or views profane or indecent materials. Student downloads or uploads materials to the network, transfers software to or from the network, copies, distributes or alters the software. Student forges or improperly uses electronic mail messages on an account of an authorized user. Student downloads, copies, prints or violates copyright laws.

Major

Use/possession of firearms/weapons

-Student is in possession of knives or guns (real or look alike) or other objects readily capable of causing bodily harm.

Use/Possession of alcohol

-Student is in possession of or is using alcohol.

Use/Possession of Drugs

-Student is in possession of or is using illegal drugs/substances or imitations.

Use/possession of tobacco

-Student is in possession of or is using tobacco.

Criminal destruction of personal/school property

-Intentional destruction or defacement of school property.

Abusive Language/ Profanity

-Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.

Inappropriate touching

Bomb Threat/False Alarm

-Student delivers a message of possible explosive materials being on campus/near campus, and/or pending explosion.

Hazing

-Student engages in actions that involve even the slightest element of physical danger or poor taste.

Gang Activity

-Any group of 2 or more persons whose purpose includes the commission of illegal acts

Arson

Student plans and/or participates in malicious burning of property

Theft

-Student is in possession of, having passed on, or being responsible for removing someone else's property.

Additional Explanations:

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

Discipline

One of the most important lessons students should learn is discipline. While it does not appear as a subject, it underlines the whole educational structure. It is the training which develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people.

With an understanding of the purpose for discipline, students may form a correct attitude toward it. Self-restraint and self-discipline are the foundations for developing into a productive and contributing citizen of our society. By practicing proper conduct, students will enhance the learning environment for themselves and others.

Students must adhere to a code of good conduct and behavior not only for their own benefit, but also for the benefit of others. All students have a right to learn as much as they can while they are at school, but no student has the right to deprive others of a quality education or to jeopardize the safety of others. Students are expected to conduct themselves in a manner that will reflect positively on the school and the student body. To ensure proper conduct and behavior, teachers are authorized by the state of Illinois School Code to remove disruptive students from their classes. Students who must be removed from the classroom on a consistent basis will be referred to the school administration. The school principal may suspend students who are consistently disruptive in class.

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

Multiple Disciplinary Infractions

Students who have multiple disciplinary infractions shall be treated as chronic offenders of the school discipline code. Such students shall be suspended and may be referred to the Board of Education for an expulsion hearing. Students who cause a disruption of the educational process on a continual basis will not be allowed to attend Zeigler-Royalton Elementary/Jr. High School.

Consequences for Violations of Student Handbook/Discipline Code

Students who choose to violate the rules set forth in this handbook will be subject to the consequences outlined within these pages. Students shall have no choice in completing the assigned disciplinary action. Students are expected to follow the rules and/or serve appropriate disciplinary action if they are to continue as a student of the school.

Students found to be guilty of demonstrating behavior(s) which are aggressive in nature, shall be disciplined in accordance with the school discipline code. Consequences for participating in such behavior(s) shall include, but are not limited to, detention, out-of-school suspension, and expulsion from school.

Bullying and aggressive behavior(s) will not be tolerated by Zeigler-Royalton CUSD #188. These behaviors will be dealt with in a serious manner. Students engaging in criminal acts, aggressive behavior, and bullying shall be reported to the proper law enforcement agency.

Fighting and other forms of **physical violence** will not be tolerated at Zeigler-Royalton CUSD#188. Such forms of aggression shall be considered not only as a gross violation of expected behavior, but additionally as a law enforcement problem.

Students engaging in **gang-related activity** will be subject to serious disciplinary actions including possible suspension or expulsion from school. Additionally, all suspected gang activity shall be reported to local law enforcement and the Franklin County State's Attorney's office.

Suspension and Expulsion

Alternative Classroom/Supervised Study

Students who demonstrate behavior that is not conducive to the learning environment may be assigned a supervised study session for a period deemed appropriate by the Principal. Students assigned to supervised study will be isolated from all other students during the time in which this consequence is in force.

Additionally, behavior while in the supervised study area will be monitored by the Principal and will be evaluated by the Principal at the end of the assigned period of time to determine if other disciplinary action is warranted.

Students who are assigned multiple days of supervised study may not be allowed to participate in extra-curricular activities, as determined by school administration.

Out-of -School Suspension

In accordance with section 10-22.6 of the Illinois School Code, a student who exhibits behavior which is detrimental to the learning environment (including multiple violations of any part of the school discipline code), may be suspended for a period of time up to (10) student attendance days per occurrence.

Suspension Notification

This notice shall include:

1. The duration and dates of the of suspension
2. A notification of the school rule(s) which have been violated or other reasons which warrant such action
3. A statement of the parent(s) or guardian(s) right to review the action taken with the school board or its representative
4. A statement that a failure to request a review within (10) days after receipt of notice shall be deemed a waiver of the right to review
5. A notification of the right to be represented by an attorney at the review hearing
6. A copy of procedures for Suspension/Expulsion hearing.

A request to review the suspension proceedings must be written and made to the Superintendent. If a request for review of the suspension proceedings is made within the time limits set forth above, the parent(s) and /or guardian(s) of the suspended students shall be given written notification at least one week in advance of the review with the school board or their representative.

A student who is suspended shall receive an “unexcused absence” and will receive (0) for all assignments during the suspension. No work may be made up for credit from a suspension. Students who are suspended are not allowed to be on school grounds or in attendance at any school activity (either home or away) during the period of suspension. The consequence for any violation of this restriction will be additional disciplinary actions and may include arrest for trespass. The student and parent(s) must meet with the Principal before returning to school.

The school administrators shall notify the Superintendent and School Board of all student suspensions. The administrators shall forward a copy of the parental notice of the suspension to the Superintendent.

Expulsion

A student disciplinary expulsion is the removal of a student from school for gross disobedience or misconduct for a period ranging from in excess of (10) days to a definite period of time not to exceed two school years. The Zeigler-Royalton District #188 Board of Education retains the right, following a recommendation from the administration, to expel a student from school.

Due Process

1. Students shall be notified of the rules as established by the Board of Education by receiving a copy of the Parent Student Handbook within (15) days after the beginning of the school or within (15) days after enrolling during the school year.
2. The adopted School Board rules for Elementary, Junior High, and Senior High are published annually in the Parent/Student Handbook for the appropriate level.
3. An authorized school administrator shall attempt to confer with a student being considered for major disciplinary action before action is taken.
4. A student shall be advised of the reason(s) to support the considered action.

5. The student shall be afforded the opportunity to respond to the administrator.
6. A written record of the conference shall be made and maintained by the administrator conducting the conference.
7. The administrator, after following items 3 through 5, may determine what action will be necessary.
8. If, in the opinion of the administrator, a student is an immediate threat to school school personnel, other students, or school property, or poses an ongoing threat of a disruptive nature to the educational process, the student may be removed from school without a conference as outlined in items 3 through 5 above. If this action is taken, a written notice, sent by certified mail, return receipt requested, shall be sent to the parents. This notice shall request the student to attend a conference as soon as possible after the notice is received. Failure to attend the conference shall constitute a waiver of the right to such a conference. The parents or guardians shall be advised in writing, of the formal action taken of the student's attendance at the scheduled conference.

Review Hearing Procedures

If a student is suspended or expelled from any public or private school, the student must complete the term of the suspension/expulsion before being admitted for enrollment. The receiving school district reserves the right to place such students in an alternative school setting.

Other Discipline Related Issues

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or selling tobacco products. (Including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products).
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, selling:
 - A. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - B. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - a. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - C. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

- D. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - E. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - F. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - G. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
 5. Using or possessing an electronic paging device.
 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 8. Disobeying rules of student conduct or directives from staff members or school officials.
 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

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

Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with

one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

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

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

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

Complaint Managers:

Trent Cockburn
4877 Rt. 148 North
Zeigler, IL 62999
618-596-2121 ext.
tcockburn@zr188.org

Toni Battaglia
4877 Rt. 148 North
Zeigler, IL 62999
618-596-2121 ext.
tbattaglia@zr188.org

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

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

Searches of Students

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.

Student Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Special Education Students' Discipline Policy

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.

Weapons

District #188 will follow the guidelines of the Gun-Free School Act, which states possession of a firearm at school results in a mandatory, minimum one-year (but not more than two years) expulsion from school.

The term "weapon" shall include all objects which, by their inherent characteristics, by the manner of their use or by Section 921 of Title 18 of the US Code, Section 1.1 of Firearm Owners Identification Card Act, and/or Section 24-1 of Criminal Code of 1961. These articles are designed to inflict or have the potential to cause harm. The articles are (but are not limited

to) firearms (loaded or unloaded), knives, knuckles, razors, chains, billy club or any other object which is used or attempted to be used in a way to threaten, to inflict harm, or to protect oneself.

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

Internet Acceptable Use

Dear Parents/Guardians:

Our School District has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this Authorization for Electronic Network Access once while the student is enrolled in the School District.

The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow, and the School District respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have an Internet account, sign the Authorization form below and return it to your school.

Authorization for Electronic Network Access Form

Students must have a parent/guardian read and agree to the following before being granted unsupervised access:

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any user to follow the terms of the Acceptable Use of Electronic Networks will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. I understand that access is designed for educational purposed and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the *Acceptable Use of Electronic Networks* with my child. I hereby request that my child be allowed access to the District's electronic network, including the Internet.

Parent/Guardian Name: _____ **Date:** _____

By completing the digital signature page during online registration, you agree to the above terms and guidelines.

Student Handbook Acknowledgement

Name of Student: _____

Student Acknowledgement and Pledge

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 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

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 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.

Parent/Guardian Signature

Date

