

2009-2010 Leland CUSD #1



Parent-Student Handbook

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## **STUDENT DISTRICT INFORMATION DIRECTORY**

Leland Community Unit School District #1  
LaSalle and DeKalb Counties, Illinois

Leland Community Unit School District #1 is a school district organized under the laws of the State of Illinois for the purpose of providing its residents with schools for grades K – 12 for the education of all eligible persons in the district.

The district operates the following schools, located at the addresses set forth below:

Leland Grade School  
370 North Main Street  
Leland, IL 60531

Leland High School  
370 North Main Street  
Leland, IL 60531

The district maintains its administrative office at 370 N. Main, Leland, IL, 60531.

The district is governed by a seven member Board of Education. The Board's address is 370 N. Main, Leland, IL, 60531. Present members of the Board of Education are:

Mr. William Wesson, President  
Mr. Michael Johnson, Vice-President  
Mr. Brad McCullough  
Mr. Gregg Gunderson  
Mr. Rick Crissip  
Mr. Craig Johnson  
Mrs. Janet Plote

Dr. Lane Abrell, Superintendent  
Mrs. Kim Siemers, K-8 Principal  
Mrs. Laura Edwards, 9-12 Counselor/Dean  
Mrs. Karen Frederick, High School Secretary  
Mrs. Joye Charlier, Grade School Secretary  
Mrs. Donna Twait, Grade School Secretary and School Treasurer  
Ms. Rose Kidd, District Bookkeeper

**Leland CUSD #1  
Grades K-12  
370 N. Main St.  
Leland, IL 60531**

(815) 495-3231 – Elementary Main Office  
(815) 495-3881 – High School Main Office  
(815) 495-3821 – Superintendent’s Office  
(815) 495-4611– FAX Number  
[www.leland1.org](http://www.leland1.org) – Web Site

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The provisions of this publication are not to be regarded as an irrevocable contract. The Board of Education of the Leland School District reserves the right to modify, to revoke, or to add any and all regulations at any time. Among other things, this includes the right to change credit for any course, fees, graduation requirements, and any regulations affecting students whether they be academic or pertain to student life.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Please Read, Sign, and Return**

The Leland CUSD #1 administration requires all students to acknowledge, in writing, that they have received a copy of the student handbook containing the disciplinary policy as well as general student guidelines and procedures.

Please complete the form below and return it to the staff member who gave you this handbook. Your cooperation is appreciated.

I have received the 2009-10 Leland CUSD #1 Handbook and have been given the opportunity to review the disciplinary policy as well as general student guidelines and procedures. I acknowledge that if I do not understand any provision of this handbook it is my responsibility to seek out clarification from the administration.

Student Name (please print) \_\_\_\_\_

Grade (circle one)      K    1    2    3    4    5  
                                  6    7    8  
                                  9    10   11   12

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

# Student Handbook 2008-2009

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## **GENERAL INFORMATION**

### **Student Fees**

The School Board may establish fees and charges to fund certain school activities. School fees may include, but are not limited to: required textbooks and instructional materials, charges and deposits for use of school property, charges for field trips, charges for uniforms or equipment (such as rental of band instruments), charges to participate in extracurricular activities, charges for supplies of particular classes, graduation fees, school record fees, and driver education fees.

Fees are to be paid within thirty (30) days of the date they become due. Elective fees must be paid before participation in class. Failure to pay fees may result in denial of participation in extracurricular activities.

### **Student Waiver of Fees Application Process**

The School Board recognizes that some students will be unable to pay these fees; however, students shall not be denied educational services or academic credit due to the inability or unwillingness of parent(s)/guardian(s) to pay fees and charges.

Students whose parent(s)/guardian(s) are unable to afford student fees may receive a waiver of the fees; however, the students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Applications for fee waivers may be submitted by the parent/guardian of a student who has been assessed a fee. These forms are available from the Elementary School Office at registration or any time during the school year.

A student shall be eligible for a waiver of a fee when at least one of the following prerequisites is met:

1. The student is currently receiving aid under article IV of the Illinois Public Aid Code (aid to families with dependent children).
2. The student is currently eligible for free or reduced price meals Pursuant to ill rev. Stat., ch. 122, para.712.1 et seq. Additional consideration for fee waiver will be given by the building administrator/designee where the following factors are present:
  - A. Illness in the family;
  - B. Unusual expenses such as fire, flood, storm damage, etc;
  - C. Seasonal unemployment;
  - D. Emergency situation.

The parent or guardian shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each student.

The Principal, or designee, will notify the parent(s)/guardian(s) within thirty (30) calendar days as to whether the fee waiver request has been granted or denied. A denied request shall state the reason for denial and give information regarding an appeal process, including time lines.

The Principal's, or designee's, denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent or his/her designee within fourteen (14) calendar days of the denial. An appeal shall be decided within thirty (30) calendar days of the parent(s)/guardian(s)

request for an appeal. The Superintendent will notify the parent(s)/guardian(s) in writing of his or her decision. A denied request shall state the reason.

No fee shall be collected from any parent/guardian who is seeking a fee waiver in accordance with this policy until the Building Administration has acted on an appeal, if any, and the parent(s)/guardian(s) has been notified. Questions regarding the fee waiver request process should be addressed to the Building Principal or designee.

Students who receive a waiver of fees are not exempt from charges for lost or damaged books, lost or damaged locks, lost or damaged materials, or lost or damaged supplies and equipment.

## **Procedures for Lost or Damaged Textbooks and/or Instructional Materials**

### **Lost/Damaged Books**

Students are responsible for any textbooks or instructional materials they have been issued. If books or other materials are lost or damaged beyond use, the student must pay the replacement costs. Books with water or food damage will be charged the replacement cost due to the environmental hazard this type of damage may cause. The replacement cost is determined by looking in *Books in Print*, the publisher's catalog, or other such resources. Teachers should consult with the administration for this information. If the exact price cannot be found, the cost of replacement will be as follows:

Hardback books:	\$30.00
Paperback books:	\$10.00

### **Damaged Books**

If a textbook or other instructional material is damaged and still usable, the student must pay for the damage. Minor damage includes torn pages, pencil or ink marks, etc. A fee of \$3.00 will be assessed for this minor damage. More serious damage, which can still be repaired, will be assessed a fee of \$5.00. Fees for damages are determined by the classroom teacher and/or building administrator.

### **Extracurricular Fees**

Students participating in extracurricular athletics are assessed an extracurricular fee. This fee is to cover transportation. The cost will be in the range of \$35.00-\$45.00. Fee waiver requests are to be directed to the Building Principal or designee.

### **Nonpayment of Student Fees**

Persistent non-payment of student fees may result in a student being barred from participating in all student events or activities. Privileges covered may include all extracurricular activities, school events or activities, graduation ceremony participation, athletics, clubs/organizations, and social events. The Board of Education reserves the right to refer situations of non-payment to third party collection agencies.

## **Health and Safety**

### **Accidents**

All classroom accidents must be immediately reported to the teacher. Outside of class, report accidents to the appropriate administrator (or designee), the office personnel, or other school personnel. For any accident, an accident report should be completed by the supervising individual(s).

## **Illness**

Students who are ill should receive a pass from the teacher and report to the appropriate office (Elementary or High School). Every attempt to assess the student's condition will be made, and parent(s)/guardian(s) will be notified when necessary.

## **Readmission to School Following an Illness**

A student who has been absent from school for five (5) or more consecutive days due to illness, surgery, or hospitalization should present a physician's release before being readmitted to school.

Students shall be readmitted to school according to the isolation/exclusion requirements in Rules and Regulations for the Control of Communicable Diseases, published by the Illinois Department of Health.

## **Communicable Diseases**

Parents are to notify the administration in instances where a student has a suspected or confirmed communicable disease such as measles, chicken pox, etc. District 1 recognizes that a student with a communicable and chronic infectious disease is eligible for all rights, privileges, and services provided by law and the District's policies. The District shall balance those student rights with the District's obligation to protect the health of District students and staff. In order to promote optimum health in the schools, the following guidelines are to be observed regarding communicable diseases:

Chicken Pox	Exclude from school until 24 hrs after last pox scabs over.
Pink Eye	Exclude from school until 24 hrs after start of medication.
Strep Infection	Exclude from school until 24 hrs after start of antibiotic.
Meningitis	Exclude from school until doctor's permission to return.
Hepatitis	Exclude from school until doctor's permission to return.
Impetigo	Exclude from school until doctor's permission to return.

## **Head Lice - Pediculosis**

Leland CUSD #1 will use the LaSalle County Head Lice Policy, which is available in the Elementary School Office.

## **Insurance**

Accident insurance is provided by Leland School at no cost for all students enrolled. This insurance covers student accidents during school time and at school-sponsored events, including athletics. Additional 24-hour coverage may be purchased by parent(s)/guardian(s) at any time during the school year. Contact the Elementary School Office for details.

## **Medication**

Students who must take prescribed or over-the-counter medication during normal school hours must complete a school medication permission slip and follow the regulations set forth. Forms are available through the school website or in the elementary school office. Any and all medication must be kept in the appropriate office. Students must bring the medication into the office immediately upon arrival to school. Students will be excused from class and should go to the appropriate office to take medication.

Section 105 of the ILCS 5/22-30 of the [School Code of Illinois](#) allows for the self-administration of asthma or Epi-pen medication by students. For a student to do so, an ASTHMA OR EPI-PEN MEDICATION

AUTHORIZATION HOLD HARMLESS AND INDEMNITY form must be completed with parent/guardian signature and must be on file in the appropriate office at school. ASTHMA OR EPI-PEN MEDICATION AUTHORIZATION HOLD HARMLESS AND INDEMNITY forms are available in the office at school.

### **Physical (Health) Examinations** (Public Act 95-0422)

The [School Code of Illinois](#) requires that all kindergarten, sixth, and ninth grade students have a medical examination, dated within one year prior to the first day of school, plus required immunizations. Students entering kindergarten, sixth, and ninth grade in District 1 must submit these records prior to the first day of student attendance. Students who fail to submit such records will be excluded from school until proof of having the required health exam and immunizations are presented to the school. Students who transfer to District 1 over the summer must present required health and immunization records at the time of registration. Students who transfer in during the school year have 30 calendar days to comply before exclusion is enforced. Please note that Illinois law requires schools to exclude students without required health documents.

### **Vision Screening**

Vision screening will be done, as mandated, for the following children: preschoolers, kindergarteners, 2<sup>nd</sup> graders, 8<sup>th</sup> graders, new students, and special education students. Vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and if that evaluation is on file at the school. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

### **Vision Examinations**

Public Act 95-671, effective January 1, 2008, requires that all children enrolling in kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private, or parochial school shall have an eye examination.

- Each such child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15 of the school year. If the child fails to present proof by October 15, the school may hold the child's report card until either (a) the child presents proof of a completed eye examination or (b) the child presents proof that any eye examination will take place within 60 days after October 15.
- This requirement may be waived for children who show an undue burden or a lack of access to a physician licensed to practice medicine in all its branches who provides eye examinations or to a licensed optometrist. Moreover, parents or legal guardians may present to the appropriate local school authority a signed statement of objection, detailing the grounds for the objection.

A copy of the State of Illinois Eye Examination Report may be accessed at:

[http://www.isbe.net/pdf/eye\\_exam\\_form\\_IOA.pdf](http://www.isbe.net/pdf/eye_exam_form_IOA.pdf)

A copy of the Eye Examination Waiver may be accessed at: [http://www.isbe.net/pdf/eye\\_exam\\_waiver.pdf](http://www.isbe.net/pdf/eye_exam_waiver.pdf)

## **Human Growth and Development**

Instruction dealing with family life and sex education, including AIDS and venereal disease, are offered in the required health class (and in any elective child development and parenting courses). The purely biological aspects of human growth and development are also taught in biology courses.

Helping students attain a mature and responsible attitude toward human sexuality is a continuing task of every generation. Parents/guardians have the prime responsibility to assist their children in developing moral values. The schools should support and supplement parents' efforts in the areas of family life and human growth and development.

Parents/guardians may request, in writing, that their student not attend those portions of the class where human reproductive organs and their functions and processes are described. The Board of Education has also directed that instructional materials that are to be used in family life and sex education be available for inspection by the parent(s) or guardian(s) during school hours prior to the commencement of the instructional program.

## **Inclement Weather**

Every effort is made to keep the schools open. When weather conditions are such that there are serious questions, parents are asked to listen to the local radio, station WSPY-FM 107, or visit [www.EmergencyClosings.com](http://www.EmergencyClosings.com) for information relative to the Leland schools. The [www.EmergencyClosings.com](http://www.EmergencyClosings.com) website may allow for parents to sign up for automated e-mail alerts. (This information is also given to other area radio stations. However, WSPY is provided with this information because of their extensive coverage of local weather conditions.)

## **Printed Material**

The Principal, or designee, must approve all printed material (brochures, posters, etc.) before the material is distributed on campus. This does not restrict the distribution of material concerning school-sponsored and approved activities. Material distribution may be limited to time, place, and method of distribution to avoid any disruption of the educational process.

## **Birth Certificates**

In accordance with public act 84-130, districts must notify any persons enrolling a student in school for the first time that such person must provide, within 30 days either 1) a certified copy of the student's birth certificate or 2) other governmental documentation of the child's identity and an affidavit explaining the inability to produce a copy of the birth certificate. If the necessary documentation is not received or is inaccurate or suspicious, the district is required to report the matter to local law enforcement authorities.

## **Records**

### NOTIFICATION TO PARENTS AND STUDENTS OF RIGHTS CONCERNING A STUDENT'S SCHOOL RECORDS

*This notification may be distributed by any means likely to reach the parent(s)/guardian(s).*

The District maintains two types of school records for each student: A *permanent* record and *temporary* record. These records may be integrated. The *permanent record* includes:

- Basic identifying information
- Academic transcripts
- Attendance records
- Accident and health reports

- Scores received on the ISAT or Prairie State Achievement Examination
- Information pertaining to release of this information
- Honors and awards
- School-sponsored activities and athletics

The *temporary record* may include:

- Family background
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results, including scores on the Illinois Standards Achievement Test (ISAT)
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another
- Special education files
- Verified report or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record

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 education records. They are:

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

The degree of access a student has to his or her records depends on the student's age. Students under 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. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying, but no one will be denied the right to copies of the records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b)(15)).

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

Parent(s)/guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and

advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing process will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

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

Disclosure is permitted without consent 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 a 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 educational records without consent to officials of another 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 individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

The right to challenge school student records does not apply to: (1) academic grades of the child, and (2) reference to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any persons for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) 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.**

Student records are reviewed every four (4) years or upon a student's change in attendance center, whichever occurs first.

**5. The right to prohibit the release of directory information concerning the parent's/guardian's child.**

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

1. Name
2. Address
3. Gender
4. Grade Level
5. Birth date and place

6. Parents'/guardians' names and addresses
7. Academic awards, degrees, and honors
8. Information in relation to school-sponsored activities, organizations, and athletics
9. Major field of study
10. Period of attendance in school

The right contained in this statement: No person may condition the granting or withholding of any right, privilege, or benefits to 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.

**6. The right to file a complaint with the U.S. Department of Education concerning alleged failure 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

**Residency**

Illinois law requires schools to charge tuition for non-resident students. Generally, students may be considered residents of this District and entitled to attend school tuition-free only if they reside with their parents or legal guardians within the District. The District reserves the right to investigate and to determine residency and eligibility of any student who seeks to enroll or is already enrolled in the school.

**Responsibilities**

As part of the education team, students and parents have responsibilities that must be met if the team is going to achieve excellence.

Students have the responsibility to...

- Respect the rights of others to an education without interference
- Be at school! Be on time! Be prepared!
- Be accountable for their individual actions
- Cooperate with others to promote the well-being, safety, and security of the school community
- Recognize the obligation in free speech to avoid obscenity, defamation, racism, and denigration of people
- Inform parents of their school records, their progress in school, and social events
- Think ahead to educational and career goals
- Offer suggestions for improving Leland CUSD #1
- Protect school property and respect the property of others

Parents have the responsibility to...

- Come to school for conferences
- Check on their student's academic progress
- Expect and encourage attendance and call in absences
- Know what's happening in Leland CUSD #1
- Attend school functions

- Be responsible for behavior of their students
- Seek information relative to education and careers after high school

### **Offender Community Notification Laws**

State Law requires parent notification that information about sex offenders and violent offenders against youth is available to the public. The Illinois Sex Offender Registry is located on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. The Illinois Statewide Child Murderer and Violent Offender Against Youth is located on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

### **Asbestos**

Pursuant to section 763.93 of the Environmental Protection Agency, Asbestos in School Regulations, every school district is required to have developed by an accredited asbestos management planner, an asbestos management plan made available for inspection by the public in the administrative office without cost or restriction. Please be advised that since April 20, 1994, the current plan is available in the offices of Leland School. All employee groups and parent organizations are hereby notified regarding the availability of management plans.

### **Routine Weed Spraying**

The Grounds Department will schedule the third week of every month to perform regular weed control spraying at all District 1 school buildings. This weed control maintenance would include the spraying of the building's perimeter, fence lines, curb lines and any cracks in drives and/or walks. This spraying will be performed, weather permitting, on a rotating basis from April through September.

The liquid application of "weed and feed" fertilizing will be performed two times a year in areas adjacent to buildings by an outside contractor. Some athletic field areas at various sites may also be treated based on conditions of the turf areas. The time the contractor will spray is typically on the weekend (usually Sunday) to reduce the times when students are present. The two weekends per year are typically Memorial Day weekend in May (after graduation ceremony) and Labor Day weekend in September.

Any parents who wish to be notified of spraying should consider this as District 1 notification. Any questions regarding this process should be directed to the administration.

### **School-Sponsored Publications and Web Sites**

School-sponsored publications and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete materials that are inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

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

### **Non-School-Sponsored Publications and Web Sites**

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

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

The distribution of non-school-sponsored written materials shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution of the material is endorsed by District 1.

Accessing or distributing “at school” includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Legal Ref: Hazelwood v. Kuhlmeier, 108 S.Ct. 526 (1988)

Hedges v Wauconda Community Unit School District No. 118, 9 F.3d 1295 (7<sup>th</sup> Cir. 1993)

### **RELEASE OF STUDENT NAMES, PHOTOGRAPHS, OR ORIGINAL WORK**

The district and its schools will be allowed to use student names, photographs, and original work for publicity efforts, unless instructed in writing by a student’s parent/guardian not to do so. Student first and last names may be used on District web sites for middle and high school students. Elementary school student names will not be published online. Publicity efforts may include, but are not limited to: district publications, videos and web sites; and placements in local, regional, and national media (both print and electronic).

### **Special Education**

Leland CUSD #1 provides a free and appropriate program of special education services for exceptional children who are residents of the District and who are between the ages of 3 and 21. Parents have the right to have students evaluated for special education placement.

It is the intent of the District that no individual, solely by reason of his/her handicap, should be excluded from participating in any District 1 program or activity. Anyone having knowledge of instances of discrimination should contact the building principal.

### **Referral Procedure and Behavioral Intervention for Students with Disabilities**

The school district provides a free, appropriate, public education to exceptional students in accordance with state and federal mandates. In order to receive special education services, a student must have a physical or mental disability as identified in the Illinois State Criteria. The disabilities are autism, visual impairment, hearing impairment, mental retardation, orthopedic impairment, emotional disturbance, specific learning

disability, speech/language impairment, traumatic brain injury, developmental delay, multiple disabilities, deafness, deaf-blindness, and other health impairment. The disability must adversely impact educational progress and require specially designed instruction.

To identify a student who may be eligible for special education services, please use the following guidelines:

- For a student between the ages of 3 to 5, the parent should call the office to request information regarding a screening.
- For a student in kindergarten through 12<sup>th</sup> grade, the parent should write a letter to the Building Administrator requesting an evaluation.
- A teacher who suspects a disability may request a review by their School Team.

Upon the receipt of a referral, the School Team will determine if an assessment is warranted based on factors that include educational progress, interaction skills, and functioning in the school environment. If the School Team determines that an assessment is not warranted, the referring person will receive written notice that an assessment will not be completed and the reasons for the determination of that conclusion.

If the School Team determines that an assessment is warranted, the team will conduct a Domain Review. The areas addressed in this review include health, hearing, vision, intelligence, social/emotional status, communication status, academic performance, and motor abilities. At the completion of the review of existing information, the team will determine what additional evaluation data is needed in each of the relevant areas and from what sources that information should be gathered to determine if the child needs Special Education Services. The School Team will then obtain consent from the parent/guardian to complete the evaluation process.

## **\*BEHAVIORAL INTERVENTION FOR STUDENTS WITH DISABILITIES, CONDENSED VERSION**

### **An Overview**

District 1 has established a policy to comply with Public Act 87-1103 on the use of behavioral interventions for students with disabilities. The fundamental principle of this policy is that behavioral interventions should be used to promote and strengthen desirable adaptive student behaviors and reduce identified inappropriate behaviors. The following is an overview of the policy each district has enacted. Every parent of a child with an IEP must receive this notice. A complete copy may be secured at the District 1 Office.

### **SECTION 1. PURPOSE**

A fundamental principle is that positive, nonaversive interventions designed to develop and strengthen desirable student behaviors should be used whenever possible. The most effective and humane manner of reducing undesirable behavior is by developing, strengthening, or generalizing desirable behavior to compete with and ultimately displace the undesirable behavior. While positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions would be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the student's dignity and personal privacy and adhere to professionally accepted instructional practices.

## **SECTION 2. PARENT-TEACHER ADVISORY COMMITTEE**

As required by Public Act 87-1103, each district shall maintain a parent-teacher advisory committee. It is recommended that this committee be comprised of parents, teachers, individuals who are knowledgeable about behavior interventions, and other interested citizens.

## **SECTION 3. DESIGNATION OF BEHAVIORAL INTERVENTIONS BY LEVEL OF RESTRICTIVENESS**

Behavioral interventions are categorized into four levels of restrictiveness: 1) nonrestrictive, 2) restrictive, 3) highly restrictive, and 4) prohibited.

### **Nonrestrictive Interventions**

Emphasis on positive, nonrestrictive interventions are preferred because of low risk of negative side effects and high priority placed on positive behavior change rather than on behavior control. These interventions may be used without the development of a written behavior management plan as part of the student's IEP.

### **Restrictive Interventions**

Restrictive interventions may be used in emergency situations or when less restrictive interventions have been attempted and failed. Restrictive interventions include aversive and deprivation procedures that are associated with higher risk of negative side effects. These interventions will be used only after a behavioral management plan is written and appropriate modifications of the student's IEP completed or in the case of an emergency.

### **Highly Restrictive Interventions**

Highly restrictive interventions are deemed inappropriate for use in most circumstances. Use of these interventions will be considered through a MDC (consideration of the disciplinary code violations' relationship to the student's disabling condition)/IEP conference (reevaluation of student goals/objectives and services, the development or revision of a Behavior Management Plan for changes in the IEP, and review of the appropriateness of the current educational placement).

### **Prohibited Interventions**

Prohibited interventions are illegal and cannot be used under any circumstances.

## **SECTION 4. BEHAVIOR MANAGEMENT PLAN**

### **Components**

A written behavior management plan must be developed by the IEP team for students with disabilities who have significant behavioral and/or emotional needs and for any special education students who require the use of restrictive interventions.

### **Selection and Implementation of Intervention Strategies**

The selection of intervention strategies for use with an individual student shall be based on the information derived from components of the student's initial referral, case study evaluation components, eligibility

criteria discussion at the initial MDC meeting, current and past IEPs, reevaluations, and/or any means that will be determined at the discretion of members of the IEP committee for the student with disabilities.

### **Evaluation of Restrictive Interventions**

The effectiveness of intervention strategies will be an ongoing evaluation of interventions, and appropriate modifications of these plans will be made based on the evaluations.

## **SECTION 5. EMERGENCY USE OF RESTRICTIVE INTERVENTIONS**

“Emergency” refers to a situation in which immediate restrictive interventions are necessary to protect students, other individuals, or the physical site from: 1) physical injury (to self or others), 2) severe emotional abuse due to verbal and nonverbal threats and gestures, 3) severe property damage, 4) serious and continuous disruption of the school/classroom environment, and 5) other acts involving harm. When confronted with an emergency, personnel should use interventions that are the least intrusive to reasonably respond to the situation.

## **SECTION 6. PROVISIONS FOR PARENT INVOLVEMENT**

Parents and/or guardians of students with disabilities should be actively involved in the development of a behavior management plan using restrictive interventions. Such involvement includes, but is not limited to, participation in the design, implementation, and evaluation of interventions as part of the IEP. Under no circumstances shall a behavior management plan be implemented for a student with a disability without it being developed as part of the IEP.

## **SECTION 7. THE DISSEMINATION OF POLICY AND PROCEDURE**

District 1 will provide a condensed copy of the Behavior Intervention Policy and Procedures to parents or guardians of students with disabilities following guidelines outlined by the Illinois State Board of Education. Parents will be informed that a comprehensive copy of District 1’s Policy and Procedure for Behavior Interventions may be secured at the District Administrative Office. The Behavioral Intervention Policy and Procedure has been developed based on a review of the document entitled Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities. This document was prepared by the Illinois State Board of Education and is dated June 30, 1994. A copy of these guidelines may be requested from the Illinois State Board of Education, 100 North First Street, Springfield, IL , 62777-0001.

## **SECTION 8. PROVISIONS FOR TRAINING AND PROFESSIONAL DEVELOPMENT**

To the extent practical, all new special education teachers and related services personnel employed will have training in the management of behavior for students with disabilities. Training will be provided annually to new personnel on the implementation of the procedures in this document. Special education teachers and related services personnel presently employed will receive inservice training on the implementation of these procedures.

## **DAILY STUDENT LIFE**

### **Academic Honesty**

The vast majority of the time, students are to individually work on assignments, projects, labs, exams, etc. At times, students are encouraged to work with classmates on regular assignments. In fact, sometimes students may be required to do so. When it comes to putting words on paper, however, the words one writes must be one's own. Unless the teacher gives explicit instructions for an assignment to be written (or worked on or completed) collaboratively, assume that - even if working on it with a friend - one must do the actual writing oneself. If in doubt about what the expectations are for a given assignment, ask the teacher - that's the honest thing to do. Students who submit work which is not their own, or *plagiarize work*, will receive a zero on the assignment, test, quiz or project and may receive a teacher detention. Regarding academic honesty, plagiarism is defined as stealing and passing off as one's own the ideas, words, writings, etc. of another. Repeated incidents of plagiarism will be referred to the principal or dean for further disciplinary consequences.

### **Automobile Search**

Any vehicle parking on school property is subject to search by school authorities and law enforcement personnel working with them. Such search may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components. Once the search begins, the person in control of the vehicle will not be allowed to remove it from the premises.

### **Behavior at Events**

Courteous, polite, sportsmanlike behavior is an expectation for all students at all athletic and extracurricular events. Spectators should view the contest or event and not loiter in the hall.

Attendance at District 1 extracurricular dances, games, contests, concerts, etc., is a privilege and not a right. Students who do not display proper sportsmanship or decorum may be asked (by an administrator or staff member designated to supervise the event) to leave a particular event, game, contest, dance, etc., and will not be allowed to re-enter the event. Additionally, the student may not be allowed to attend such social functions for a set period to be determined by the Superintendent, Principal, Dean, Athletic Director, or other administrator. Students who misbehave may be referred to the office. Parent notification and/or conference will be held.

#### **1<sup>st</sup> Offense:**

A student who is asked to leave an extracurricular event will not be allowed to attend any extracurricular events for 30 calendar days following the incident.

#### **2<sup>nd</sup> Offense:**

A student who is asked to leave an extracurricular event will not be allowed to attend any extracurricular events for up to one calendar year.

### **Buses**

District 1 provides bus transportation to students living one and one-half (1½) miles or more from their assigned school. Students are assigned to bus routes and pickup points according to patterns that provide for the safety of our students, while at the same time are also most efficient and economical for District 1. Buses may have seat belts in some seats. For safety purposes, students may be required secure and wear seatbelts while being transported on the bus.

Students who request transportation to/from a bus stop other than their assigned stop must have approval from the administration.

Questions concerning bus transportation should be directed first to the administration, or designee, responsible for transportation at 815-495-3821.

To report erratic driving of a school bus please contact 815-495-3821.

Students are to...

- Display their ID cards upon request
- Obey the bus driver
- Remain seated while the bus is moving
- Keep all material inside the bus
- Keep head, arms, legs, hands, and feet inside the bus (windows must not be lowered below the mark indicated on the bus)

Students who ride the school bus to school, to IVVC or co-op sites, or to extra-curricular activities are expected to conform to the prescribed school bus rules as posted in the school bus. Students are expected to carry their ID while on the bus. Students who fail to observe these rules will, upon the complaint of the driver, be issued detentions, assigned seats, or be removed from the bus for a period of time. Chronic misconduct may result in permanent loss of the privilege to use the school bus at the discretion of the Board of Education. Students should be aware that removal from the bus may occur on the first violation if the situation so warrants. Bus rules include but are not limited to the following:

- Remain in your seat while the bus is in motion
- Do not use profanity or sexual comments
- Keep hands, feet, and objects to yourself
- Do not intimidate other students
- School problems will stay at school when riding the bus
- Do not spit
- Do not throw litter or other objects out the window
- Do not hang outside the window
- Smoking, lighters, or matches are not allowed
- Do not make unnecessary noise or rude comments
- Do not do anything that distracts the driver
- Animals are not allowed on the bus unless permission is given by school personnel
- Bus driver can assign seats for the entire school year

Students may talk but must do so quietly. When a student causes damage to a bus, the student and his/her parent(s) or guardian(s) are held responsible.

Refer to the Discipline section of this Student Handbook for consequences of inappropriate conduct. A student may have bus privileges suspended for up to ten days by administration or longer at the discretion of the Board of Education.

A student who becomes a serious or chronic disciplinary problem may have bus privileges revoked for the remainder of a semester, for the balance of the school year, or may receive further disciplinary action as outlined in the Discipline section of this Student Handbook. Bus drivers have the authority to refer a student to the administration. Parents will be notified.

### **Cafeteria**

Students have responsibilities in the cafeteria including exhibiting good table manners. Each student is responsible for disposing of his/her own trash. Trash in immediate seating area - even under the table - is considered to be the responsibility of students at the table. Students may be assigned clean-up duty at the discretion of supervisory personnel. Students who bring a sack lunch must eat at the cafeteria tables. Misbehavior in the cafeteria may result in assigned seats, loss of cafeteria privileges, alternate lunch assignment, after-school detention, in-school suspension (ISS), out-of-school suspension, or any combination of these. No food or drink may be consumed outside of the cafeteria. Students are expected to be on time to the cafeteria for lunch just as they are for any other class or destination on their schedule. Students in the academic halls without a pass may be referred to the administration.

The services of the cafeteria are available to all students. The fee for hot lunch will be determined by state and federal funding and by local cost. Students pay for lunches in the office. Single meals may be available. Students will be allowed credit of two weeks only. Lunch costs are: K-5 - \$2.00 per day, 6-8 – \$2.35, HS - \$2.50 per day; and adults \$2.80 per day.

District 1 offers a free or reduced lunch program for qualified families. Information is available in the elementary office.

### **Credit**

No student credit toward purchases will be allowed other than the two-week cafeteria credit limit.

### **College Visitation**

College visitations are not to exceed two school days per school year without prior consent of the administration or designee. The parent and student make arrangements for college visitation days. Students are to have parent permission. Parents are to call the High School Office to verify an excused absence for the college visitation day. Visitations can be used Junior or Senior Year. College visitations after May 1 of the Senior Year will require approval of the Superintendent, Principal, or designee.

### **Dance Guidelines**

The following guidelines are to be adhered to by students regarding school-sponsored dances:

- Students attending a high school-sponsored dance may be asked to produce a current student ID upon entrance to the dance.
- District 1 High School dances are for students currently enrolled in high school. In the event that a student wishes to bring a guest to a sponsored dance, he/she is to obtain a Student Guest Request from the appropriate office. This copy is to be produced at the time of advance ticket purchase.
- Middle school students are not admitted to a high-school sponsored dance as a participant or guest unless approved by the administration.
- No person 21 years of age or older will be admitted to a high school-sponsored dance as a participant or guest unless approved by the administration.

- Once a student has been admitted to the dance, he/she is to remain. No student will be readmitted once he/she leaves the dance. Students involved in activities (such as athletics) on the same night of the dance will be asked to report within a reasonable time after the game, competition, or activity.
- The general rules of conduct are expected and will be adhered to by students attending school social functions. Dance rules will be strictly enforced. Any student presenting a problem will be asked to leave. His/her parent(s)/guardian(s) will be notified and asked to pick up the student and/or guest. Appropriate disciplinary penalties will be used to address violations of conduct.
- No person shall come to the dance under the influence of or in possession of drugs, alcohol, or intoxicating substances. Anyone violating this expectation is subject to arrest and appropriate school consequences.

### **Dressing & Grooming**

Students' attire is expected to cover them from shoulder to mid-thigh. Arms may be exposed, but shirts must have a 2" minimum shoulder strap. Students' attire and their grooming should not be offensive; obscene; represent tobacco, alcohol, or drugs; disrupt the school; represent a gang; or endanger other students' health or safety. Clothing is to be worn as it was intended to be worn. Pants/shorts are to cover undergarments and stay above the hip at all times. Footwear must be worn at all times. Examples of inappropriate attire include, but are not limited to, shirts rolled up above the waist or pants rolled down below the waist to expose the midriff, shirts displaying bare midriff, and shirts with low cut neck or arms. Students must remove their head coverings or hats, unless required for religious or medical reasons, upon entering the building during school hours. All hats, caps, bandanas, and other headwear are to be removed immediately upon entering the building and must remain off until the student is out of the building unless approved for medical or religious reasons. The hat or cap will be placed in the student's locker and will remain there until the student leaves the building. Outerwear is not to be worn in classrooms or cafeteria. Due to safety issues, pants or shorts adorned with chains that dangle are not to be worn.

Consequences for violation(s) of the dressing and grooming policy range from verbal reprimand, after school detention(s), in school suspension, or out of school suspension depending on the frequency and severity of the violation(s). Students who come to school wearing inappropriate attire will be asked to change into appropriate attire.

### **Driving/Parking Motorized Vehicles or Bicycles**

Parking on campus is a privilege. During the school day, students may not drive to IVVC without approval by the vocational coordinator and Leland administration or designee. Students are not allowed to go to their automobile or leave the building during the school day without permission from an administrator or appropriate staff member.

When snow covers the ground, snowmobiles are permitted on school grounds only on athletic fields west of the school blacktop road.

Bicycles are to be parked in the bicycle rack on school grounds. There is to be no riding of bicycles during the school day.

**STUDENTS WILL NOT BE ISSUED PASSES TO THEIR VEHICLES FOR ANY REASON WITHOUT PERMISSION FROM AN ADMINISTRATOR OR APPROPRIATE SCHOOL PERSONNEL.**

The school does not assume responsibility for vehicles, bicycles, and personal articles that are damaged or stolen while on school property.

**Field Trips**

Students will have parent permission to go on field trips. All school rules governing student behavior apply, and students may be referred to the administration or designee for inappropriate behavior. If a student does not attend a field trip, he/she is expected to attend school as normal and is responsible for all work. For field trips scheduled in advance, teachers may request students submit work prior to the field trip.

**Hall Passes**

Students are required to use a teacher-signed assignment book/planner (if available) or a school approved hall pass signed by a staff member for pass privileges.

**ID Cards**

Students are to carry their ID at all times. A student is to identify himself/herself to any District 1 employee or bus driver upon request. Failure to accurately do so may result in an out-of-school suspension. An ID card may be required in the Media Center for use of books or computers. When an ID card is lost, it is the student's responsibility to report the loss to the appropriate office as soon as possible. A charge may be required for replacement. A new permanent ID card will be prepared.

**Indian Valley Vocational Center (IVVC)**

Leland students enrolled at IVVC are subject to the same regulations as all other Leland students. School bus transportation is required to and from IVVC. Students who are not transported on the IVVC bus will be disciplined per the unexcused absence policy. Any violations may result in the student being removed from the program. Students dropped from the IVVC program will be subject to discipline procedures and/or alternative placement.

**Internet Policy**

Rights:

1. Students, faculty, and staff have the right to access the Internet for the purposes of gathering information, technological applications, and communications.
2. The following methods may be used to obtain information via the Internet: file transfer protocol (ftp), telnet, electronic mail (e-mail).
3. Students have the conditional rights to request newsgroups and to sign up for lists on the Internet. Each request must be approved by an appropriate faculty member.
4. Depending on a variety of factors, students may be permitted to e-mail to any member on the network.

Responsibilities:

1. Only those students with training or prior experience with the Internet will be authorized to use Internet

- computers.
2. The students will assume responsibility for all Internet transactions and materials received through use of the Internet.
  3. Students should not retrieve copyrighted software into the school through the Internet.
  4. Students will accept the responsibility of keeping all pornographic material, inappropriate text files, or file dangerous to the integrity of the system via the Internet. If a student has such materials or files on their computer, the student is to bring to the attention of the teacher or administration immediately.
  5. Students must present his/her Internet permission card (or signed use form) before Internet sign on.
  6. Students must have approval prior to subscribing to any newsgroup or list from the network.
  7. Students may not give out private residential addresses or phone numbers via the Internet.
  8. Students are responsible for e-mail sent or received. Only appropriate text/materials may be sent via using the Internet or school account. E-mail may not contain pornographic material, inappropriate information, or test-encoded files.
  9. All connections made while online with the network must be logged. Each log entry must include file transfers, the full Internet address of the correspondents, and a count of all e-mail received. It is not required to log the content of the e-mail, only the number of messages.
  10. A student should not log on as another individual.
  11. "Instant Messaging" is only allowed with teacher permission.
  12. A student will not circumvent the Internet filter.

#### Consequences:

1. Any member of the faculty with Internet training may review contents of a students transactions via the Internet. The student may be present at the review.
2. Incorrect usage and abuse of Internet access may result in the termination of individual rights to Internet use.
3. Violation of the Internet Policy may result in disciplinary consequences ranging from verbal reprimand, after school detention(s), internal or external suspension, or termination of internet/computer privileges.

### **Computer Usage**

Leland CUSD #1 has invested considerable resources in making computer technology available to our students. In order to keep the resources in top condition, the following guidelines for acceptable usage will be enforced.

1. Treat computer hardware properly:
  - Do not dismantle or alter any hardware or software component without permission.
  - Do not pound on the keys or keyboards.
  - Do not remove or alter keys, mice, or other peripherals.
  - Do not damage or vandalize any other computer-related items in the computer labs, classroom, or library media center.
2. Hardware damage of any type will not be tolerated.
3. Food and drink are not allowed in the computer labs.
4. Treat software and data properly.
  - Respect all copyrights and other intellectual property rights.
  - Use only the printers authorized by the instructor.

- Make use of the Internet for only educationally appropriate endeavors.
  - Keep work area clean.
  - Treat diskettes, CD-Roms, and other forms of media properly.
5. "Hacking" of any sort is forbidden.
  6. Respect other people's property.
    - Do not steal or destroy other people's data (including copying of data, programs, and files).
    - Do not download, upload, or install any files, data, or software to the network or workstation without permission.
    - Do not destroy any files without permission.
    - Do not alter any workstation and/or network configuration, batch, and/or system files. This includes, but is not limited to, screen savers, color schemes, wall paper, mouse settings, registry files, autoexec.bat and config.sys or other system files, or any other basic Windows attribute.
    - Do not access any unauthorized directories or log in as another user.
    - Do not continue to use media known to be infected with a virus.
    - Report all problems or concerns to the instructor.
  7. Laptop or computer use in study hall requires the student to have a pass from a classroom teacher stating the student has a need to check out a laptop or use a desk top computer.

Failure to follow these rules may result in disciplinary action.

### **Late to School**

Any student who is late coming to school during any class period will report directly to the appropriate office. Students who are late to school unexcused will be dealt with according to tardy/class cut guidelines.

### **Lockers/Bookbags**

District 1 retains ownership of lockers. Students are granted limited use of the lockers. The following rules apply:

- School officials have access to the lockers at any time.
- Canine searches of lockers and automobiles by privately contracted companies or law enforcement officials may be conducted in order to maintain a safe and secure school environment.
- District 1 is not responsible for lost or stolen personal articles.
- Lockers are issued to individual students. The sharing of lockers by two or more students is prohibited. Therefore, students are responsible for the contents of the locker issued to them.
- Any item that is reasonably considered a problem for health, safety, or effective management of the education process is banned from lockers.
- Bookbags must be opened for inspection by any administrator, teacher, bus driver, or other educational employee on request.
- Students are to keep bookbags in their lockers during the school day. An exception to this is that students attending IVVC may take bookbags to lunch.
- Locker combinations should be carefully guarded and should not be given to any other student.
- District 1 is **NOT** responsible for any items left in lockers after official last day of school or after a student has been withdrawn.

## **Media Center**

The Media Center at Leland CUSD 1 offers a wide range of print and non-print services for students and staff. The main goal of the Media Center is to provide information literacy skills that empower learners to contribute and succeed in a changing world. The media center will be open to the public for specific hours on a designated day(s)/night(s).

## **Non-Discrimination Statement**

District 1 does not discriminate on the basis of gender, handicap, or disability; nor does it permit sexual harassment in its educational programs, activities, or employment policies as required by Title IX of the Federal Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title IIA of the Americans with Disabilities Act. Grievance procedures have been established to provide for prompt and equitable resolution of student and employee complaints alleging any prohibited action under these regulations. The Superintendent, or designee, coordinates the District's efforts to comply with these laws. Contact the District Office, 370 N. Main Street, Leland, Illinois, 60531, (815) 495-3821.

## **Non-Discrimination – Student Rights Procedure**

### **Explanation**

A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation, or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the District and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place that will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) presentation of witnesses and evidence; (3) confidentiality; (4) review of relevant records; and (5) procedure without harassment and/or retaliation.

This procedure, along with explanations, due process, and directions, is available for inspection in the offices of the superintendent, building principal, dean(s), or other administrators. Time limits refer to days when school is in session.

Step 1 The student(s) (and parent(s) if appropriate) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

Step 2 If the problem is not resolved, the grievance should be referred informally to the building principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

Step 3 If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Superintendent or designee. The grievance should be described as completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A

meeting must be held between the grievant and District representative within ten (10) days and a written response made within five (5) days.

Step 4 If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the Superintendent or designee within ten (10) days from the receipt of the response on Step 3. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

Step 5 If the issue is not satisfactorily resolved on Step 4, the grievant(s) may appeal the grievance issue in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

## **Non-discrimination – Due process directions for Student Grievance**

### **Procedure**

The grievance procedure for students is published in this Student Handbook and selected publications that reach all students including those in special education.

It is the policy of District 1 that all grievances be resolved as quickly as possible and at the lowest step possible.

### Explanation

1. Grievance: A grievance is a difference of opinion raised by a student or a group of students involving: (1) the meaning, interpretation, or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.
2. Grievant: Any student or group of students submitting a grievance on one's own behalf.
3. Days: Days when District 1 is in session.

### Due Process

1. Rights to Representation: A grievant(s) may be represented by an attorney or other person of one's own choosing, such as a parent or advocate.
2. Right to Present Witnesses and Evidence: Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.
3. Time Limits: All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decisions on the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.
4. Rights to Information: Unless state laws and rights-to-privacy laws are violated, all relevant records with names and identifying information must be made available to the grievant(s) for use as evidence in the grievance issue.
5. Privacy: During the grievance procedure, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential, including names and related information.

6. **Reprisals – Retaliation:** Participants in a grievance submitted in District 1 shall not be subjected to reprisals, retaliation or different treatment because of such participation. Participation shall not be recorded in the student file(s) or used to affect equal opportunity for access to equity in educational programs and services.

### Directions

Each step of authority shall acknowledge in writing the date of receipt of the written grievance with the statement that the issue will be considered promptly.

By Step 3, the grievance must be submitted in writing, dated, and signed. The issue should be described as specifically and completely as possible and should include the names of anyone who will represent the grievant(s). A statement of possible relief necessary to resolve the issue should be offered.

If the issue is of the type that would require a decision from a higher authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operating through appropriate channels. All levels of authority shall give immediate attention to the grievance issue, being aware of the specified timelines. Copies of the written answers to the grievant(s) shall be submitted to the superintendent or designee. This response shall contain a summary of the evidence determined and the conclusion(s) reached with reasons and shall be delivered to each grievant(s). If hand delivery with receipt cannot be made, registered mail will be used.

### **Physical Education, Health and Driver Education Department Policy**

The Physical Education, Health, and Driver Education Department's motto is "a sound mind in a sound body." Students are taught skills that will enable them to live a healthy life with an emphasis on life-long fitness. According to the Physical Education policy sheet handed to every student at the beginning of the school year, students are expected to participate every day and must be dressed appropriately for the activity. If a student misses class, the student may be required to make up the written work or the time spent in the activity. See the individual instructor for specific directions.

Participation is also emphasized in the health and driver education classroom. Students are expected to come to class prepared with appropriate materials.

### **Public Displays of Affection (PDA)/ Respecting the Physical Space of Others**

Embracing, kissing, or caressing another student is not acceptable on school grounds or at extra-curricular or school-sponsored events. Students may be referred to the Office for such behavior. Consequences vary depending on severity of offense.

### **School Property Searches**

School authorities and law enforcement personnel working with them may conduct searches of school property to maintain order and security. This may include lockers, desks, parking lots, other school property owned and controlled by the school, and personal effects left in these places without a search warrant and without the notice and consent of the student. If any search produces evidence that a student is violating the law, the school may turn over such evidence to law enforcement authorities. (IL School Code 5/10-22.6 (e))

## **Student Searches**

With reasonable suspicion, school officials may also search any personal items that the student may bring onto campus (including the student) without a search warrant and without notice and/or consent of student or parent. If any search produces evidence that a student is violating the law, the school may turn over such evidence to law enforcement authorities. (IL School Code 5/10-22.6 (e))

## **Security**

Students are not to be in the building after 4:30 p.m. unless they are specifically involved in school-sponsored activities.

## **Snacks or Treats**

Often students bring treats or snacks to school to share on special occasions. While bringing in snacks does not pose a problem, it is strongly recommended that, due to food allergies and health concerns, that food brought in to school be obtained from sources that comply with health department laws relating to food and food labeling. Commercially prepared foods must arrive unopened as packaged by the bakery or manufacturer, or they cannot be served to students. Acceptable options include granola bars, fruit snacks, items prepared in a bakery, etc. Home-made treats are to include a list of ingredients.

## **Study Hall Guidelines**

Study hall is intended to create a setting that is conducive to learning. Relative quiet must be maintained for those wishing to study. The individual study hall supervisor will determine, to some extent, the liberties to be given. The following guidelines will be followed in the study hall:

1. Students should report to the study hall at the beginning of the period. This applies even if they have a pass from another teacher to go to another room.
2. Students should report directly to their assigned places upon entering the study hall and remain in their assigned places until roll has been taken.
3. All students should report to the study hall at the beginning of the period. Students going to study hall should bring all materials for study. Passes from study hall for purposes of obtaining materials or going to the restroom will be limited to one per period. No more than two students will be allowed out of the study hall on this type of pass.
4. Students should bring passes from the teacher for whom he is to work to the study hall teacher at the beginning of the study hall period.
5. If a student is to work in another area of the building for some purpose, he is to bring a pass back to his work area. By following this procedure, it will then be much easier to check the roll in study hall.
6. If a student is personally taken from the study hall by a faculty member, the student must sign out while the faculty member speaks to the teacher of the study hall.
7. Permission to talk must be secured directly from the supervisor in charge.
8. Students are responsible for the appearance of their assigned seat and the area surrounding that seat.
9. Students leaving study hall for any reason should sign out on the sheet provided, after obtaining a signed pass from their study hall teacher.
10. Students are expected to use study hall time constructively.
11. For students to use or access any type of technology during study hall, a pass from a teacher, guidance counselor, or administrator must be secured before entering study hall.

**Telephones**

Students will not be allowed out of class to receive or place a telephone call unless approved by the appropriate office personnel or administration. In order not to disturb classes, messages will not be given to students from parents/guardians unless it is an EXTREME EMERGENCY. (Also, see Communication Devices in the "Major Offenses" section.)

**Toys**

Toys are not to be brought on school grounds during the school day unless permission is given by a classroom teacher or administration.

**Visitors**

Except in cases of emergency, visitors are required to make appointments in order to minimize disruptions of the education program. As required by law, all visitors must register in the Elementary or High School Office.

**Work Permits**

Students whose place of employment requires a work permit (ages 14 and 15), may obtain the form the High School Guidance Counselor's Office. A copy of the student's birth certificate will be required. After turning the completed work permit form back into the High School Office, the official work permit may be picked up in 24 hours.

## **STUDENT SERVICES**

**Courses**

Depending on schedule availability, basic to honors classes may be offered during the school year. All the courses are described in the student Course Offering Guide. The Course Offering Guide is available in the Guidance Office.

Successful completion of English, mathematics, science, physical education, driver education, social studies, health, and consumer education courses are all graduation requirements. Elective courses are available in art, business education, English, foreign language, industrial technology, mathematics, music, science, and social studies.

Seniors can "earn while they learn" through work internship (cooperative education) programs with local businesses. There are also vocational education programs at IVVC for juniors and seniors.

For grades 9-12, traditional summer school is not offered by Leland CUSD #1.

**Driver Education Requirements**

According to the School Code of Illinois, students must have received a passing grade in at least 8 courses during the previous 2 semesters in order to register for driver education.

## **Early Graduation**

A student must notify his/her counselor by the end of the junior year and complete an early graduation petition. Final approval for early graduation will be granted by the Board of Education.

## **Grades**

The A (90-100%), B (80-89%), C (70-79%), D (60-69%), and F (59% and below) system for grades K-12 is used to show achievement in the classroom. Semester grades are based on a cumulative point system. Attending classes, participating in class, and completing assignments and tests are all key factors in earning an appropriate grade. Placement is made through teacher recommendation.

An "F" on the semester grade report represents failure and eliminates credit for the course failed. Required courses that are failed must be repeated in a summer school program, correspondence courses (when pre-approved), or during the following school year. Repeating a course the following year is dependent upon course availability.

All credits are awarded on a semester basis.

Semester exams may be given at the discretion of the instructor.

An incomplete grade must be made up within two weeks of the end of the semester. An exception is made for long-term medical issues.

## **Graduation Participation**

Participation in graduation ceremonies is a privilege and not a right. Based on inappropriate conduct of a student, the administration reserves the right to not allow the student the privilege of participating in graduation ceremonies. Students are expected to display proper behavior and good citizenship through the last day of student attendance.

## **Homebound**

A student who will be out of school 10 consecutive school days or longer for medical reasons may obtain homebound instruction by having parent(s)/guardian(s) notify the student's counselor and completing necessary forms required by the program. This includes a physician's statement indicating that the student will be absent from school for ten consecutive school days or more.

## **Homework Policy for Absent Students**

If a student is absent, or is planning to be absent, for two or more days, parents may request that the appropriate office collect homework assignments. Typically, the collection of homework requires a one-day turn around.

- A Homework Request notice will be e-mailed to each teacher. This notice will ask the teacher to provide the student with a list of homework assignments, worksheets, etc. for the days of absence.
- The teachers will complete the homework form and return it, with necessary materials, to the appropriate office.
- The parent, or designee, will pick up the assignments.

If a student is planning to be absent for fewer than two days, it is the student's responsibility to acquire the assignments for the days missed.

Parents are always welcome to leave a message or to e-mail teachers to request a direct conversation with the teacher and/or information concerning their child, their child's progress, improvement suggestions, etc.

### **Honor Roll**

All courses taken at Leland Schools and I.V.V.C. will be counted toward the honor roll. This includes band and chorus, as they will count  $\frac{1}{2}$  of a unit on computation for honor roll and grade point average. Physical Education will be graded, but will not be used in computing honor roll or class standing. In addition, any student who receives an incomplete will not be eligible for the honor roll until the incomplete is removed.

The honor roll will be divided into two categories:

1. Those students who have a 3.00 to 3.49 average will be placed on the honor roll.
2. Those students who have a 3.50 or higher average will be placed on the "high honors" honor roll.

### **Make-up Work**

Students who have a pre-excused absence (field trips/vacations) are allowed to make up work missed during the absence. When assignments are provided by the teacher before the student leaves, the student is required to turn in the assignments upon return to each class. Exceptions may be made with teacher discretion.

For an excused illness absence, the student is entirely responsible for requesting the make-up work from the teacher(s). Tests/quizzes will be scheduled at the convenience of the teacher. Students will be given one school day for each day of excused absence to make up assignments and tests. Additional considerations will be given for students with extended illnesses. In regards to long-term assignments (i.e. papers/projects), extra time will be granted as per syllabus guidelines.

In the matter of disciplinary absences, for the first offense resulting in a suspension longer than 3 days, the appropriate office will collect and provide homework assignments to the student. It is the responsibility of the student to contact the office and make arrangements to pick up the homework assignments. For subsequent, external suspensions, it is the responsibility of the student or parent to contact the teacher to obtain homework assignments. It is the suspended student's responsibility to make up missed work or tests. Work is due on the date of return to school.

### **Progress Reports**

Progress reports are sent home with students four times throughout a school year. One progress report will be distributed after each of the first two six-week grading periods of each semester. Grades on progress reports are "grades in progress."

### **Report Cards**

Report cards are issued at the end of each semester, in January and May or June. Semester grades are the only grades that appear on permanent records. Cumulative grade point average, honor roll, and credits are determined from each semester report card.

## **ATTENDANCE AND TARDIES**

### **Attendance**

In accordance with The School Code of Illinois, and in recognition of the responsibilities imposed upon parents, District 1 students shall attend school every scheduled school day. School attendance is not optional. Daily attendance, timeliness to class, and participation will increase the student's probability for successful performance and foster the development of self-discipline and responsibility. Conversely, absences, repeated tardiness, and trancies can only have a negative effect on the student's overall classroom experience, and ultimately, the overall grade. Time missed from school can never truly be made up; the interaction in the classroom cannot be replicated by doing make-up work.

### **Reporting an Absence**

A parent or guardian will notify school officials in the appropriate office of the absence before 10 a.m. ON THE DAY OF THE ABSENCE. Parents will be asked for the student's name, reason for absence, and where they can be reached for verification. If a telephone call is received after 10:00 a.m. on the day of absence, the student will be considered unexcused.

### **Excused Absences**

An excused absence from school allows the student to receive full credit for missed work. The following circumstances will lead to an excused absence for the student:

- Personal illness or injury
- Medical and dental appointments
- Serious illness or death in the family
- Family emergency
- Family vacations
- Personal (as stated by parent)

### **Attendance Guidelines**

The guidelines of the State of Illinois regarding attendance are as follows.

- Absent 30 minutes or less will show as a full day present.
- Absent 31 to 210 minutes will show as ½ day absent.
- Absent 211 to 360 minutes will show as a full day absent.

### **Early Release**

Any student who must leave school for any reason MUST be released through the appropriate office. The parent MUST initiate permission for any student to leave school early.

### **Sign In/Sign Out**

Sign In – Any student who is late coming to school during any class period will report directly to the appropriate office and sign in. Students who are late to school unexcused will be subject to consequences according to the tardy/class cut guidelines.

Sign Out – Any student who must leave school for any reason is to be released through the appropriate office. The parent will initiate permission for any student to leave school early.

### **Pre-Arranged Absences**

Permission for pre-arranged absences should be secured a minimum of 48 hours in advance of the absence with a pre-arranged absence form. Homework is due the day the student returns to school. Pre-arranged absences could include the following:

- Required court appearances
- College visitation (Limited to juniors and seniors, 2 per year. No visit will be excused later than May 1 of the student's senior year.)
- Religious holiday or retreat

### **Vacation**

Parents are discouraged from taking students out of school for vacations. Students on family vacations for three or more days are required to do the following:

- Pick up and complete a Vacation Trip Request Form from the appropriate office.
- Return the form to the same office five days prior to the absence after all teachers' and parent/guardian signatures are complete.
- Completed form entitles work to be turned in at date of return; however, students may lose participation points while on vacation.

### **Unexcused Absence**

Most other absences, with the exception of those listed above, will be considered unexcused.

### **Temporary Guardianship/Parent Vacations**

In the case of parent or guardian absence, the parent/guardian is required to notify the appropriate office with the length and dates of the absence, as well as the name and phone number of a temporary guardian and a phone number where parents can be contacted.

### **Excessive Excused Absences**

After seven (7) days of excused or unexcused absences (per semester), the administrator, dean, or designee, will continually monitor and evaluate student absences on an individual basis to determine action to be taken. Possible outcomes may include any or all of the following: parent contact, attendance contract, and/or doctor note required for future excused absences.

### **Closed Campus**

All students are to report to their designated areas by the beginning of 1<sup>st</sup> period. Students are not to leave the school premises or go outside the school building until they are dismissed at the end of the day, unless there is a school-sponsored activity planned for that day. Students may not leave campus during their lunch/study halls.

## **Court Appearances**

Family court visits to solve family problems or summonses to serve as a witness are generally excused. A summons for personal violations of the law will be judged on its individual merits to be excused or unexcused.

## **Permit to Leave**

Students who leave the building are to follow the proper procedure of signing out at the appropriate office first. Permission to go home or to the parking lot will not be granted for repeated requests for reasons such as homework, books, lunch money, P.E. uniforms, etc. Leaving school without the permission of an administrator or appropriate staff member and/or failing to follow the proper procedure will result in an unexcused absence, and disciplinary action will follow.

## **Definition - "Truant":**

A truant is defined as any person under the age of eighteen who is enrolled in District #1 and is absent from attendance from school without the permission of his or her legal guardian(s) or parent(s). Emergency or unforeseen absences, due to illness or other reasonable cause beyond the control of the person so absenting himself or herself from school without the permission of his or her parent(s) or legal guardian(s), shall not constitute truancy if such permission is obtained from said parent(s) or legal guardian(s) and is submitted in writing to the proper school authorities within twenty-four hours of such absence. However, a written excuse from said parent(s) or legal guardian(s) would not be accepted to leave school for reasons other than medical, familial, or educational emergencies. An example of a non-acceptable excuse would be leaving school for the purpose of obtaining food or drink with the intention of returning to school.

Missing the bus, car problems, and/or oversleeping are reasons, but are not considered excused absences. When a case of truancy has been confirmed, it will result in an in-school suspension. A student will not receive credit for missed exams, quizzes, presentations, or other assignments for the days of the confirmed truancy. The student may be dealt with according to major offense guidelines. Truancies will not be cleared after two days.

## **Truancy**

An action that is a major offense and may lead to suspension or an out-of-school assignment:

Leaving School Buildings or Property: Once at school in Leland District 1, or on a bus bound for District 1, students are not permitted to leave school buildings or property unless excused by a parent or guardian.

Consequences will be assigned according to the following progressive discipline scale:

### **1<sup>st</sup> Offense:**

- a) May result in an after-school detention, Saturday detention (if available), or an in-school suspension. The student's parking privileges may be revoked for six weeks. Additionally, the student and principal, dean, or designee will meet. A phone call will be placed to the parent or guardian, or a letter will be sent if the parent or guardian cannot be reached, stating that the second truancy may result in additional disciplinary action. A student will not receive credit for missed exams, quizzes, presentations, or other assignments.

2<sup>nd</sup> Offense:

- a) A student may receive an in-school suspension. The student's driving privileges may be suspended.
- b) A student will not receive credit for missed exams, quizzes, presentations, or other assignments.

3<sup>rd</sup> Offense:

- a) A student may receive an in-school suspension. A student will not receive credit for missed exams, quizzes, presentations, or other assignments.

4<sup>th</sup> Offense:

- a) May receive an in-school suspension. A student will not receive credit for missed exams, quizzes, presentations, or other assignments.
- b) A referral to the county truancy officer.

**Definition - "Class Cut":**

A class cut is an unexcused absence from class and is considered a major offense.

When cutting a class, a student will not receive credit for missed exams, quizzes, presentations, or other assignments. Three cuts per semester in the same class may result in the student being removed from class and placed in study hall for the rest of the semester for that class period. A student may be assigned a grade of an F (a zero). Class cuts will not be cleared after twenty-four (24) hours.

The warning and discipline system for class cuts is:

1<sup>st</sup> Offense: The student will be assigned after-school detention(s), and the administrator, or designee, will make contact with parent/guardian.

2<sup>nd</sup> Offense: The administrator, or designee, will make contact with parent/guardian and the student will sign an attendance contract. The student may be assigned after-school detention(s), Saturday detention (if available), in-school suspension, or out-of-school suspension.

3<sup>rd</sup> Offense: REMOVAL FROM CLASS WITH LOSS OF CREDIT. An administrator, or designee, will make contact with parent/guardian. The student may be removed from class and placed in a study hall for that period for the remainder of the semester.

Study Hall Cuts may lead to in-school suspension assignment and/or loss of pass privilege. Excessive study hall cuts may result in further discipline.

**Tardies**

**Tardies to School**

A student is considered tardy to school if he/she is not in his/her assigned seat when the bell rings indicating the start of first period. If the student misses more than five (5) minutes of the first period, a class cut will be issued. Students tardy to school must check in at the appropriate office BEFORE reporting to class. Missing the bus, car problems, and/or oversleeping are reasons, but are not considered excused

absences. Students tardy to school four times may lose driving privileges for six weeks. The progressive steps listed below are for infractions on a semester basis.

1st Tardy to School	Warning
2nd Tardy to School	Warning
3rd Tardy to School	After school detention assigned
4th Tardy to School	Referral to administrator, or designee. Two (2) after-school detentions assigned. Parent contact made.
5th Tardy to School	Referral to administrator, or designee. Disciplinary consequences assigned range from two (2) after-school detention(s), to Saturday detention (if available), to in-school suspension.
6th Tardy to School	Referral to administrator, or designee. Saturday detention (if available) or one (1) day in-school suspension assigned.
7 <sup>th</sup> (+) Tardy to School	Administrative review. Consequences will range from in-school to out-of-school suspension. Student may be required to appear before the Board of Education.

### **Tardies to Class**

Students are responsible for regular attendance and for arriving on time. Quality education is enhanced and positive work habits reinforced by punctuality. Since the teacher and student are the primary elements in the learning process, it is to their mutual benefit that punctuality be enforced. If the bell rings while a student is still in the hall, he/she is to report to the applicable class.

1st Tardy	Teacher/student conference. Warning given by Teacher.
2nd Tardy	Teacher/student conference. Teacher detention may be assigned by teacher.
3rd Tardy	Teacher/parent contact. Teacher detention assigned.
4th Tardy	Referral to administrator, or designee, and after-school detention(s) assigned.
5th Tardy	Referral to administrator, or designee. Disciplinary consequences assigned range from after-school detention(s), to Saturday detention (if available), to in-school suspension.
6th (+) Tardy	If the student is a discipline problem and/or is failing class, he/she may be dropped from class with a grade of "F" and placed in a study hall. If the behavior persists, the student will be placed on final contract. He/she may be dropped from class with a grade of "F" and placed in a study hall, regardless of academic status.

### **Tardies to Study Hall**

Tardies to study hall will be considered as tardies to class and will result in disciplinary action.

### **Tardies to Lunch**

Students are expected to be on time to the cafeteria for lunch just as they are for any other class or destination on their schedule. Students in the halls without a pass may be referred to the appropriate administrator, or designee, and issued an after-school detention.

## **DISCIPLINE INFORMATION**

Three principles govern all the disciplinary philosophy and rules at the Leland Schools:

- (1) Conduct that is disruptive of the educational process is prohibited.
- (2) Conduct that infringes upon the rights of others is prohibited.
- (3) Conduct that endangers the safety of the student or others is prohibited.

Education cannot proceed effectively without appropriate, consistent discipline. Discipline should be viewed in terms of its potentially positive effect—adjusting a student’s behavior to more appropriate norms—rather than the negative—serving as a punishment. With this in mind, Leland Elementary School (grades K-8) has implemented the philosophy and practices of Positive Behavior Interventions and Supports (PBIS). The mission of the PBIS program is to support and encourage positive behavior across all settings at Leland Elementary School. The PBIS philosophy, focuses all members of our school community on four main expectations:

P: RESPECT FOR PROPERTY

A: RESPECT FOR ACADEMICS

W: RESPECT WITH OTHERS

S: RESPECT FOR SELF

These expectations are outlined in our elementary and middle school expectation charts found on pages at the end of this handbook.

### **Definition – “Final Contract”**

Written notification of behavior expectations and final consequences for student actions. Final contract consequences may include removal from class, suspension from school, and/or administrative action that may lead to expulsion proceedings.

### **Definition - “Suspension”**

See District 1 Board Policy File: “Student Suspension”

**Definition – “Expulsion”**

See District 1 Board Policy File: “Student Expulsion”

A copy of district policy is available in the Superintendent’s Office.

Students are subject to suspension, expulsion, or other discipline for misconduct that occurs during school time, on school grounds, at IVVC, at any school-supervised or related activity, while going to or from school or a school-sponsored or related activity, while riding school buses or other school-arranged transportation, or wherever the activity or event bears a reasonable relationship to school. These provisions apply even if particular places or times of misconduct are specified elsewhere in this Student Handbook. Also, the disciplinary consequences set forth in this Student Handbook are guidelines only. Disciplinary action may be more or less severe where deemed appropriate by school officials or the Board of Education.

Any "out-of-school suspended or expelled student" is banned from participation in or attendance at any school-sponsored activity, which could include attendance at graduation ceremony, and is not permitted on the grounds of District 1 (or affiliated) campuses or the IVVC. Suspensions may run from 1-10 school days.

For any event that subjects a student to disciplinary sanctions, the administration reserves the right to seek such discipline, including internal and external suspensions and expulsions. Such a determination is to be made based upon the seriousness of the conduct, the past conduct of the student, the effect of the action on the delivery of educational services, the severity of the penalty imposed, and the student’s interests.

Corporal punishment is not permitted at Leland Schools.

Finally, the fact that a particular violation of good conduct is not specifically mentioned in the following pages is not a satisfactory defense for any improper conduct. It is simply impossible to list every action which is inconsistent with good school citizenship. We expect students to form the habit of not only observing the regulations contained herein, but also the general rules of good conduct and common sense acknowledged by the community in which we live.

All students must be knowledgeable of the school rules which relate to conduct and discipline.

A reciprocal reporting agreement has been established between District 1 and local law enforcement agencies which is maintained pursuant to the authority of Section 10-20.14 of The School Code of Illinois and in compliance with Section 1-7 of the Juvenile Court Act.

The cooperation and flow of information is essential in providing the safe, healthy, and violence-free school environment to which all children are entitled and which all children need to thrive and learn. School personnel and law enforcement may exchange information concerning:

- a) Any criminal offense classified as a felony;
- b) Any criminal offense classified as a Class A or B misdemeanor.

In addition, school personnel and law enforcement may work together regarding any suspected activity that potentially threatens the safety, order, or discipline of the school.

**Definition – “Alternative Lunch/Recess”**

An elementary detention requiring temporary removal from recess and/or lunch privileges.

**Definition – “Detention”**

Keeping of a student after regular school hours for a reasonable period of time.

**Definition - “Probation”**

A conditioned enrollment in school, or a particular school activity or class, for a restricted period of time.

**Definition – “Saturday Detention or Saturday School” (if available)**

Either a two hour or four hour elongated detention from 8 a.m.-10 a.m., 10 a.m.-noon, or 8 a.m.-noon.

**Definition – “In-school suspension”**

A temporary exclusion of a student from a class or classes for a restricted period of time.

**Definition – “Administrative Review”**

If less serious conventional discipline is unsuccessful or fails to remediate a student’s act of disobedience or misconduct, administration will review the student’s disciplinary case and may use more substantial conventional discipline to encourage good student behavior and protect the overall learning environment of Leland CUSD #1. A specific disciplinary or academic incident may also be placed under administrative review before a final disposition is determined.

**Critical Incidents**

A student guilty of a critical incident may be suspended or may be expelled from school by the Board of Education for the remainder of the semester, for the duration of the school year, or for up to two calendar years. In certain critical incident matters, the unique circumstances of the situation may afford the school administration the latitude to consider student placement at an alternative education setting in lieu of an expulsion hearing. Any critical incident will also be referred to the local law enforcement agency and may result in the arrest and prosecution of the involved student. Additionally, an expelled student will be banned from participation in or attendance at any school-sponsored activity and will not be permitted on the grounds of District 1 or IVVC.

**Definition – “Possession”**

Possession means having any knowledge of, or any control over, an item. Control includes, but is not limited to, having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary that the student intends to control the item. A student may acquire knowledge of an item visually, by being told about the item, or through other sensory perception. A student’s knowledge of an item will be based on the surrounding circumstances, not just the student’s statements. For example, “forgetting” that an item is in one’s locker, personal effects, or vehicle does not constitute a lack of knowledge. Also, for example, coming onto school grounds or to a school-sponsored event in a vehicle that the student knows contains an item constitutes possession of that item, even if the vehicle or the item is not the student’s.

This provision on possession applies to any policy or rule that regulates or prohibits possession of any item, such as weapons or drug paraphernalia, and such substances as tobacco, alcohol, drugs, and look-alikes of such items or substances.

**Definition – “Look Alike”**

A “look-alike” is any substance or item, which is not, but reasonably appears to be, or is represented to be, the real substance or item. Examples are a toy gun that is very difficult to distinguish, except upon close

examination, from an actual gun, or a green leafy plant material which is not, but is claimed, believed, or appears, to be marijuana.

### **Possession**

A student **shall not**:

1. Use, possess, distribute, arrange to distribute, be under the influence of or consume any illegal or controlled substance, including marijuana, alcohol, unlawful drugs, “look alike” drugs, or any substance not prescribed for the student, that is typically intended to be used to achieve a high or altered mental state. Being under the influence includes, but is not limited to, the emission of the odor of any of these substances, such as having alcohol on the breath, or any impairment of normal functioning, such as slurred speech, inability to walk properly, or dilated pupils.
2. Possess drug paraphernalia. Possession of drug paraphernalia is not permitted, and such material will be confiscated from students by any school employee and turned over to local law enforcement officials.
3. Steal and/or possess stolen property of the school or a school employee, a member of the Board of Education, a bus driver, a student, a school volunteer, or a school visitor.
4. Possess or set off fireworks or other explosive substances.
5. Possess or use a weapon. Weapons include, but are not limited to: (1) guns, knives, explosive devices, any other item which is typically used to cause bodily harm and any other item defined by law to be a weapon, (2) items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, to cause bodily harm, and (3) “look-alike” weapons. Possession and/or use of weapons may result in a minimum one-year expulsion in accordance with the federal Gun-Free Schools Act and the related provisions of The School Code of Illinois.
6. Use, possess, distribute, or arrange to distribute inappropriate materials.

In addition, a student **shall not**:

1. Engage in fighting or incite a fight while on school property, on school buses/bus stops, at any school-sponsored activity, or IVVC.
2. Engage in gang activity. A “gang” means any combination, confederation, alliance, network, conspiracy, understanding, or other similar cojoining, in law or in fact, of three or more persons engaging in a course or pattern of criminal activity and/or gang activity relating to the violation of school rules. “Gang activity” or identifiers include, but are not limited to, a common name or identifying sign, symbol, or specific color apparel displayed or other unifying mark, manner, protocol or method of expressing or indicating membership. Gang activity includes, but is not limited to any act in furtherance of the gang or use of gang symbols, such as drawings, hand signs, attire, shaved eyebrows, pant legs worn with the hemline at different heights, and shirts worn with one shoulder on and the other off. School may discipline any student for gang activity/identifiers if the student has possession of any materials showing any individual engaging in gang activity.
3. Be grossly disobedient or exhibit gross misconduct within a school-related environment or towards a school employee, a member of the Board of Education, a bus driver, a student, a school volunteer, or a school visitor.
4. Intimidate, threaten, bribe, strike, or physically assault (which includes gang activity) a school employee, a member of the Board of Education, a bus driver, a student, a school volunteer, or a school visitor. This includes inappropriate physical contact and/or verbal confrontation.

5. Vandalize, damage, deface, destroy, or tamper with the property of the school district, a school employee, a member of the Board of Education, a school volunteer, visitor, bus driver, or the transportation contractor. Computer damage of hardware, software, and equipment will be deemed vandalism. Restitution will be required.
6. Activate a school fire alarm without appropriate cause or make a false report of a fire.
7. Make a bomb threat.
8. Set a fire within a school building, to other school property, to the property of a company with whom the district contracts, or to the property of a school employee, a member of the Board of Education, a bus driver, a student, a school volunteer, or a school visitor.
9. Repeatedly violate any of the school rules of behavior in the Parent/Student handbook.
10. Bully another student. Bullying means aggressive or negative gestures, or written, verbal, or physical acts that place another student in reasonable fear of harm to his or her person or property, or that have the effect of insulting or demeaning other students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying most often occurs when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include but is not limited to: pushing, hitting, threatening, name calling, or other physical or verbal conduct of a belittling or browbeating nature.
11. Possess substances packaged in aerosol containers if used in a manner not intended.

Section 10-20.14 of [The School Code of Illinois](#) that reads, in part, "A Parent/Teacher Advisory Committee shall, in cooperation with local law enforcement agencies, develop, with the School Board, policy guidelines and procedures to establish and maintain a reciprocal reporting system between the school district and local law enforcement agencies."

### **Computer Usage**

All use of technology and potential misuses are outlined in the Board of Education Policy "Computer, Internet and Electronic Mail User Agreement." The failure of any user to follow the terms of the User Agreement will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **Suspension/Out of School Assignment Policy for Attendance and Discipline Issues**

The action of a student committing any infractions listed above or below will not be tolerated and may result in the student being suspended from classes or school or given an out of school assignment. Students suspended will receive credit for class assignments if given timelines are met upon return. Homework will be available for all students that are suspended. The work can be picked up in the office and will be available during normal school hours. Offending students may also be referred to administration, social work, or outside of school support personnel for additional services.

### **In-School Suspension**

Students who misbehave in In-School Suspension may be suspended from school.

## Major Offenses

Actions that are major offenses that may lead to suspension, an after-school assignment and/or social probation (social probation may include but is not limited to athletic and other extra curricular events) are:

1. Inappropriate Language, Gesture, Material, and Clothing: A student, while on school property, on school buses or at any school-sponsored activity shall not use (or possess) obscene, suggestive or highly disrespectful language, or gestures; shall not use racial or ethnic slurs; shall not possess or distribute profane, obscene, suggestive material or clothing; and shall not possess clothing or material, use gestures or graffiti, or otherwise represent cults, gangs, or related activities. Possession includes traditional hard-copy materials or images on cell phones, digital cameras, etc. School officials may discipline any student for gang activity/identifiers if the student has possession of any materials showing an individual engaging in gang activity ([School Code of Illinois](#), 122.31-3).
2. Insubordination: A student while on school property, on school buses or at any other school-sponsored activity, shall not defy or refuse to obey reasonable instructions given by a school employee, a bus driver, or other authorized school personnel. This also includes failure to serve a teacher detention that had a minimum of twenty-four hours notification, an after-school detention, or Saturday detention (if available).
3. Misbehavior with Substitutes: Students should be on their best behavior in class, especially when substitute teachers are in charge. Students referred to the Dean's Office or the Principal's Office for misbehavior may be assigned an in-school suspension or an after-school detention.
4. Use of Tobacco: Use of or possession of smoking materials (i.e. lighters, matches, rolling papers, etc.), cigarettes, chewing tobacco, nicotine products, and/or snuff is not permitted on school property, and items will be confiscated from students by any school employee.
5. Bullying/Student Harassment (Sexual or other form(s)): A learning and working environment that is free from bullying or harassment will be maintained. It will be a violation for any student to harass a staff member or student through conduct or communication of a sexual nature, or in any other nature, on school grounds, at school events, or on the school bus. First time violators will be given consequences ranging from verbal reprimand to out-of-school suspension. A second violation may constitute a critical incident.
6. Pagers/Beepers: It is against state law to have a pager/beeper in a school. Pagers/beepers will be confiscated and turned over to the police department. (*The School Code of Illinois*, 12.10-21.10) (Chapter 38 of the Illinois Criminal Code, Section 44-3)
7. Cell Phones/Communication Devices: Cell phones, BlackBerries, or any other communication devices are prohibited from use and display during the school day. All communication devices must be turned off and stored in the student's locker and cannot be used inside the building. Taking, displaying, and sending photos on cellular phones or other communication devices as well as text messaging is also prohibited. Cell phones and communication devices are considered to be a disruption of the educational process and their use during the school day will result in disciplinary action. In addition, these devices may be confiscated. Exceptions to this rule may be made only with the approval of the appropriate administrator, or designee.

1<sup>st</sup> Offense: Device confiscated and turned over to dean, principal, superintendent or designee. Student assigned 2 after-school detentions. Device returned to student at the end of the school day. Parent contact made by dean, principal, superintendent or designee.

2<sup>nd</sup> Offense: Device confiscated and turned over to dean, principal, superintendent or designee. Student assigned 1 day in-school suspension. Parent contact made by dean, principal, superintendent or designee. Device returned to parent.

3<sup>rd</sup> Offense: Device confiscated and turned over to dean, principal, superintendent or designee. Student assigned 1 day out-of-school suspension. Parent contact made by dean, principal, superintendent or designee. Device returned to parent. Parent conference held and student placed under administrative review.

8. Electronic/Entertainment Devices: Personal audio and video devices (such as CD players, MP3 players, IPODS, radios, tape recorders, video games, DVD players, cameras, televisions, etc.) are prohibited from use and display during the school day. Such devices are to be turned off and placed in lockers upon the arrival at school until the school day ends. These devices are considered to be a disruption of the educational process and their use during the school day will result in disciplinary action (see below). In addition, these devices may be confiscated. Exceptions to this rule may be made only with the approval of the principal, dean, or other administrator. Electronic study aids may be used during the school day if the device is provided for use as part of an Individualized Educational Program (IEP) of a special education student.

1<sup>st</sup> Offense: Device confiscated and turned over to dean, principal, superintendent or designee. Student assigned 2 after-school detentions. Device returned to student at the end of the school day. Parent contact made by dean, principal, superintendent or designee.

2<sup>nd</sup> Offense: Device confiscated and turned over to dean, principal, superintendent or designee. Student assigned 1 day in-school suspension. Parent contact made by dean, principal, superintendent or designee. Device returned to parent.

3<sup>rd</sup> Offense: Device confiscated and turned over to dean, principal, superintendent or designee. Student assigned 1 day out-of-school suspension. Parent contact made by dean, principal, superintendent or designee. Device returned to parent. Parent conference held and student placed under administrative review.

9. 911 Calls: A student making an unauthorized 911 call for unfounded reasons is a major offense and will lead to an out-of-school suspension and police involvement.
10. Gambling: All forms of gambling are prohibited.
11. Internet Postings: While the District respects students' right to freedom of expression under the First Amendment, students may be disciplined for website postings that (a) materially and substantially disrupt the educational process and/or (b) constitute threats which endanger the health, safety, and well-being of District 1 students or staff members.

### **Educational Disruption Procedures**

When a student disrupts the educational environment through talking, sleeping, or other disruptive behaviors, the following interventions may take place:

- 1st Offense - Teacher/Student Conference
- 2nd Offense - Depending upon grade level and seriousness of offense, Teacher/Parent Conference (in person or by phone). Teacher will assign a teacher detention or alternative lunch recess.
- 3rd Offense - Depending upon grade level and seriousness of offense, office referral, after-school detention(s) assigned, alternative lunch recess, or Saturday detention (if available), plus parent contact.
- 4th Offense - Depending upon grade level and seriousness of offense, office referral; possible alternative lunch recess; Saturday detention (if available); in-school suspension/assignment; teacher and administrator, or designee, conference; possible student final contract; plus parent contact.
- 5<sup>th</sup> Offense - Depending upon grade level and seriousness of offense, in-school suspension, final contract, if student is failing at this point he/she may be dropped from class, plus parent contact.

## **CLUBS AND ACTIVITIES**

### **Athletic and Extra-Curricular Rules (No Pass/No Play)**

Leland High School, is an Illinois High School Association (IHSA) member. In order to participate on athletic teams (including cheerleading) representing Leland High School and Leland Middle School (or Earlville HS in case of a co-op activity), students must be receiving passing grades in all subjects to be eligible. Eligibility will be checked every week, as required by the IHSA. Student eligibility, or ineligibility, is then affected on the Monday following the date of the check. The student will remain eligible or ineligible for one (1) full calendar week before becoming eligible again. If an athlete is academically ineligible for three (3) consecutive weeks in any particular sport, the athlete will be dropped from the roster of that sport.

### **Leland CUSD #1 Athletic and Non-Athletic Codes**

Athletes and participants in athletics and applicable non-athletic clubs and organizations are subject to rules and standards as described in the extracurricular Code of Conduct.

### **Attendance Policy for Extracurricular Events**

A student will be in attendance during the school day to be eligible to participate in extracurricular (athletic and non-athletic) events or practices taking place that day. A student will also be in attendance on the last day of school before a weekend or vacation in order to be eligible to participate in events or practices occurring over those time periods. Administrative approval for pre-arranged absences or emergency situations will supersede this requirement. Emergency situations will be dealt with on a case-by-case basis.

## **Extracurricular Disciplinary Code**

Participating in student activities is considered an extension of, but separate from, the regular school curriculum. While the regular curricular program is a right afforded to each student, participation in the extracurricular program is a privilege and, as such, carries certain expectations beyond those found in the normal classroom situation. The important goals of the activities program are to give students direction in developing healthy living habits, discipline, leadership, teamwork, opportunities to participate in fun activities, and respect for rules and regulations. It is to these ends that an extracurricular discipline code is established for young people taking part in the student activities program.

The acceptance of participation in student activities involves a commitment by the participant to adhere to the extracurricular disciplinary code as developed by District 1 and its co-op member school(s). It is the responsibility of the coaches and sponsors to inform participants of the code and to enforce the code in a fair and consistent manner. It is the participant's responsibility to be aware of the code and to adjust behavior accordingly so that it becomes unnecessary for a coach or sponsor to have to enforce the code.

Leland CUSD #1 strongly discourages students from attending parties and other situations where code violations may take place. Students involved in extracurricular activities should not jeopardize their individual or team reputation by attending these functions.

Below are specific infractions and the penalties. Serious infractions of the student handbook not listed (such as theft, fighting, vandalism, etc.) but are violations of the extracurricular code of conduct will be addressed as appropriate and may result in suspension from practices or games. The suspension from practices or games will not exceed ten (10). Traditionally, middle school athletic seasons have fewer contests than high school. When that is the case, penalties will be proportionally modified for middle school games or seasons.

Infraction: Use or possession of tobacco

1<sup>st</sup> offense: Five (5) game suspension. The suspension may be reduced to three (3) games if the participant enrolls and completes an approved assessment program. Written notification of enrollment in such program is to be provided to the athletic director within 48 hours of the awareness of the coach, athletic director, or administration of the violation.

2<sup>nd</sup> Offense: One calendar year suspension.

3<sup>rd</sup> Offense: The participant will not be allowed further participation in activities/athletics until they have obtained professional counseling for substance abuse and that counselor recommends to the athletic director the student return to activities/athletics. The athletic director will make the final evaluation and recommendation. Any assessment and counseling will be at the expense of the participant or parent/guardian.

Infraction: Possession or use of alcohol or drugs.

1<sup>st</sup> offense: Ten (10) game suspension. The suspension may be reduced to five (5) games if the participant enrolls and completes an approved assessment program. Written notification of enrollment in such program is to be provided to the athletic director within 48 hours of the awareness of the coach, athletic director, or administration of the violation.

2<sup>nd</sup> Offense: One calendar year suspension.

3<sup>rd</sup> Offense: The participant will not be allowed further participation in activities/athletics until they have obtained professional counseling for substance abuse and that counselor recommends to the athletic director the student return to activities/athletics. The athletic director will make the final evaluation and recommendation. Any assessment and counseling will be at the expense of the participant or parent/guardian.

Clarification: If the season does not allow the participant to complete the suspension, the suspension will carry over to the next activity/athletic season in which that student participates.

During a suspension for violation of the Code of Conduct a student must remain academically eligible as well as comply with all team rules as set for by the coach or sponsor.

Before participation (practice) may begin the coach/sponsor must have a completed and signed Code of Conduct form. It is the responsibility of the participant to read and become familiar with the Extra-Curricular Participant Code of Conduct. It is the responsibility of the participant to ask for clarification on any topics of confusion.

### **High School Daily Class and Bus Schedule**

Doors open for students	8:00 a.m.
5 minute warning bell	8:05 a.m.
First period	8:10 - 8:56 a.m.
Second period	8:59 - 9:44 a.m.
Third period	9:47 - 10:32 a.m.
Fourth period	10:35 - 11:20 a.m.
Fifth (a) period	11:23 - 12:08 p.m.
Fifth (b) period	11:56 -12:41 p.m.
Sixth period	12:44 - 1:29 p.m.
Seventh period	1:32 - 2:17 p.m.
Eighth period	2:20 - 3:05 p.m.
Buses leave	3:12 p.m.

### **Middle School Daily Class and Bus Schedule**

Doors open for students	8:00 a.m.
5 minute warning bell	8:05 a.m.
First period	8:10 - 8:56 a.m.
Second period	8:59 – 10:08 a.m.
Third period	10:11 – 11:20 a.m.
Fourth period	11:23 – 12:08 p.m.
Fifth (b) period	12:11 -12:41 p.m.
Sixth period	12:44 - 1:29 p.m.
Seventh period	1:32 - 2:17 p.m.
Eighth period	2:20 - 3:05 p.m.
Buses leave	3:12 p.m.

### **Elementary School Daily Class and Bus Schedule**

Doors open for students	8:00 a.m.
Daily	8:10-3:05 p.m.
Buses leave	3:12 p.m.