

ATTACHMENT X-E

ATTACHMENT X-E: Approval of Student Handbook

Suggested Motion: Approve the Student Handbook for the 2016-17 School Year.

Recommended Action: Approve as presented.

Attached is a revised version of the Student Handbook. Each year Heather Walsh updates the handbook with additions and revisions based on recommendations from the IPA legal counsel, administration and recommendations from the Parent Teacher Advisory Committee. Dale Purvis led the modifications to the student discipline code that this year will need to adhere to the Senate Bill 100 requirements. He will present the changes and answer any questions you may have.

North Boone Community Unit  
School District #200  
Parent-Student Handbook



2016-2017

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**NORTH BOONE COMMUNITY UNIT SCHOOL DISTRICT  
2016-2017 SCHOOL CALENDAR**

<b>Current Student Registration for grades 7-12 at NBHS</b>	1:00-7:00 PM	<b>June 2, 2016</b>
<b>Current Student Registration for grades 7-12 at NBHS</b>	3:00-7:00 PM	<b>June 8, 2016</b>
<b>New Student Registration (at North Boone High School, 17823 Poplar Grove Rd)</b>	1:00-8:00 PM	<b>August 3, 2016</b>
<b>New Teachers Orientation</b>		<b>August 12, 2016</b>
<b>All Staff Institute (No student Attendance)</b>		<b>August 15, 2016</b>
<b>All Staff Institute (No student Attendance)</b>		<b>August 16, 2016</b>
<b>1<sup>st</sup> Day of School</b>		<b>August 17, 2016</b>
<b>Non-Attendance Day (Labor Day)</b>	Holiday	<b>September 5, 2016</b>
<b>Non-Attendance Day (Columbus Day)</b>	Holiday	<b>October 10, 2016</b>
<b>End of 1<sup>st</sup> Quarter</b>		<b>October 14, 2016</b>
<b>Parent Conferences (K-12) Full Day Student Attendance</b>	4:00-7:30 PM	<b>October 19, 2016</b>
<b>Parent Conferences (K-12) Full Day Student Attendance</b>	4:00-7:30 PM	<b>October 20, 2016</b>
<b>Teacher Institute (No student attendance)</b>		<b>October 21, 2016</b>
<b>Non-Attendance Day</b>		<b>November 23, 2016</b>
<b>Thanksgiving</b>	Holiday	<b>November 24, 2016</b>
<b>Non-Attendance Day</b>		<b>November 25, 2016</b>
<b>End of Second Quarter/First Semester</b>		<b>December 20, 2016</b>
<b>Winter Break (No School)</b>		<b>December 21, 2016 through January 13, 2017</b>
<b>School Resumes</b>		<b>January 4, 2017</b>
<b>Martin Luther King Day</b>	Holiday	<b>January 16, 2017</b>
<b>Parent Conferences (Grades K-12) Full Day of Student Attendance</b>	4:00-7:30 PM	<b>February 15, 2017</b>
<b>Parent Conferences (Grades K-12) Full Day of Student Attendance</b>	4:00-7:30 PM	<b>February 16, 2017</b>
<b>Teacher Institute (No Student Attendance)</b>		<b>February 17, 2017</b>
<b>Non-Attendance Day (Presidents Day)</b>	Holiday	<b>February 20, 2017</b>
<b>End of Third Quarter</b>		<b>March 10, 2017</b>
<b>Spring Break (No School)</b>		<b>March 27, 2017 through March 31, 2017</b>
<b>School Resumes</b>		<b>April 3, 2017</b>
<b>Non-Attendance Day (Good Friday)</b>	Holiday	<b>April 14, 2017</b>
<b>Non-Attendance Day (Easter Monday)</b>	Holiday	<b>April 17, 2017</b>
<b>Elementary Mail-in Registration</b>		<b>May 1-24, 2017</b>
<b>High School Baccalaureate – 7:00 PM</b>		<b>May 15, 2017</b>
<b>High School Graduation – 7:00 PM</b>		<b>May 16, 2017</b>
<b>Middle School Promotion – 7:00 PM</b>		<b>May 22, 2017</b>
<b>Last Day of Student Attendance</b>		<b>May 23, 2017</b>
<b>Institute Day (No Student Attendance)</b>	(Assuming no emergency days used)	<b>May 24, 2017</b>
<b>Emergency Days</b>		<b>May 25, 2017 through May 26, 2017</b>
<b>Non-Attendance Day (Memorial Day)</b>	Holiday	<b>May 29, 2017</b>
<b>Emergency Days</b>		<b>May 30, 2017 through June 1, 2017</b>

## **CHAPTER 1: INTRODUCTORY INFORMATION AND GENERAL NOTICES**

### **General School Information**

#### **MISSION STATEMENT of NBCUSD #200**

The Mission of the North Boone educational community is to provide exceptional experiences that vigorously develop the minds and character of the 21<sup>st</sup> Century learner.

#### **NORTH BOONE COMMUNITY SCHOOLS**

North Boone Community Unit School District #200 consists of six educational facilities: three K-4 buildings, one 5-6 building, one 7-8 building, and one high school.

#### **North Boone High School (9-12)**

17823 Poplar Grove Road  
Poplar, Grove, IL 61065-9018  
(815) 765-3311 Fax #765-3316  
Jacob Hubert – Principal  
Dale Purvis – Assistant Principal

#### **North Boone Middle School (7-8)**

17641 Poplar Grove Road  
Poplar Grove, IL 61065  
(815) 765-9274 Fax # 765-9275  
Jamison Pearce - Principal  
Matt Klett – Assistant Principal

#### **North Boone Upper Elementary (5-6)**

6200 North Boone School Road  
Poplar Grove, IL 61065-8548  
(815) 765-9006 Fax # 765-2496  
Jamison Pearce - Principal  
Matt Klett – Assistant Principal

#### **Capron Elementary School (K-4)**

200 North Wooster Street  
P.O. Box 218  
Capron, IL 61012  
(815) 569-2314 Fax # 569-2633  
Allison Louis - Principal

#### **Manchester Elementary School (K-4)**

3501 Blaine Road  
Poplar Grove, IL 61065 -9492  
(815) 765-2826 Fax # 292-3334  
Matt Klett – Interim Principal  
Molly Lilja – Curriculum Coordinator/  
Principal-to-Be

#### **Poplar Grove Elementary School (K-4)**

208 North State Street  
Poplar Grove, IL 61065-0039  
(815) 765-3113 Fax # 765-1604  
Heather Walsh - Principal

### **BOARD OF EDUCATION**

The members of the Board of Education, as legal officials of the State of Illinois, duly elected by the people of our district, are obligated to the youth and adults of our District to ensure that their educational needs are met in the best possible manner. We will exhibit leadership in all endeavors toward the improvement of the District's education program and facilities.

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop a strong self-esteem and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum and a knowledgeable and dedicated staff.

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The Board of Education of North Boone Community School District #200 meets regularly on the 4<sup>th</sup> Tuesday of every month at 6:30 p.m. in the North Boone Administrative Building.

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

Matt Ellingson, President

Home: 815-596-0633

Email: [mellingson@nbcusd.org](mailto:mellingson@nbcusd.org)

Joe Haverly, Vice-President

Home: 815-871-1139

Email: [jhaverly@nbcusd.org](mailto:jhaverly@nbcusd.org)

Thomas Moon, Secretary

Home: 815-482-1532

Email: [tmoons@nbcusd.org](mailto:tmoons@nbcusd.org)

Donald Ward, Member

Home: 815-765-2850

Email: [tractor.town@comcast.net](mailto:tractor.town@comcast.net)

Ed Mulholland, Member

Home: 815-543-5940

Email: [emulholland@nbcusd.org](mailto:emulholland@nbcusd.org)

Mary Maxey, Member

Home: 815-979-3003

Email: [m.maxey.nbboard@gmail.com](mailto:m.maxey.nbboard@gmail.com)

Brian Reiningger, Member

Home: 815-543-1587

Email: [breiningger@nbcusd.org](mailto:breiningger@nbcusd.org)

## **CENTRAL OFFICE ADMINISTRATION**

The District's Central Office is located at 6248 North Boone School Road Poplar Grove, IL.

Phone (815) 765-3322, Fax # 765-2053

The Central Office Staff is:

Dr. Michael Greenlee, Superintendent

Mrs. Julia Saunders, Director of Business Services and Transportation

Mr. Jim Novak, Facilities Director

Ms. Janice Burmeister, Food Services Director

Ms. Kelly Holsker, Executive Secretary to the Superintendent

### **Agendas**

Organization is key to success in an educational setting. A good place to begin is in the area of writing down daily assignments for each class. Each student is required to have an agenda to keep track of individual class assignments, tests, and projects each day. Students also use their agenda when they are requesting a pass from their teacher.

### **Address Change**

It is important that we have your current address and phone number(s) (work and home) at all times. This information is especially important in cases of emergency. Please notify the school immediately upon changing your address, telephone number(s), or home of who to call in case of an emergency if you are not available. A minimum of three (3) emergency contact numbers must be provided at registration.

### **Admissions**

#### **New students to the high school/district**

Children who are entering the North Boone Community Schools for the first time must present a legal birth certificate, Certificate of Child Health Examination form, with immunizations which comply with Illinois requirements, and an eye examination, if entering an Illinois School for the first time. Dental examinations are also required for students during their kindergarten, second, and sixth grades. Students should bring their Social Security number at the time of registration.

#### **Placement**

The placement of students in grades subsequent to the first grade will be determined by the School District and in sole discretion of the School District based

on standardized test data, student records, and other relevant information.

### **Residency**

Illinois law indicates that a school district must establish free schools to accommodate students who reside within the district. Boards of Education have a statutory duty to charge tuition to the parents or guardians of non-resident students. In the North Boone School District all students are required to verify that they reside within the boundaries of the district and of the specific school to which they attend.

Rulings by courts of law, including the Supreme Court, have resulted in the creation of certain criteria to use in the determination of residency. The general rule is that a student is considered a resident of the school district in which his or her parents live, unless the parents have relinquished complete custody and control of the student to someone else. In all cases, a student does not have the right to attend school tuition-free if the student moved into the school area or district primarily for the purpose of attending a specific school. Custody means that a child lives full-time with a guardian or parent in the district.

Residency is established through physical presence and intent to make that location a permanent residence. A person cannot have a permanent residence in two places at the same time.

Guardianship papers are not sufficient evidence that a student is a legal resident within the district's or individual school's boundaries. The applicant must prove that the guardian has full custody and control of the student for an indefinite period of time. The guardian must also prove that the reason for transfer of custody and control is not related to school attendance.

### Transfer Students

The Illinois School Code adds a requirement to the Illinois School Student Records Act.

The statute prohibits public schools from denying admission to students who do not present records from a school previously attended and further requires that such schools must furnish requested records to receiving school within fifteen (15) days of request. The responsibility for securing the providing of school records rests with the schools rather than with the student.

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

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

### Asbestos

All buildings in North Boone Community Unit District #200 are in compliance with federal and state regulations regarding the abatement and containment of asbestos materials. Asbestos management plans, as well as all inspection documents, are maintained in each building for inspection.

### Civic Rights

North Boone High School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The principal has been designated to handle inquiries regarding the nondiscrimination policies for Section 504 and Title IX. For Title IX inquiries, North Boone High School may also refer to the assistant secretary for civil rights in our notification in addition to or in lieu of the principal.

### At Risk Students

*The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include:*

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

### Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board Policy 8:20 (Ref: 7:333), Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.



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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: the building principals or the superintendent of schools.

A student may appeal the Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of the School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/1-3.8 of the School Code).

### **Harassment**

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, national origin, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The

Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

### **Sexual Harassment Prohibited**

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

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

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual

harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

The Superintendent shall be the District Nondiscrimination Coordinator.

TBD, Superintendent (815) 765-3322  
17641 Poplar Grove Rd, Ste A,  
Poplar Grove, IL 61065

### **Preventing Bullying, Harassment, and Intimidation**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:

a. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion,

threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.

b. 7:310, *Restrictions on Publications and Written or Electronic Material*. This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing or intimidating a student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.

3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes

incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

### **Hazardous and Infectious Materials**

The Superintendent shall take all reasonable measures to protect; (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

### **Visitors**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify

themselves and inform office personnel of their reason for being at school.

When visiting our school for any reason you will need to be "buzzed" in as we keep a secure building during the school day. You will need to identify yourself before being let into the building.

Visitors must check in by providing valid id, identifying their name, the date, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitor ids will be held in the main office until checked out. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **School Volunteers**

All school volunteers must complete the "Volunteer Information Form" (see Appendix) and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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

### **Invitations & Gifts – Grades K-8**

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

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

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

### **Emergency School Closings**

The Superintendent or designee is authorized by the School Board to close schools in the event of hazardous weather or

other emergencies that present threats to the safety of students and/or staff members. The following procedures will be in effect in the event that schools (or a school) must be closed for reasons beyond our control.

1. In the event a school day must be shortened each building principal will be notified and public announcements will be made.
2. In the case of an emergency closing, parents of students in grades K-5 will be contacted unless otherwise directed. Parents may waive the opportunity to be notified of emergency dismissals.
3. In the event severe snow or ice makes the roads impassable, notice will be made by radio and television concerning which routes will be served and to what points parents/students might come to meet buses.
4. In the event that inclement weather prevents the opening of school as scheduled an announcement of the late start or the radio and television stations will make closing.

In cases of bad weather and other local emergencies, please listen to local radio or television stations to be advised of school closings or early dismissals. Stations reporting such closings will be 1) WREX- TV, Channel 13; 2) WTVO – TV, Channel 17; 3) WIFR – TV, Channel 23; 4) WROK, 1440 AM; 5) WMCW, 1600 AM; 6) WZOK, 97.5 FM; 7) WRWC, 103.1 FM; 8) WGEZ, 1490 AM; 9) WBEL, 1379 AM. The School Messenger phone system will also be used to notify parents and staff of school closings.

### **Video & Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school busses. This system has been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

### **Accommodating Individuals with Disabilities**

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

### **Care of Students with Diabetes**

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

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.

- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

### **Students with Food Allergies**

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

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

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

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

### **Protection of Pupil Rights Amendment**

The PPRA seeks to ensure that instructional materials are made available to parents for inspection if those materials will be used in connection with a survey, analysis, or evaluation in which their children participate, and requires parental permission if the survey, analysis, or evaluation asks children to reveal information related to any one of the following categories:

- Political affiliations or beliefs held by the student's family
- Psychological issues of the student or the student's family
- Sexual attitudes or behaviors
- Antisocial, self-incriminating, or illegal behavior of the student
- Critical appraisals of other individuals with whom the student has close family relationships
- Information related to a legal privileged relationship such as attorney/client or doctor/patient
- Religious practices, affiliations, or beliefs held by the student or the student's family
- Income, where the information is not related to evaluating the student's eligibility for a financial assistance program

As well, if we ask that students take part in surveys funded by sources other than the Department of Education, parents have the right to inspect such survey before it is administered to students and instructional material used as part of the school's curriculum. You will be notified of approximate dates during the year that activities are scheduled. Parents will have the right to opt out on their child's behalf under the following circumstances:

- The school takes part in activities where personal information is collected for marketing and selling
- The school allows a third party to administer a survey that contains one or more of the items addressed by

the law and described in the outline above

- The school administers a non-emergency, invasive physical exam or screening that is required for attendance, administered by the school, scheduled in advance, and not necessary to protect the immediate health and safety of the student or other students.

### **Pledge of Allegiance**

According to Public Act 92-0612: The Pledge of Allegiance shall be recited each school day by pupils in elementary and secondary educational institutions supported or maintained in whole or in part by public funds. If you desire for your child to not participate in this daily activity, please inform the school administration. While a child has the right not to recite the Pledge of Allegiance, all students will be required to stand during the pledge.

### **Religion**

Among other things, students may read their Bibles or other scriptures, say grace before meals, and pray or study religious materials with fellow students during the lunch hour or other non-instructional time to the same extent that they may engage in nonreligious activities.

### **Student Assistance Program**

The Student Assistance Program (SAP) provides our students with prevention, intervention and support services. SAP services are designed to reduce student risk factors (such as drug and alcohol use), to promote protective factors, and to increase asset development (resiliency and coping skills). Our team's activities may include identifying risk factors, sharing these concerns with students and their parents, supporting behavioral changes, and referring

to outside services when necessary. If you feel your child would benefit from this program, please contact the assistant principal.

### **Student Rights and Responsibilities**

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitution, is not sponsored, promoted, or endorsed in any manner by the school or any school employee. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

### **Suicide and Depression Awareness and Prevention**

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

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

### **Telephone Messages**

Teachers and students **will not** be called to the telephone during school hours, except in case of extreme emergency. Staff members **will** be notified of your call and will return such calls at the first opportunity. Messages for students **will not** be delivered to the classrooms except in an emergency. This is necessary in order to avoid undue interruption in the classroom.

### **Tobacco Prohibition**

The Board of Education prohibits smoking and using tobacco on school property, including school buses. Tobacco shall mean cigarette, cigar, pipe, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked.

### **Uniform Grievance Procedures**

Students, parents/guardians, employees, or community members should notify a District employee, following the channel of authority as set forth in the District's organizational chart, if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal Statute, or Board Policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Individuals With Disabilities Education Act
5. Title VI of the Civil Rights Act
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act)

7. Sexual harassment (Illinois Human Rights Act, title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, programs
10. Victims Economic Security and Safety Act
11. Illinois Equal Pay Act of 2003
12. Provision of services of homeless students

The District employee will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies

#### 1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with a District employee. The District employee may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The District employee shall assist the Complainant as needed.

#### 2. Investigation

The District employee will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the District employee will

notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. Within 10 school days of the date of the complaint was filed, the District employee shall file a written report of his or her findings with the Superintendent. The District employee may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

### 3. Decision and Appeal

Within 5 school days after receiving the District employee's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the District employee.

Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board of Education by making a written request to the District employee. The District employee shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within 10 school days, the Board of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's



action. The Complainant may appeal the Board of Education's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

This grievance procedure shall not be construed to create an independent right to a Board of Education hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

### **School Visitation Rights Act** 820 ILCS 147

#### **147/1. Short title**

This Act may be cited as the School Visitation Rights Act.

#### **147/5. Policy**

The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of this Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

#### **147/10. Definitions**

As used in this Act:

- (a) "Employee" means a person who performs services for hire for an employer for:
  - (1) at least 6 consecutive months immediately preceding a request for leave under this Act; and

- (2) an average number of hours per week equal to at least one-half the full-time equivalent position in the employer's job classification, as defined by the employer's personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months.

"Employee" includes all individuals meeting the above criteria but does not include an independent contractor.

- (b) "Employer" means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or a nonprofit organization.
- (c) "Child" means a biological, adopted or foster child, a stepchild or a legal ward of an employee and who is enrolled in a primary or secondary public or private school in this State or a state which shares a common boundary with Illinois.
- (d) "School" means any public or private primary or secondary school or educational facility located in this State or a state which shares a common boundary with Illinois.
- (e) "School administrator" means the principal or similar administrator who is responsible for the operations of the school.

#### **147/15. School conference and activity leave**

- (a) An employer must grant an employee leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours; however, no leave may be taken by an employee of an employer that is subject to this Act

unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.

- (b) Nothing in this Act requires that the leave be paid.
- (c) For regularly scheduled, non-emergency visitations, schools shall make time available for visitation during regular school hours and evening hours.

#### 147/20. **Compensation**

An employee who utilizes or seeks to utilize the rights afforded by this Act may choose the opportunity to make up the time so taken as guaranteed by this Act on a different day or shift as directed by the employer. An employee who exercises his rights under this Act shall not be required to make up the time taken, but if such employee does not make up the time taken, such employee shall not be compensated for the time taken. An employee who does make up the time taken shall be paid at the same rate as paid for normal working time. Employers shall make a good faith effort to permit an employee to make up the time taken for the purposes of this Act. If no reasonable opportunity exists for the employee to make up the time taken, the employee shall not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of make-up time in a manner that would require the payment of wages on

an overtime basis. Notwithstanding any other provision of this Section, if unpaid leave under this Act conflicts with the unreduced compensation requirement for exempt employees under the federal Fair Labor Standards Act, an employer may require an employee to make up the leave hours within the same pay period.

#### 147/25. **Notification**

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

#### 147/30. **Verification**

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

#### 147/35. **Employee rights**

No employee shall lose any employee benefits, except as provided for in Section 20 of this Act, for exercising his or her rights under this Act. Nothing in this Act shall be construed to affect an employer's obligation to comply with any collective bargaining agreement or employee benefit

plan. Nothing in this Act shall prevent an employer from providing school visitation rights in excess of the requirements of this Act. The rights afforded by this Act shall not be diminished by any collective bargaining act or by any employee benefit plan.

147/40.       **Applicability**

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

147/45.       **Violation**

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

147/49.       **Limits on leave**

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

**Crime stoppers**

Weapons, drugs and criminal activity don't belong in school...Report it, don't ignore it – it's the right thing to do! North Boone High School in cooperation with the Boone County Law Enforcement has a completely anonymous way to report any such illegal activities. Please call **815-547-7867** and you may receive up to \$100.00 cash for your information that leads to an arrest. **We encourage all students to report any serious events to a staff member of our school.**

## **CHAPTER 2: ATTENDANCE, PROMOTION, AND GRADUATION**

### **Admission Procedures**

All students must register for school each year on the dates and at the places designated by the Superintendent.

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

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy of the certified copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify, in writing, local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to authorities for investigation.
2. Proof of residence, as required by Board policy 7:60, *Residence*
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health Examinations, Immunizations, and Exclusion of Students*.

### **Attendance**

#### **Compulsory School Attendance**

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

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

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee. ONLY a parent of legal guardian can request a student's absence from school or request any early release. Verbal communication between the parent and the attendance office must take place before a student is permitted to leave.

**A doctor's statement is required for any student whose absences due to illness exceed three (3) days. Must supply physician's statement deeming student is physically able to return to school. Statement must be from treating physician.**

### **Student Absences** **Excused and Unexcused**

There are three types of absences: Parent Verified, Unexcused, and School Excused

1. Parent Verified Absence is an absence where the parent/legal guardian calls the attendance office to report a student is ill or absent. Pre-excused absences are classified as parent verified absences.
2. School Excused Absences include:
  - a. An absence verified by a doctor's note that is signed by the physician. If the note is faxed, it must be faxed from a physician's office – if altered, student will be subject to disciplinary action.
  - b. Immediate family emergency illness with written documentation from the doctor or hospital.
  - c. Illness at school excused by a school nurse.
  - d. Deaths and funerals for family members.
  - e. Funerals for close friends arranged in advance by a parent.
  - f. Religious observances that are not available outside of school hours; documentation of the event must be submitted.
  - g. Court appointments and hearing with documentation.
  - h. College Visits: Students in the 11<sup>th</sup> grade are allowed one college visit day per year. Students in the 12<sup>th</sup> grade are allowed two college visit days per year. Documentation must be submitted.
- i. Suspension days up to twelve (12). Suspension days above twelve will be classified as unexcused absences.

The proper documentation for the excuses listed above must be provided to the attendance office within **24 hours** upon return. Failure to do so may result in issuance of an unexcused absence. Students will not be excused for scheduled appointments or vacation during finals.

3. Unexcused Absences are defined as all absences not listed as excused absences or parent verified absences. Students will not be allowed to make up any school work, quizzes, or tests in the case of an unexcused absence.

Students who are frequently absent or tardy often miss important information being taught, fall behind, or lose interest in school. Students can learn best if they are present on a consistent basis for instruction. By law (Section 105, ILCS5/26/2A Illinois School Code), we must inform you of unexcused absences, excessive absences, or late arrivals (tardies) to school.

Not only is school attendance important because it is closely connected with school success, but is mandated by law. The Illinois School Code and Juvenile Court Act consider an absentee rate of more than 5% of the last 180 school days (or an average of 9 days per year) to be at-risk of not completing an education. The accumulation of six (6) or more parent /guardian excused absences in one semester is considered excessive per the Illinois School Code. In addition, at the high school, any student who accumulates a combination of six (6) or more parent excused, parent-unexcused, and/or truants may be withdrawn from the affected class without obtaining credit.

### **Absenteeism and Truancy Program**

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with The School Code and Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A process to telephone, within 2 hours after the first class, the parents/guardians of students who are absent without prior parent/guardian notification.
3. A process to identify and track students who are truant, chronic or habitual truants, or truant minors as defined The School Code, Section 26-2a.
4. Methods for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information.
5. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
6. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered
7. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
8. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
9. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
10. A process for a 17 year old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *Students School Admissions and Student Transfers To and From Non-District Schools*.
11. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

### **Truancy**

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

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

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

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

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

A student is considered to be truant if he/she is subject to compulsory attendances and who is absent without valid cause from such attendance for a school day or portion thereof. A student is considered to be chronically or habitually truant if he/she is absent without valid cause from such attendance for ten percent or more of the previous 180 regular attendance days. A truant minor is a child whom supportive services, including prevention, diagnostic, intervention and remedial services have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Using the above definitions, the school district shall determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate staff to develop diagnostic procedures to be used with such a student. The diagnostic procedures may include, but are not limited to, counseling services to the student and the student's parents/guardian, a health evaluation by the school nurse, use of peer groups and clinical evaluations by local and/or state agencies.

The following supportive services may be offered to a student who is experiencing an attendance problem:

- Parent-teacher conferences;
- Counseling services by social workers;
- Counseling services by psychologist;
- Psychological testing;
- Alternative educational programs;

- Alternative school placement;
- Community agency services.

When the supportive services of the school district have been offered to the student and if these measures prove ineffective and the behavior persists, the building principal shall refer the matter to the Superintendent. The School Board, Superintendent, school district administrators and teachers shall assist and furnish such information as they have to aid truant officers in the performance of their duties.

In accordance with the Illinois School Code of Illinois, no punitive action, including out of school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

### **Attendance Procedures K-12**

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

1. Under The School Code of Illinois 105 ILCS 5/26-2A, only the following are considered excused absences:
  - a. Personal illness
  - b. Death in family
  - c. Observance of a recognized religious holiday or religious instructions
  - d. Family emergency

- e. Reasons approved by the school administrator
2. Other absences from school area considered unexcused. The school principal has the right to determine what constitutes an excused absence. A state ruling requires that students must be present for a minimum of 300 minutes in order to count a full day of attendance, with 150 minutes constituting one half day of attendance. Students in attendance less than 150 minutes will be considered absence for the entire day.
3. Parents are asked to minimize doctor appointments during class hours unless there is an emergency. Students absent from school more than 45 minutes excluding lunch will be marked absence for one-half day.
4. All student absences **MUST** be reported by a parent or legal guardian to the office by phone on the first day of the absence. A doctor's statement is required for any student whose absences exceed 3 days. Students will be considered truant unless absence is cleared through the office within **24 hours** upon the student's return to classes regardless of circumstances. Excessive absences will be reported to the principal. **Students may be referred to the Regional Attendance Cooperative when 10% of the total school days have been missed.**
5. If a student needs to leave early or arrives late to school, the student must report to the office and sign in or out and secure a pass.

### **Elementary Procedures for Being Excused from PE/Recess**

Any parent wanting their child excused from Physical Education must present a valid note from the physician stating the reason why and the dates for the excusal. If a student is excused from Physical Education, they will not be able to participate in recess.

### **Attendance at High School Extracurricular and sporting events**

In the best interest of the health and safety of all students, any middle school age or younger student **MUST** be accompanied by a parent/guardian or other supervisory adult at any North Boone High School extracurricular or sporting event or on North Boone High School property during those events.

### **Attendance Procedures High School**

#### **Tardies**

When a student is tardy, it affects his or her attendance record in addition to the class time that is missed. Tardies are cumulative and a tardy from any period will be counted when determining the appropriate consequences.

### **Release Time for Religious Instruction/Observance**

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



Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

### **Make-Up Work**

If a student's absence is excused, or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

### **Grading & Promotion**

#### **Grading Philosophy**

1. A good grading philosophy should reflect both the 'purpose' and 'criteria' for grading.
2. The purpose of grading should be to evaluate, inform students and parents, be a symbol of motivation, and describe performance level.
3. The grading should be based on criteria that shall include class participation, daily assignments and homework, testing, special projects and overall measurable effort.

#### **General Guidelines**

1. Formal Grade Reports will be given to parents/guardians a minimum of four (4) times during the school year. Normally, these four (4) reports will include each nine (9) week grading period as established by the Superintendent. Informal reports may be arranged on an individual basis.

2. The Superintendent shall approve the Formal Grade Report Form.
3. Any high school student who withdraws from or is removed from a course later than four (4) weeks after the beginning of the semester will receive a grade of W/P and no credit or W/F and no credit.

### **Elementary Grading Procedures**

School report cards are issued to students three times per school year. For questions regarding grades, please contact the classroom teacher.

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

### **5-8 Promotion/Retention Guidelines**

To be promoted, students must meet standards regarding grades and attendance, including receiving a passing final grade for the year in all core classes (English, mathematics, reading, science, and social studies). Any students not successfully meeting these standards will need to complete district approved extended learning opportunities in order to qualify for promotion. All promotion, retention, or placement of students will be determined on an individual basis. In certain circumstances, students may be placed at a level determined most appropriate by the faculty and administration with the approval of the District Superintendent.

In addition, participation in the promotion ceremony is a privilege, not a right. Only those students who have successfully completed the promotion requirements and meet minimum expectations of behavior may participate in the promotion ceremony.

Therefore, Middle School Administration has the right to deny participation in the promotion ceremony for any student who does not meet these academic and behavioral expectations.

Students who meet the requirements for promotion, but do not participate in the promotion exercise, will receive their diplomas. Parents/students may pick up the diploma during normal office hours after the date of promotion.

### **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level.

### **Exemption from Physical Education Requirement**

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

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

school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.<sup>1</sup>

### **Pre-Arranged Absences and Vacations**

The school calendar is available to help plan family vacations. Please try to schedule vacations when there is no school. However, in the event that a student is taken out for an extended period of time, the following guideline will be used:

- Upon their return, students will be expected to turn in completed work provided ahead of time.
- Teachers may prepare homework for students before they go on extended trips if they are given ample notice.
- Parents need to have contemplated absences approved by the building principal at least five days in advance of the absence. A school form is available from the office.

Please note that a school absence during PARCC, MAPs, ACT, SAT, or any other standardized testing is not advised, and it is appreciated that families reschedule contemplated absences so that students are in attendance during those testing times.

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<sup>1</sup> Substitute the proper reference to your student handbook.

## **Credit for Alternative Courses and Programs, and Course Substitutions**

### Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The building principal approves the course in advance.

A maximum of 3 credits may be counted toward the requirements for a student's high school graduation.

### Credit for Proficiency

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

### Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The building principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in

approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The district may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

### Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

### Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal.

### College Courses

A student who successfully completes community college courses may receive high school credit, provided:

1. The student is a senior in good academic standing;
2. The course is not offered in the high school curriculum;

3. The course is approved in advance by the student's guidance counselor and the building principal; and
4. The student assumes responsibility for all fees.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

#### Dual Credit Courses

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

#### Foreign Language Courses

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on foreign language proficiency achieved. The building principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

#### Military Service

The board may accept military service experience as credit toward graduation, provided the student making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences. The student seeking credit shall supply any documents or transcripts necessary to support the request.

#### Volunteer Service Credit Program

A student may earn high school credit through community service activities. The Superintendent shall implement the volunteer service credit program to ensure student enrichment, educational growth, and personal welfare. Students shall receive the

amount of credit given for the completion of one semester of language arts, math, science, or social studies.

#### Youth Apprenticeship Vocational Education Program (Tech Prep)

Students participating in the Youth Apprenticeship Vocational Education Program (Tech Prep) may earn credit toward graduation for work-related training received at manufacturing facilities or agencies.

#### Vocational Academy

Students enrolled in the Vocational Academy earn credit toward graduation as provided in the Academy's design.

#### Substitutions for Courses

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

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

#### Home and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

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

A note from the student's doctor is required in all cases of home and hospital instruction in order to indicate the beginning and end of such a period of time. Students must be cleared to return to school by his/her doctor prior to doing so.

For information on home or hospital instruction, contact the building principal.

### **Early Graduation**

Students may graduate prior to the completion of grade twelve if the course work required for graduation under this policy has been fulfilled. In such cases, the student must have the approval of the Superintendent and the Principal.

Students who graduate early have the right to participate in graduation activities and attend the prom.

Students who graduate early are considered to be "not currently enrolled" students and therefore will not be allowed to participate in the senior class trip.

Students planning to graduate at mid-term should notify the guidance counselor by the end of the first quarter to facilitate planning.

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish seven (7) semesters of high school and meet all graduation requirements.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (i.e. announcements, cap and gown rental, graduation practices, etc.)

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

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

### **High School Graduation Requirements**

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

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

### **State Mandated Graduation Requirements**

- (a) Four years of language arts.
- (b) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject.

When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.

- (c) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content.
- (d) Two years of science.
- (e) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required for graduation beginning with the freshman class of 2016-17.
- (f) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
- (g) One semester of health education.
- (h) Daily physical education classes.
- (i) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
- (j) Nine weeks of consumer education.

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

## **Graduation Requirements**

A total of twenty-four (24) credits are required for graduation.

### **Four (4) Credits Language Arts/English –**

- 1. 1 Credit in each: English 9, English 10, and English 11 with a 4<sup>th</sup> credit optional within the English Department's offerings.
- 2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject.

### **Three (3) Credits Mathematics –**

- 1. 1 credit in Algebra I and one must include geometry content. If the student passes Algebra I in 8<sup>th</sup> grade, it will not need to be repeated in High School.

### **Three (3) Credits Science –**

- 1. 1 credit in Biology

### **2.5 Credits Social Studies –**

- 1. 1 credit must be in History of the United States, 1/2 credit in American Government, and 1/2 credit in World Geography (Beginning with the Class of 2007 and thereafter, Required - 1 credit must be in History of U.S., 1/2 credit in American Government and 1 credit in World Cultures)

### **1.0 Credits –**

- 1. Humanities or Vocational Education - Includes: Band, Choir, Art, Foreign Language, Home Economics, Industrial Technology, Business, Agriculture

### **0.5 Credit Consumer Education**

### **0.5 Credit Health**

0.5 Credit Driver Education (If Driver Education is not completed in school, another elective is necessary)

### **3.5 Credits Physical Education**

- 1. Health will substitute for 1 semester of

P.E. Exceptions to this are in Board policy 6:310, "Physical Education". Students graduating early may have this requirement waived.

0.5 Credit Computer Education

5.0 Credits - Electives

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program.

### **Honors Diploma Program**

Requirements for Honors Diploma Program:

1. Total twenty-six (26) credits; (at least two (2) AP courses or Honors courses with a grade of "C" or higher) and a 3.5 GPA or higher are required to graduate with an Honors Diploma. In addition to the above listed 24 credits, the following credits are needed:
  - a. 3.0 Credits - Math (Algebra I, Geometry, and Algebra II are required. If the student passes Algebra I in 8th grade, it will not need to be repeated in High School.)
  - b. 3.0 Credits - Science (Biology and Chemistry required)
  - c. 3.0 Credits - Social Studies
  - d. 2.0 Credits - Foreign Language

### **Alternative High School Diploma**

A total of twenty (20) credits are required for an Alternative High School Diploma.

Requirements for Alternative High School Diploma:

1. This diploma will not be issued to students enrolled at North Boone

High School. This is for alternatively placed students.

- a. 3.0 Credits English
- b. 3.0 Credits Mathematics
- c. 3.0 Credits Science
- d. 3.0 Credits Social Studies:
  - i. 0.5 credit for Government, including the state/federal constitution tests
  - ii. 1 credit for United States History
  - iii. 1.5 credits for any other social studies classes
- e. 0.5 Credit Consumer Education
- f. 0.5 Credit Health
- g. 2.0 Credits Physical Education
- h. 5.0 Credits Work Study plus Electives

### **COMMUNITY SERVICE HOURS**

Beginning with the graduating class of 2013, students will be required to accrue 40 community service hours to graduate.

## **CHAPTER 3: STUDENT FEES AND MEAL COSTS**

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

It is the policy of the board of education to charge nominal registration fees for book rental, workbooks, technology use, and other materials. The fee schedule shall be determined annually by the board of education for the following groups:

- Kindergarten – Grade 6
- Grades 7-8
- Grades 9-12

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of schoolbooks or other school-owned materials.

### **Academic Fees**

Fees for textbooks, other instructional materials, and the classroom portion of driver's education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student is denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meeting the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment.

### **Non-Academic Fees**

Fees for extra-curricular activities, behind the wheel portion of driver's education, parking permits, schedule changes and yearbooks will not be waived. These fees

must be paid in full prior to participation in extra-curricular activities, behind the wheel driving, receipt of the parking permit, schedule change or yearbook.

Athletic and extracurricular fees for grades 6-12 shall be determined annually by the board of education as well.

If the parents do not pay the child's registration fees, the parents will be billed. Students whose parents have not paid any and all fines, fees, and charges, (past and current), will not be allowed to participate in the 8<sup>th</sup> grade promotion ceremony, and/or high school graduation ceremony. All monies paid must go toward registration fees before extracurricular fees.

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

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



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

### **Notification**

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to state law and ISBE rule and that provisions for assisting parents/guardians complete the application are available.

### **Eligibility Criteria**

A student shall be eligible for a fee waiver when:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, 42 U.S.C. §1758; 7 C.F.R. Part 245 et seq.; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

### **Verification**

The Superintendent or designee must follow the verification requirements 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s). When using a District established or other independent verification process, the Superintendent or designee may not require verification more often than every 60 calendar days. The Superintendent or designee shall not use any information from

any independent verification process to determine free lunch or breakfast eligibility pursuant to The National School Lunch Act. Applications which have been submitted and/or approved after the first quarter of the school year will only apply to the quarters after the waiver is approved. It will be the responsibility of the parent(s)/guardian(s) to pay all fees for the prior quarters.

### **Determination and Appeal**

The Superintendent or designee will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. The denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board. The decision of the Board is final and binding. Questions regarding the fee waiver request process should be addressed to the District office.

### **School Lunch Program**

Lunch is served at all school buildings every school day. K-4 students will receive a lunch and recess period.

Lunch is served at the middle/high school every school day. Students will receive a 30-minute lunch period.

A student may bring a sack lunch from home or may purchase a school lunch for \$2.75 or milk for \$.40. Lunch may be purchased on a weekly basis for \$13.75. At the middle/high school, a la carte items may also be purchased for various prices. Milk prices may increase based upon costs to the district.

**Fees**

	<b>Early Childhood to Grade 4</b>	<b>Grade 5-6</b>	<b>Grade 7-8</b>
Book rental, Technology, and Course Fees	\$125.00	\$125.00	\$155.00
Cheerleading & Athletic Participation Fee	N/A	N/A	\$70.00/Sport
Extracurricular Club Fee (not covered above)		\$10.00	\$10.00
Replacement Gym Uniform	N/A	N/A	\$20.00
Replacement Agenda Organizers	\$8.00	\$8.00	\$8.00

<b>Grades 9 to 12</b>	<b>Grades 9 to 12</b>
AP Exam Fee	<b>\$92.00</b>
Book Rental, PE and Hall Lock Rental, Course Fees and Technology Fees	<b>\$230.00</b>
Cheerleading & Athletic Participation Fees	<b>\$100.00/Sport</b>
Agriculture FFA Membership	<b>\$35.00</b>
Extracurricular Club Fee (not covered above)	<b>\$10.00</b>
Student Parking Fee per Student	<b>\$100.00</b>
Schedule Change Fee	<b>\$45.00</b>
Replacement Agenda Organizers	<b>\$8.00</b>
Replacement Gym Uniform	<b>\$20.00</b>
<b>Optional School-Year, District-Wide Student Sports Pass</b> Good for any District Wide HOME game for Middle and High School	<b>\$30.00</b>
<b>Late Entrants Fees:</b> <ul style="list-style-type: none"> <li>100% of the current year fees are due and payable when enrollment is prior to or within the 1<sup>st</sup> semester of the school year. Families registering after the August 5, 2015 registration date will be levied a late registration fine of \$100 unless they are new to the district.</li> <li>50% of the current year fees are due and payable when enrollment is after the start of the 2<sup>nd</sup> semester of the school year.</li> </ul> <b>Refund of Fees:</b> <ul style="list-style-type: none"> <li>100% of fees are refundable when withdrawal is prior to the start of the school year.</li> <li>50% of the fees are refundable when withdrawal is after the start of the school year and prior to the end of the 1<sup>st</sup> semester.</li> <li>No refund is given when withdrawal is after the start of the 2<sup>nd</sup> semester of the school year.</li> </ul>	

**Sport fees are capped at \$175/student at the middle school level and \$250.00/student at the high school level. A \$500.00 cap per family is also considered in the above.**

## **CHAPTER 4: TRANSPORTATION AND PARKING**

### **Bus Transportation**

**Please call the bus garage (765-2655) before 7:00 a.m. if your child will not be riding the bus.**

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. The District may provide transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation is provided for a special education student if included in the student's individualized educational programs. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

Bus schedules and routes shall be determined by the Superintendent or designee and approved by the School Board. Bus schedules and routes shall only be altered by the Superintendent or designee and require the approval of the School Board. In fixing the routes, the pickup and discharge points should be as safe and convenient for students as possible. Type I

(full size) buses will not enter private driveways to pick-up or discharge passengers unless the driveway is used for a turn-around or unless the issue of the bus stopping in the main thoroughfare presents a traffic related safety issue to the students on the bus or the students boarding or departing the bus at that stop.

Transportation will be provided to the student's home or designated childcare provider only if the bus stop is in the student's home assigned attendance center area. Childcare provider must be consistent throughout the entire week and cannot be changed on a daily basis. Exceptions may be considered in an extreme emergency. If a student's bus stop is not that of his/her home, then a bus stop change request form must be completed and on file with the student's attendance center and with the transportation secretary. Any further change(s) in the student's designated bus stop will require completion of another bus stop change request form. The Parent/Guardian is limited to one day care provider change per semester. The District reserves the right to deny transportation for an individual if the Superintendent and the Transportation Coordinator deem that such a change would not be in the best interest of the District. The decision shall be based upon consideration of safety, amount of time or length of the bus route, or capacity of the bus. Parents who use a childcare provider who reside in another attendance center area must provide their own transportation unless the student(s) are in attendance as a result of Policy 7-30.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus

may be illuminated any time a bus is bearing one or more students. The Superintendent shall implement procedures in accordance with state law for accepting comment calls about school bus driving.

### **Bus Safety Rules and Misconduct Procedures**

In addition to the rules listed below, the School Discipline Code is in effect while students are traveling to or from school; at designated bus stops; and at any school activity, function, or event.

1. School bus riders, while in transit, are under the jurisdiction and supervision of the school bus driver.
2. Boarding the Bus. Students will...
  - a. Be on time at the designated school bus stop-help keeping the bus on schedule;
  - b. Stay off the road at all times while waiting for the bus;
  - c. Be careful approaching the place where the bus stops. Do not move toward the bus until it has come to a complete stop.
3. Students may be assigned seats for bus routes.
4. Behavior on the bus. Students will...
  - a. Be courteous to fellow pupils and the bus driver and help look after the safety and comfort of smaller children.
  - b. Keep books, packages, coats and all other objects out of the aisles and do not leave such articles on the bus. All musical instruments and book bags are the responsibility of the student and must be taken to their seats. Book bags and instruments that cannot be safely stored in their assigned seat will not be allowed on the bus.
  - c. Assist in keeping the bus safe and sanitary at all times. No eating or drinking is allowed on the bus. Exceptions may be made at the discretion of the bus driver.
- d. Refrain from damaging or defacing bus equipment in any manner.
- e. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
- f. Talk in a normal or quiet voice rather than loudly or yelling.
- g. Be absolutely quiet when approaching a railroad crossing stop.
- h. Not bring animals on the bus.
- i. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
- j. Be able to play radios, cd players, iPods®, iPads®, or MP3 Players on a regular route with headphones.
5. Leaving the Bus
  - a. The driver may not stop at places other than the regular bus stop or drop off students at other than their own stop except by proper authorization from a school official and a note signed by the parent. Students who wish to ride home with another student on a bus other than their assigned bus must have prior approval from the transportation department before being allowed on a different bus. Groups of students will not be allowed to ride together.
  - b. The student must observe safety precautions at the discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
  - c. Parents/guardians must sign their child off a bus for mid-day kindergarten and Pre-K routes.

### **Procedures for riding home with another student**

In order for a student to ride another student's bus home there are several procedures that must be followed. These procedures must include:

- A note signed by parents of all students
- Proper authorization from a school official and approval from transportation department
- A minimum of 24-hour notice unless an emergency situation

### **Bus Conduct**

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

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

### **Bus Discipline Procedures**

The following are considered steps of a progressive discipline policy that may begin with step one to step four, depending on the seriousness of the incident in question.

1. The bus driver will warn students whenever they fail to comply with the rules.
2. The bus driver will turn in a written misconduct report to the principal. Step one is a conference with the principal.

3. The bus driver will turn in a written misconduct report to the principal. Step two, the parents will be notified and disciplinary action will be taken.
4. The administrator has the authority to suspend the offending student from riding the bus, for up to ten consecutive school days. The administrator should immediately report any such suspension in writing to the parents.
5. The administrator has the authority to enforce the discipline code in effect for their school.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons and may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board. Serious misbehavior may result in the student losing his/her riding privilege or a suspension regardless of the number of offenses.. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

All contracts for charter bus services must contain the clause prescribed by state law regarding criminal background checks for bus drivers.

### **Procedure for Riding the Activity Bus**

In order to ride the activity bus after school, there are several procedures that must be followed. These procedures include:

- Obtain an activity bus pass and completely fill it out.
- Give activity bus pass to the driver

Same procedures apply if getting off at a stop other than normal assigned stop.

### **Parking—High School**

Failure to obtain a parking permit and properly display it while parked on school grounds, as well as parking in other than a designated area may result in your car being towed by Tilford Towing at a cost of \$80.00 (cost subject to change). Speeding, reckless driving, failure to yield, etc., failure to register vehicle in the office, entering parked cars during school day without permission, and other such inappropriate actions may result in lost parking privileges. Vehicles parked on school property are subject to search. Refusal to allow search may lead to denial of parking privileges. Excessive vehicle noise, whether from exhaust or amplified noise, will not be permitted on school property and may also result in lost parking privileges.

### **Parking—Elementary/Middle School**

Parents may drop students off no earlier than 7:50. School dismissal is at 2:45. Each school has a designated drop off and pick up area.

## **CHAPTER 5: HEALTH AND SAFETY**

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

#### **Required Health Examinations and Immunization for Pre-Kindergarten programs**

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

1. Hepatitis B Vaccine – Three doses for all children 2 years of age or older. Third dose must have been administered on or after 6 months of age (168 days).
2. D.T.P/DtaP/or Td Diphtheria, Tetanus, Pertussis. – Three doses by 1 year of age. One additional booster dose by 2<sup>nd</sup> birthday.
3. Polio – Two doses by 1 year of age. One additional dose by 2<sup>nd</sup> birthday.
4. MMR – One dose on or after the 1<sup>st</sup> birthday but prior to 24 months of age.
5. Haemophilus influenza type b – Children 24-59 mos. without series must have one dose after 15 mos. of age.
6. Invasive Pneumococcal Disease – Children 24-59 mos. without series must have one dose.
7. Varicella- One dose on or after 1<sup>st</sup> birthday.

#### **Required Health Examinations and Immunizations for K-12**

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

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

The following immunizations are needed:

8. Hepatitis B Vaccine – 3 doses administered at proper interval, required for students entering 6<sup>th</sup> grade this fall. Student on schedule for vaccine are in compliance but will be excluded if they do not stay on schedule.
9. D.T.P/DtaP/or Td Diphtheria, Tetanus, Pertussis. – Three or more doses of DTP/DtaP or Td with the last dose qualifying as a booster and received on or after the 4<sup>th</sup> birthday. All students entering 6<sup>th</sup> and 9<sup>th</sup> grades are required to obtain one dose of Tdap, regardless of duration since last DPT date. If 10 years has elapsed since last dose, an additional TD booster is required.
10. Polio – Three or more doses of Oral Polio Vaccine with the last dose received on or after the 4<sup>th</sup> birthday. (If the series is given in any combination of polio vaccine types, 4 or more doses are required with the last being a booster on or after the 4<sup>th</sup> birthday)
11. MMR – Students entering K – 12, must show evidence of receiving 2 doses of live vaccine, first dose at 12 months or older and the second dose no less than 4 weeks (28 days) later. Proof of disease is not acceptable.
12. Varicella- Students entering K-12 must show evidence of receiving at least two doses of varicella vaccine, proof of varicella disease or laboratory evidence of varicella immunity.
13. Meningococcal Conjugate Vaccine – Students entering 6<sup>th</sup> grade must show

evidence of 1 dose at school entry. Students in grade 12 must show evidence of 2 doses at school entry; 2<sup>nd</sup> dose must be administered on or after 16<sup>th</sup> birthday.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring “risk-assessed” or screened for lead poisoning.

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

### Eye Examination

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

will take place within 60 days after October 15.

### Vision/Hearing Screening

Vision screening in the school setting shall be conducted annually for pre-K, kindergarten, 2<sup>nd</sup> & 8<sup>th</sup> grades, special education students, teacher referrals, and transfer students. Hearing screening shall be conducted annually for pre-K, kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> grades, special education students, teacher referrals, and transfer students.

**Refusal of either hearing or vision screening in the school setting must be submitted to the school in writing annually.**

### Dental Examination

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

### Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student’s parent/guardian presents to the building principal a signed statement explaining the objections;
2. Religious grounds if the student’s parent/guardian presents to the



- building principal a completed Certificate of Religions Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
  4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
  5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.
  6. Illinois Department of Public Health Code (part 690 Section 690.520) states that susceptible contacts (students) who have not received vaccination or immune globulin, when medically indicated, shall be excluded from school, workplace, child care facility, or other facilities until 21 days after the onset of any communicable disease.

### **Medical Information**

#### **Medication**

- A. Parents/guardians have the primary responsibility for the administration of medication to their children. The Board of Education recognizes that when parents/guardians cannot administer such medications to students during the school day, or when it is medically necessary to address the health needs of a student during normal school hours, school personnel will address such problems. The Board of Education further recognizes that it is the duty to treat student medical emergencies that occur during the school day or during school-sponsored activities. The Board of Education hereby states its intention to comply with the laws of Illinois

concerning the administration of student medication and treatment of student medical emergencies.

- B. Any family that sends medications to school assumes complete legal responsibility for the medication sent to school. **Necessary medications must be brought to the school office in the original container appropriately labeled by the physician or pharmacy.**
- C. The school district retains the right to reject requests for storage of medications in the Office of the Principal or in the Office of the Nurse. Necessary medications shall be kept in a locked cabinet.
- D. Parents should encourage the physician to prescribe the dosage of all necessary medication to occur before or after school hours.

#### **Illness**

We are concerned about the health of all of our students. If your child is sick and/or running a temperature, please keep him/her home; otherwise, your child will be expected to participate in all activities. A child should be fever free for 24 hours before returning to school. **Remember, sending your sick child to school only spreads the "bug" to others.** If a situation arises during the school day when a child becomes ill, or is sent to school sick, he/she will be sent home after parents have been notified and proper arrangements have been made to pick up your child. Again we have the responsibility of providing a healthy learning environment, and if a student endangers this environment, we have the obligation to send the child home.

#### **Injuries**

First aid is given for minor injuries. In case of more serious injuries, parents are notified.

If we cannot reach the parent or local relative/friend listed on the emergency form, we will contact the rescue squad and the doctor that is listed. Please make sure that your emergency information is current. Accidents may happen at school from time to time resulting in injury and treatment by a hospital and physician. Illinois law is clear that the school is not liable to pay for treatment resulting from these accidents. The prudent parent/guardian will have health insurance or purchase accident insurance through the school.

### **Student Medication**

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

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

Guidelines for necessary consumption of medication at school:

1. In accordance with state law policy all medicine given at school involving non-prescription drugs (Tylenol, Advil, aspirin, etc.) shall be prescribed by a licensed physician

on an individual basis as determined by student health status. No school personnel shall administer to any student, nor shall any student possess or consume any prescription medicine unless the authorization and permission for administration of medication form has been filed with the school that the child will be attending.

2. The parents/guardians must instruct the student concerning the dosage of the medication and know that it is the parent/guardian's responsibility to see that the medication is taken.
3. The student must be able to administer his/her own necessary medication in the presence of the Principal or designee. Such designee shall be an employee of the school district.
4. A record of the prescription shall be made and filed in the student's health folder.
5. No prescription medication other than that, which is authorized by the physician, is allowed in any of the schools.
6. A log shall be kept and initialed by the medication observer.

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

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents,

against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

### **Communicable Diseases**

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

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

### **Head Lice**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

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

regarding appropriate treatment for the infestation.

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

### **Guidance & Counseling**

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

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

### **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement

drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

## **CHAPTER 6: DISCIPLINE AND CONDUCT**

**Please note that this chapter is subject to change by the administration and/or school board at any time. Students should form the habit of observing not only specific rules, but also the general rules of good citizenship. The excuse that a particular violation of good conduct is not specifically mentioned in the handbook is not acceptable. Students are expected to obey directives in the building, on the bus or school grounds, from any adults who serve in a supervisory capacity or who are employed by the school district.**

The purpose of school is to prepare students with the skills they will need to be successful in life. The objective of the Board of Education in establishing this Discipline Code is to promote a positive and secure learning climate.

North Boone Community Unit School District #200 students are required to attend all classes and participate in selected school activities as responsible school citizens. Respect for all school employees, public property, and respect for the rights and welfare of others must govern pupil actions. The following rules and regulations are applicable to all North Boone students and apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school, including at designated bus stops, or a school activity, function, or event;
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff

- member, or an interference with school purposes or an educational function; or
5. Anywhere outside of school if a nexus, or relationship, can be proven between the incident and the school.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psycho stimulant medication to the student. The school board reserves the right to change the discipline code at any time throughout the school year as necessary to address a safe and orderly educational process. The administration will handle each disciplinary matter on a case by case basis.

### **Maintenance of Discipline**

Teachers, other certificated educational employees, and other delegated personnel shall maintain discipline in the schools, including school grounds that are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

A school staff member shall immediately notify the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved

in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and the student's parent(s)/guardian(s).

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior. Nothing in this section affects the power of the board to establish rules with respect to discipline; except that each board shall establish a policy on discipline, and the policy so established shall provide that a teacher may use reasonable force as needed to maintain safety for the other students, school personnel or persons or for the purpose of self defense or the defense of property and may remove a student from the classroom for disruptive behavior and shall include provisions which provide due process to students.

Board may make and enforce reasonable rules of conduct and sportsmanship for athletic and extra-curricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that 10 days written notice of the violation is given such person and a hearing held thereon by the board pursuant to its rules and regulations. The administration of any school may sign complaints as agents of the school against persons committing any offenses at school events.

The teacher will usually enforce discipline within the classroom. Some situations will be referred to the building administrator. This usually will happen when all attempts to correct unproductive behavior have gone unheeded by a student.

Repeated violations of school rules or misbehavior may also constitute gross disobedience or misconduct, thus warranting expulsion or suspension, even though each isolated violation or misbehavior may alone not constitute gross disobedience or misconduct. All out of school suspensions will result in an activity suspension for the student. Additional consequences may be imposed.

The school administrators maintain the authority to use their discretion in dealing with a student who displays unacceptable behavior or conduct. Severity and circumstances of a situation may alter punishment and remediation imposed on the student. Inappropriate student conduct will result in a variety of consequences. The discipline consequences may range from a warning to an expulsion from the North Boone School District. Although some of the consequences are listed and explained below, additional consequences may be used as needed. Disciplinary responses are not negotiable. Noncompliance will result in the next more serious disciplinary response. In extreme situations or for chronic offenders, the administrators may determine an Out of School Suspension not to exceed ten school days as an appropriate punishment to protect the learning environment of the school.

### **Discipline of Students with Disabilities**

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and

strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

**Disciplinary measures may include:**

1. Disciplinary Conference.
2. Withholding of privileges.
3. Confiscation of items.
4. Independent Study
5. Reflective Essays or Homework
6. Written Apology
7. Loss of Privileges
8. Peer Mediation
9. Restitution
10. Disciplinary Behavior Contract
11. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
12. Suspension of bus riding privileges, provided that appropriate procedures are followed.
13. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
14. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
15. Notifying parents/guardians.
16. Removal from classroom.
17. In-school suspension for a period not to exceed 5 school days. The

Building Principal or designee shall ensure that the student is properly supervised.

18. Detention or Saturday School, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher of the Building Principal or designee.

**Copies of all School District policies on student behavior are available online through the School District's website or in the school office.**

**Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance

- with a physician's or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that

is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules.



- Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
  8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
  9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
  10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
  11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
  12. Engaging in teen dating violence.
  13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
  14. Entering school property or a school facility without proper authorization.
  15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
  16. Being absent without a recognized excuse.
  17. Being involved with any public school fraternity, sorority, or secret society.
  18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
  19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

(e) in the case of drugs and alcohol, substances ingested by the person.

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

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

### **When and Where Conduct Rules Apply**

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

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

## **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### **Corporal Punishment**

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

### **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be

expelled for a period of not less than one year but not more than 2 calendar years:

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

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

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

### **Gang & Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3)

request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

### **Behavior Definitions**

1. **Assault (Verbal):** Using language in a confrontational, threatening, or intimidating manner.
2. **Battery (Physical):** Use of force causing bodily harm to another person, but not mutual combat.
3. **Bullying:** Bullying occurs when a person intentionally injures, demeans, humiliates, or isolates another through physical contact, words, or other means repeatedly and over time.
4. **Dangerous Behavior/Physical Aggression:** Behavior that has the likelihood of causing harm to self or other.
5. **Disruptive Behavior:** Any student action which disrupts the learning environment for short periods of time and/or affects learning opportunities.
6. **Fighting:** The exchange of mutual, physical contact such as pushing, shoving and hitting with or without injury. Without clear and convincing evidence that a participant in a fight

- attempted to avoid the confrontation, all parties will be disciplined. The discipline assigned will be determined by the severity of the fight. Failure to stop fighting when directed to do so by an adult may result in a recommendation for expulsion.
7. **Firearms:** Any device using an explosive to propel a projectile that could inflict bodily harm upon others. This includes a starter pistol.
  8. **Forgery:** Falsely making or altering a written document or letter, or signing of another person's name to a document.
  9. **Gang:** Any group of 2 or more persons whose purpose includes the commission of illegal acts.
  10. **Gang Activities:** Participation in any activity that serves to advertise or promote gang activity including the wearing of displaying or jewelry, clothing, signs, or other gang-related items. Subject to discretion of administration.
  11. **Harassment:** Making another person anxious by demands, insults, or put-downs whether verbal, physical or written including, but not limited to, notes, emails, postings on websites, text messages, etc.
  12. **Hazing:** Any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.
  13. **Inappropriate Behavior:** Behavior that is disrupting or inhibiting the education of a student.
  14. **Inappropriate Language and Gestures:** Language and gestures which convey grossly offensive, obscene, sexually-suggestive messages, or other suggestive language.
  15. **Insubordination:** Action which actively or passively defies a school rule or a refusal to obey a request from staff.
  16. **Possession:** Knowingly holding, either with or without rights of ownership, for any length of time.
  17. **Public Display of Affection:** Includes behavior such as kissing, fondling, prolonged hugging, embracing, etc.
  18. **Racial/Ethnic/Religious Harassment:** Using words, pictures, objects, gestures or other actions demeaning to any religious, ethnic, or racial group.
  19. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.
  20. **Slander:** A false report maliciously uttered intending to injure the reputation of a person by using written/visual postings on the web, e-mails, text messages, notes, etc.
  21. **Tardy:** Not being in your assigned seat when the bell rings.
  22. **Truancy:** An unexcused absence. A student who is absent without valid cause for a school day or portion thereof. This includes a class period.
  23. **Weapons:** A "weapon" means possession, use, control, or transfer

of any object which may be used to cause bodily harm, including, but not limited to, knives, guns, rifles, shotguns, brass knuckles, firecrackers, and billy clubs. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, pens and snowballs may be considered weapons if used or attempted to be used to cause bodily harm.

### **Consequence Definitions**

1. **Activity:** Any school-sponsored event held on or off campus involving students from the school district. An activity suspension takes place concurrently with all out of school suspensions or at the next scheduled event.
2. **Corporal Punishment:** Is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include, and certified personnel are permitted to use reasonable force as needed to maintain safety for students, staff or other persons, or for the purpose of self-defense or defense of property. Corporal Punishment is **NOT ALLOWED** in North Boone Community Unit School District #200.
3. **Detention:** student being required to serve a specific time penalty before or after school for an infraction. A teacher or administrator may assign a detention. A teacher detention is assigned by a teacher and is up to a minimum of 30-minutes in length. An administrator detention is assigned by the principal/assistant principal and is a minimum of 50-minutes in length. Students are required to serve all detentions and must arrange for their own transportation. Unserved detentions may result in additional detentions, an out of school, or suspension from an extra-curricular activity. If a student is suspended out of school the detention will still be required upon the student's return to school. Failure to attend a scheduled detention due to employment or extracurricular activities is not acceptable.
  - **Saturday Detention:** Students are required to attend school Saturday from 8:00 to 11:00 as a detention.
  - **2-hour Detention:** Students are required to stay at school for two hours after school and will be responsible for arranging their own transportation home.
4. **Expulsion:** The removal of the pupil from school or from riding the bus by the Board of Education for any length of time of more than ten days up to 2 calendar years.
5. **Extracurricular Code:** An additional set of expectations and consequences for students who represent the North Boone district in activities related to sports, clubs, student government, and other activities outside the regular school day.
6. **Hearings:** There are three types of hearings that are used in this discipline code:
  - **Pre-suspension Hearing**--The administrator meets with the student and identifies the rule violation and the evidence against him/her. In some instances parents may be involved in this hearing.
  - **Suspension Hearing**--The parent requests an administrative hearing to review the incident leading to the suspension and the discipline.
  - **Expulsion Hearing**--A hearing conducted by the Board of

Education to determine if a student should be allowed to remain in school.

7. **In-School Suspension (ISS):**

The temporary removal from classes for up to 5 school days. During the period of time a student is serving in-school suspension, the student shall be excluded from all North Boone School District #200 classes, but not activities (including graduation ceremonies), and practices both on and off-site. Suspended students must make up and complete all assignments as originally required. Term papers and other assignments that would normally be due on a date during the in-school suspension are still due that day. The student must make his/her own arrangements to have the assignment delivered to the teacher on the due date. Assignments turned in after the due date will be graded according to the late policy of the teacher or school or graded zero. Tests and quizzes will be required the day that the student returns to class, unless scheduled to take it during the in-school suspension time. Daily participation grades will be graded zero.

8. **Out-Of-School Suspension (OSS):** The temporary removal from school or from riding the bus for up to ten days. During the period of time a student is suspended, the student shall be excluded from all North Boone School District #200 classes, activities including graduation ceremonies), and practices both on and off-site.

Suspended students must make up and complete all assignments as originally required. Term papers and other assignments that would

normally be due on a date during the suspension are still due that day. The student must make his/her own arrangements to have the assignment delivered to the school on the due date. Assignments turned in after the due date will be graded according to the late policy of the teacher or school or graded zero. Tests and quizzes will be required the day that the student returns to school. Daily participation grades will be graded zero. Parents, guardians, or other responsible persons may pick up work daily at the school office within 45 minutes of the end of the normal school day.

Students who return to school property during suspension will be considered as trespassing.

Students will be given a sign-in sheet that must be signed by all of their teachers to show they have made up the necessary requirements, to include notes, movies, or any other time or material necessary to be present to get credit, missed during their suspension. If they do not get this signed by their teachers, then all school work turned in from the suspension will be graded using a 7.5% penalty loss (the final score will be multiplied by .925).

9. **Searches:** The District reserves the right to search the school grounds, the building, classrooms, lockers, and student property, in accordance with Illinois law, when there are reasonable grounds that the search will produce evidence the student has or is violating either the law or the rules of the school. Police and specially trained dogs may be used for any searches. Student vehicles while on school property may also be searched if there is a reasonable

suspicion that the vehicle contains banned substances or stolen property. Students who refuse to allow their car to be searched will not be allowed to park or drive on school property for a period up to and including the remaining time they are enrolled at North Boone High School.

**Inappropriate behaviors requiring consideration of detention(s) for first offense**

- a. Dress Code Violations
- b. Public Display of Affection
- c. Inappropriate Behavior
- d. School Environment Disturbance: Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.
- e. Bus misconduct:
- f. Cafeteria misconduct.
- g. Vehicle misuse and parking violations: This includes: speeding, reckless driving, failure to yield, etc., and failure to register vehicle in the office, entering parked cars during school day without permission, failure to display parking permit, and parking/driving in other than a designated area. Vehicles parked on school property are subject to search. Refusal to allow search may lead to denial of parking/driving privileges. Excessive vehicle noise, whether from exhaust or amplified noise, will not be permitted on school property.
- h. Inappropriate Language or Gestures.
- i. Not dressing for P.E.
- j. Sleeping in class
- k. Acts that endanger (Severity could result in suspension).
- l. Food or beverages outside of the commons area.
- m. Not standing during the pledge.
- n. Tardiness.
- o. Truancy. A student will receive a zero for any work given during the time the student is truant. In addition, if a student is truant in

excess of three times from the same class, they may be withdrawn from the class.

- p. Electronic devices such as radios, tape recorders, laser lights, CD players, MP3 players, etc. are not allowed during school hours without prior permission from an administrator, whether or not the student is in class, and must be kept in your locker. All such devices will be confiscated.
- q. Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

The possession and use of cell phones and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

- 1. They must be kept in your locker.
- 2. They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if during an emergency.
- 3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
- 4. If a cell phone is confiscated, the district reserves the right to search the cell phone as related to the violation. Example: If a student is texting in class, it may be that a student is sending improper academic information to a peer. The school may search only through the texts. If a student is showing pictures, it may be that inappropriate material is being shown, so a school official may search through the pictures on the phone.



5. They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions as defined in state law, i.e., sexting.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher.

Examples of electronic devices that may be used as study aids include devices with audio or video recording, iPods®, some cellular telephones, tablets, laptop computers, and iPads®.

Examples of electronic devices that are **not** used as study aids include: hand-held electronic games, CD players, MP3 players/iPods®, global positioning systems (GPS), radios, and cellular telephones (with or without cameras), and other portable mobile computers capable of transmitting images or pictures.

The school district is not responsible for the loss or theft of any electronic device brought to school.

### **Serious violations requiring consideration of suspension for first offense**

- a. Forgery, lying, writing, or giving false or misleading information to school officials.
- b. Defiance/Disrespect/Insubordination: Insubordination is defined as a refusal to obey a school rule, regulation, a continual ignoring of school rules, or the ignoring or refusal to obey a directive of a teacher or school official. This also includes obscene, inappropriate language or gestures toward staff members.

- c. Cheating or copying from another student's work or from prepared material explicit to the examination being taken or plagiarism. This also includes allowing students to copy from one's own work. Students will receive a zero (0) grade for the test, quiz, or assignment.
- d. Pornography.
- e. Possession of matches/lighter.
- f. Verbal abuse.
- g. Any continual misbehavior of any sort.
- h. Any single event or misbehavior of a serious nature.
- i. Skipped detention.
- j. Excessive referrals. Every fifth referral may amount to an ISS.
- k. Misuse of computers by attempting to gain access to unauthorized sites or unauthorized use of computers. Examples include unsolicited emails, mass emails, and creating unauthorized additional accounts. Additionally, students may either lose or have access limited to computers in the district.
- l. Racial comments, slurs or derogatory comments.

For the following violations, administration may additionally notify Law Enforcement Authorities if it is determined that a law may have been violated. If any of the following offenses are of such a serious nature, an administrator may recommend for expulsion.

- m. Sexting
- n. Fighting or inciting mob or group action: (students who engage in physical contact to inflict harm on another person). This may be deemed a battery. A person commits battery if he/she intentionally or knowingly without legal justification and by any means, (1) causes bodily harm to an individual or (2) makes physical contact of an insulting or

- provoking nature with an individual. In many cases a student may be removed from class/building if deemed necessary by the administrator. If it is determined who provoked the fight or threw the first blow, different punishments may be imposed.
- o. Harassment-Hazing-Bullying-  
Cyberbullying: Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing bullying, bullying using a school computer or a school computer network, cyberbullying, or other comparable conduct. A report of harassment shall be filed with the appropriate Law Enforcement Authority. The student may face legal action.
  - p. Vandalism: Destruction, defacement of school property or attempting to cause damage to school property, or damage to the personal property of others. In addition to suspension requirements for repair and/or restitution may be imposed.
  - q. Theft: or Possession of Stolen Property.
  - r. False fire alarm, false 911 calls, bomb threat, weapon threat, threat of bodily harm or setting fires.
  - s. Threatening of a staff member: Students who threaten or intimidate teachers or staff will be reported to the appropriate Law Enforcement Authority for inclusion in the Illinois Uniform Crime Reporting Program. This is considered an assault.
  - t. Gang/Cult/ Secret Society/Fraternity/Sorority Activity: Student involvement in gangs or gang related activities including the wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang or conduct engaged in by students to perpetuate the existence of any gang or to effect the common purpose and design of any gang. Gang activity is prohibited on or about school grounds, on school buses, or off school grounds at any school activity; or being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.
  - u. Tobacco: Using, possessing, distributing, purchasing, or selling tobacco. Illinois law prohibits the use of tobacco on school property. This includes look-alike products and electronic cigarettes, and vapor pens.
  - v. Physical Assault on a School Employee: Defined as a student or adult who causes bodily harm to an individual or makes physical contact of an insulting or provoking nature. Students who commit a battery against a teacher/staff will be reported to the appropriate Law Enforcement Authority for inclusion in the Illinois Uniform Crime Reporting Program. This is aggravated battery and is a Class 3 felony and may be prosecuted under the criminal code of Illinois. Serious incident may result in expulsion.
  - w. Tampering with School Records, (i.e., computer misuse, altering or gaining access to school records or other students' records).

During the period of time a student is suspended, the student shall be excluded from all North Boone School District #200 classes, activities (including graduation ceremonies), games, and practices both on and off-site.

Suspended students must make up all work missed including class work and homework. All missed assignments due to suspension will be counted and are due the day the student returns to school. Students/parents/guardians may only pick-up assignments within 45 minutes of the end of the school day. Tests should be taken the day the student returns if time permits. Students will receive a zero (0) for class participation.

**Gross misconduct which could result in expulsion for first offense.**

**Infraction requires the notification of the appropriate Law Enforcement**

**Authority.**

- a. Using, possessing, distributing, purchasing, or selling:
  1. Any illegal drug, controlled substances, or cannabis (including marijuana and hashish).
  2. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  3. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  4. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
5. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
6. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
- b. Alcohol: Sale, distribution, use, or possession of alcohol: Students under the influence of, or who smell of recent use of alcohol are not permitted to attend school or school functions, will be suspended and recommended for expulsion.
- c. Weapons: A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years. A weapon is defined as a firearm, destructive

device, illegal object, object used to inflict harm to others, or any other look-alike weapon.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

The Building Principal or designee shall notify the appropriate Law Enforcement Authority of any student who brings a weapon to school.

- d. Repeated violations of school rules or misbehavior may also constitute gross disobedience or misconduct, even though each isolated violation or misbehavior may alone not constitute gross disobedience or misconduct.
- e. Physical Assault on a School Employee: Defined as a student or adult who causes bodily harm to an individual or makes physical contact of an insulting or provoking nature. Students who commit a battery against a teacher/staff will be reported to the appropriate Law Enforcement Authority for inclusion in the Illinois Uniform Crime Report Program. This is aggravated battery and is a Class 3 felony and may be prosecuted under the criminal code of Illinois.

- f. Three gang related referrals will result in automatic suspension and recommended for expulsion.

The Building Principal or designee shall notify the appropriate Law Enforcement Authority of any student who brings a weapon to school.

### **General Information Regarding Conduct**

#### **Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students**

1. The School Principal and/or the Police Department School Liaison officer will arrange meetings as needed between school officials and individuals representing law enforcement to share information.
2. The Police Department School Liaison Officer and the School Principal will verbally report to each other the following activities when committed by a student enrolled in the Principal's school:
  - i. Unlawful use of weapons under Section 24-1 of the Criminal Code of 1961
  - ii. A violation of the Illinois Controlled Substances Act
  - iii. A violation of the Cannabis Control Act
  - iv. A forcible felony as defined in Section 2-8 of the Criminal Code of 1961
- a. The reporter should identify the student by name and describe the circumstances of the alleged criminal activity. Local law enforcement officials must certify in writing that the information received from the school will not be disclosed to any other party except as provided by State law without the prior written consent of the student's parent(s)/guardian(s).

- b. The report should be made as soon as possible after the Liaison Officer or Principal reasonably suspects that a student is involved in such activity.
  - c. The School Principal's duty to report such activity arises only when the activity occurs on school property or off school grounds at a school-related function.
3. The State's Attorney shall provide to the School Principal a copy of any delinquency dispositional order where the crime would be a felony if committed by an adult, or was a Class A misdemeanor in violation of Section 24-1, 24-3, 24-3.1, or 24.5 of the Criminal Code (weapons offenses).
4. Local law enforcement shall provide a copy of all arrest records, and the State's Attorney shall provide a copy of all conviction records, to the School Principal if the record involves a student who is arrested or taken into custody after his or her 17<sup>th</sup> birthday.

### **Early Identification: Aggressive Behavior**

Students who are identified by one or more teachers as having demonstrated conduct or behavior that puts them at risk for aggressive behavior, including but not limited to "bullying," shall be referred to the school principal or designee. For purposes of the Policy, "bullying" is defined as conduct or behavior toward other students that, to a marked degree, appears intended to terrorize, intimidate, or start fights with other students. The principal or designee shall promptly notify the student's parents or legal guardians of the referral, and shall schedule a parent-teacher conference to discuss the referral and to recommend such community-based or District-provided early intervention procedures as are available and are deemed reasonably appropriate.

### **Home-Based Web Sites**

While home based student web sites and other uses of home-based computers are regarded as a benefit to a student's computer

literacy, the student needs to be aware of the following:

- Using a home-based or other off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or district rules. Should such misuse be determined, the school will implement appropriate consequences.
- As computer use is a privilege, such violations may result in suspension, expulsion, or other discipline, as noted, based upon the seriousness of the offense's impact or the threat's ability to have caused material and/or substantial disruption were it carried out.

### **Policies regarding proper grooming and dress**

Student dress has an effect on the learning environment. Recent changes in fashion trends have had a detrimental effect on the school atmosphere. The dress code has been modified to address these concerns. Students who wear clothing deemed inappropriate by school policy will be asked to change into appropriate clothes for the day. Non-compliance with the dress code will result in a disciplinary consequence

It is recommended that students use good taste in presenting a neat and clean appearance. Parents are encouraged to see that their child is properly dressed before he or she leaves for school. Dress and grooming must meet standards that do not present health or safety hazards, interfere with maintenance of a positive teacher/learning climate, or substantially disrupt the educational process. Clothes should be worn as they are intended - example: straps on overalls should be fastened appropriately, shoes should be tied, and underwear should not be seen. All clothing must meet dress code guidelines and be worn as designed. Skirts, dresses, and

shorts must be beyond the length of the student's longest fingertip when standing and mid-thigh while sitting. Pants must fit and are to be worn at the waistline.

Clothing that could cause distraction to others is not considered appropriate dress. Coats, gloves, bare midriff outfits, slashed clothing, spandex clothing, tank tops (no sleeves, scoop neck), halter-tops, see through tops, and hoods cannot be worn in school. T-shirts, patches, or buttons that are considered obscene, suggestive, or have double meanings and disrupt the educational process are not permitted. Clothing styles or make-up that appears so extreme as to cause disruption in the classroom are not acceptable. Hats, bandanas, hoods (and any other head coverings), and sunglasses are not to be worn in school buildings. Hats, bandanas (and any other head coverings) and sunglasses that are worn to school must be kept in the student's locker during the school day and may not be carried to class. Chains greater than one foot and handcuffs are not to be brought to school. Student attire that advertises or portrays any tobacco product, alcoholic beverage product, or other controlled substance is prohibited along with any attire that is considered sexual or inappropriate for school, and sufficiently interferes with the educational process. Students in any grade, as long as they do not disrupt the educational setting, may wear shorts with an inseam of at least four inches. Skirts must be within two inches of the top of the knee cap. All shirts must have sleeves and cover the shoulders. Appropriate footwear is to be worn at all times. No jeans may be worn with holes above the knees. The above restrictions apply to both male and female students. Student backpacks, purses, duffel bags, satchels, and similar items must remain in locker.

### **Policies regarding inappropriate display of affection**

Students are expected to control their display of romantic affection while on school grounds and at school-sponsored events. If the couple is inappropriate in their display of affection, the couple will be asked to discontinue and appropriate disciplinary measures will be taken.

Examples include, but not limited to, a kiss, prolonged hugging, groping, etc.

### **Policies regarding behavior on school-sponsored trips**

1. All school-sponsored trips are privileges which may be revoked, all or in part, at the discretion of the supervisor(s) in charge.
2. All school district policies, including the discipline code, are in effect during all school-sponsored trips.
3. Violating the discipline code may result in removal from the trip.
4. Removal from a trip for disciplinary reasons shall be interpreted the same as a suspension, with all of the consequences outlined in the discipline code in effect.
5. Students who are unable to conform to school rules may not be allowed to participate on field trips or class trips.
6. Parents of students who have to be removed from school-sponsored trips will be contacted to pick up the student. If the parent is unable to come personally, the parent is responsible for making arrangements for and bearing the expense of transporting that student. This includes all expenses incurred by the student and a chaperone if necessary.

### **Hearings and Appeals**

As an important part of due process, students must be informed of what is acceptable behavior. In the event a student is accused of a violation of the rules in this Code, the accusation may be made in

writing by a witness to the incident and given to the administrator prior to the administrator meeting with the accused. IN AN EMERGENCY the student may be removed immediately from the classroom or other activities. Before suspension is imposed, the student(s) involved will be told what inappropriate behavior allegedly has been committed. The student(s) will then have an opportunity to respond to the alleged infraction. The administrator may then make his/her decision concerning the suspension. Any suspension shall be reported immediately to the parent(s) or guardian(s) of such pupil along with a full statement of the reasons for such suspension and a notice of their right to an appeal, a copy of which shall be given to the school board.

Parents will be notified of suspension by telephone or in person and will be notified of their right to appeal and will be asked if they choose to appeal. Parents who are notified by telephone may request a 24-hour period to consider the appeal. Parents who cannot be reached by telephone or in person will receive written notice of suspension by certified mail and will have two school days from receipt of notification to appeal. Parents who are reached by telephone will receive a suspension notice by mail as confirmation. Requests for appeal must be presented to the administrator in writing and parent must state why they want the appeal. Failure to exercise the appeal right within the allotted time limits will result in the loss of the appeal right.

Upon request of the parent(s) or guardian(s) the Board of Education's appointed hearing officer shall review such action of the administrator. At such review the parent(s) or guardian(s) of the pupil may appear and discuss the suspension with the hearing officer. The hearing officer shall report to the board a written summary of the evidence heard at the meeting. Upon receipt of the written report of its hearing officer, the

board may take such action as it finds appropriate. Parents do not have the right to refuse disciplinary measures.

### **Disallowance of Suspension as a Result a Hearing**

1. The student's record shall be expunged of all notations or remarks regarding the matter.
2. The student's absence shall be "excused."
3. All educational or extracurricular opportunities missed by the student shall, if possible, be afforded to the student including making up all tests and class assignments. All zeros received due to missed class participation will be removed from the grade average.

### **Expulsion**

Expulsion is termination of enrollment for a definite period of time not to exceed 2 calendar years in accordance with the law. Incidents of serious misbehavior (or misconduct) or an accumulation of other offenses may result in a recommendation for expulsion. Only the Board of Education may expel students. This action must be taken at a meeting of the Board of Education. Administrators may recommend such action to the Board of Education through the Superintendent. Only the Board of Education may reinstate students who have been expelled.

### **Procedure for Expulsion Hearings**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by

registered or certified mail, return receipt requested. The request should include:

- a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
  - b. The time, date and place for the hearing.
  - c. A short description of what will happen during the hearing.
  - d. A statement indicating that *The School Code* allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
  - e. A request that the student or parent(s)/Guardian(s) inform the District with at least 48 hours advanced notice if the student will be represented by an attorney and, if so, the attorney's name.
2. The parent(s) or guardian(s) and the student may attend the hearing. Unless the student and parent(s)/Guardians(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. The hearing, if held by the School Board, shall be held in executive session.

The Department of Mental Health shall be invited to send a representative to the hearing to consult with the Board whenever there is evidence that mental illness may be the cause for the suspension or expulsion.

The Boone County Probation Department shall also be invited to send a representative to the hearing to consult with the Board whenever the student is

subject to the jurisdiction of the juvenile court system.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, when 48 hours advanced notice has been given. They may offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

#### Presentation of Evidence:

- a. The parties may make a short opening statement as to their position on the issues at the commencement of the hearing.
- b. The school officials shall present their evidence first. Such evidence may be in oral or written form. The school officials need not present their witnesses for confrontation if the school officials determine that such witnesses would be subject to physical or mental harassment. In such cases a summary of the witnesses' testimony must be presented to the student at the hearing.
- c. The student may present evidence to refute the charges, either orally or in writing. He/she shall be afforded an opportunity for cross-examination of the witnesses and an examination of any written evidence presented.
- d. Pertinent and relevant evidence shall be received without regard to the rules of evidence in such a manner as is appropriate to the circumstances.
- e. The hearing shall be recorded. The Board shall take responsibility for



- this and offer the other party an opportunity to purchase a copy of the transcript or tape.
- f. There may be short closing arguments by the parties at the conclusion of the hearing.
  - g. A motion to exclude witnesses may be made by either party.

### **General Building Conduct**

The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats, hoods, bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
  - Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
  - Students shall not write on walls, desks or deface or destroy school property.
  - Chewing of gum is not permitted in the school building.
  - Skateboards are not permitted at school.
  - Water guns, play guns, and/or real guns are not permitted at school.
  - No radios, tape players, CD players, cameras are permitted without permission from the principal.
5. member; or (b) endanger the health or safety of students, staff, or school property.

### **In-School and Out-of-School Suspensions and Expulsions**

Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges. A student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of

disruption to the educational process. In such cases, the notice and a conference shall follow as soon as possible. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reason/s for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the charge. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

### **Corporal Punishment**

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

### **Preventing Bullying, Intimidation & Harassment**

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

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

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

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

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

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or a staff member. Anonymous reports are also accepted by phone call or in writing.

### **Complaint Managers**

Jacob Hubert  
17823 Poplar Grove Road  
Poplar Grove, IL 61065  
815-765-3311  
[jhubert@nbcusd.org](mailto:jhubert@nbcusd.org)

Melissa Geyman  
6248 N. Boone School Road  
Poplar Grove, IL 61065  
815-765-3322  
[mgeyman@nbcusd.org](mailto:mgeyman@nbcusd.org)

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

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

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified.

### **Sexual Harassment & Teen Dating Violence Prohibited**

#### **Sexual Harassment Prohibited**

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

1. Denies or limits the provision of educational aid, benefits, services, or

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

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

#### Teen Dating Violence Prohibited

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

#### Making a Complaint: Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the

nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

#### Nondiscrimination Coordinator

Dr. Michael Greenlee, Superintendent  
(815) 765-3322  
6248 North Boone School Rd.  
Poplar Grove, IL 61065

#### Complaint Managers

Jacob Hubert  
17823 Poplar Grove Road  
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[mgeyman@nbcusd.org](mailto:mgeyman@nbcusd.org)

#### Access to Student Social Networking Passwords & Websites

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **Lunch & Cafeteria Rules**

#### **School Lunch Program**

Lunch is served every school day from 10:30 a.m. to 1:00 p.m.

Lunch should be purchased on a weekly basis for \$13.75. A student may bring a sack lunch from home, or may purchase a school lunch for \$2.75 and/or milk for \$0.40.

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

Lunches may be paid for in the kitchen from 8:00 – 8:25 each day of the week. Students will use their I.D./lunch card to purchase lunches; money must be put into the student account in advance. **No charges are allowed.** Failure to have the I.D./lunch card for lunch and/or failure to have money in the account will result in the student being given a cold lunch which will include 1 milk. **The I.D. card is mandatory for hot lunch.** Replacement lunch cards may be purchased for \$2.00.

#### **Lunch Expectations 5-12**

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.

- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

### Lunch Rules 9-12

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

### **Field Trips**

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

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

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

### Field Trips 9-12

Teachers periodically take their students on field trips to places that will enrich their educational experience. Such places include museums, theaters, and the courthouse to name a few. Due to the fact that there is frequently limited space on these trips, we have to take into account the grades of our students. Hence, those who are struggling academically need to be in school every day to ensure that they pass the required classes to graduate.

Parents/legal guardians will be required to sign a form in order for their child to be eligible to attend our field trips, should one be organized at any point throughout the semester. However, it is also important that your child understand that if he or she is achieving a "below average" or "failing" grade (D or F) within one week of the trip date, that they will not be able to participate. Moreover, if he or she does not complete the Field Trip Permission Slip, he or she will not be allowed to attend said field trip.

### **Recess—Grades K-4**

Students will participate in recess activities at the schools. Students may go outside at any time the temperature is above 10 degrees with wind chill. Students excused from physical education are automatically excused from recess.

Misbehavior at lunch or recess will result in disciplinary action according to the school's disciplinary procedures.

## **CHAPTER 7: INTERNET, TECHNOLOGY, AND PUBLICATIONS**

### **Computer and Internet Use Agreement**

The North Boone C.U.S.D. 200 wishes its students to have full access to technology in its schools at all levels. Certain rules and standards must be followed in order to maintain the integrity of the programs offered and to train students in the proper utilization of technology and respect for the rights and property of others. Only district personnel, students and volunteers given authorization by the principal of the building where the computer is being used shall be allowed access to use the district's computer equipment. Users must have a signed contract on file.

#### **Expected Behavior**

Students are responsible for appropriate behavior on the school's computers just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth by the district. The use of the computer network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents and teachers to see. Students will receive instruction regarding the appropriate use of computers and electronic networks. All students and their parents will be required to sign an agreement to abide by the rules and procedures as well as consent to use electronic networks e.g. the Internet, E-mail.

### **Electronic Monitoring Devices**

North Boone Community Unit District #200 reserves the right to use electronic monitoring devices to enhance school security. Currently, some of our schools and the school buses are equipped on a rotating basis with cameras.

### **Electronic Network Access**

#### **Basic Computer Use**

Every student will be given access to the district's computer network. It is expected that students will follow the general rules of student conduct that are outlined in the student handbook when using the district's computer network.

#### **Off-Campus Computers**

While home-based student web sites and other uses of home-based computers are regarded as a benefit to a student's computer literacy, the student needs to be aware of the following:

Using a home-based or other off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or district rules. Should such misuse be determined, the school will implement appropriate consequences as defined in the Acceptable Use Policy and the student discipline code.

As computer use is a privilege, such violations may result in suspension, expulsion, or other discipline, as noted, based upon the seriousness of the offense's impact or the threat's ability to have caused material and/or substantial disruption were it carried out.

### Internet Access

The North Boone CUSD #200 provides access to the Internet for educational use, and is in compliance with the Children's Internet Protection Act (CIPA) of 2001. In order to use these services, each student and their parent/guardian must read and sign the following:

#### For Parent/Guardian(s)

I (We) understand that access to the Internet via the North Boone CUSD #200 network is for educational purposes only. I (We) also recognize that it is impossible to eliminate controversial material, and that it is impossible for the District to restrict access to all controversial materials. I (We) will hold harmless the District, its employees, agents, or Board members, for any harm caused by material or software obtained via the Internet. I (We) accept full responsibility for supervision if and when my child's use is not in a school setting. I have read the information provided in the following section ("For the Student") and understand that a violation of these rules may result in the loss of Internet access or computer privileges, or disciplinary action in accordance with the rules set forth in the student handbook and District policy.

#### For the Student

As a student in the North Boone CUSD #200, I understand that access to the Internet via the District's network is a privilege, not a right, and may be revoked if I choose to use my Internet access in a manner that violates the rules set forth in the student handbook and district policy. Furthermore, I understand that I am expected to use my Internet access in a responsible manner, which includes, but is not limited to the following:

- Not accessing/downloading games or other non-educational materials

- Not attempting to gain access to unauthorized resources or entities
- Not invading the privacy of individuals
- Not using another user's account or password

**This authorization is valid for the entire time my child/ward is enrolled in the North Boone School District.**

### Student Handbook - Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which



is defined as before and after school and during the student's lunch period.<sup>2</sup>

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

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

Students in violation of this procedure are subject to the following consequences:<sup>3</sup>

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

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<sup>2</sup> This section may be expanded or removed, depending on a school's preference and school district policy.

<sup>3</sup> Consequences must align with your school's student discipline code.

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

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

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on social networking website that violates a school disciplinary rule or policy. In the course of the investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

#### Electronic Signaling Devices

Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

#### Cell Phones and Other Electronic Devices

The possession and use of smartphones, cell phones, and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
2. They must be turned **off** during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. They may not be used for taking, sending, sharing, viewing, or receiving

unauthorized pictures or videos of students or staff without permission.

5. They may not be used for creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions* as defined in State law, i.e., *sexting*. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher; e.g., BYOT programs.

Examples of electronic devices that are used as study aids include devices with audio or video recording, iPods®, some cellular telephones, smartphones, laptop computers, and tablet computers or devices, e.g., iPads®.

Examples of electronic devices that are **not** used as study aids include: hand-held electronic games, CD players, MP3 players/iPods® used for a purpose other than a study aid, global positioning systems (GPS), radios, and cellular telephones (with or without cameras) used for a purpose other than a study aid.

The use of technology as educational material in a curriculum-based program is not a necessity but a privilege, and a student does not have an absolute right to use his or her electronic device while at school. Using technology as a study aid must always follow the established rules for the BYOT program. Using technology at all other times must always follow the established rules for cell phones and other electronic devices at school.

The School District is not responsible for the loss or theft of any electronic device brought to school.

## Internet Acceptable Use

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

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

- a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State Law;
- b) Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c) Downloading copyrighted material for anything other than personal use;
- d) Using the network for private financial or commercial gain;
- e) Wastefully using resources, such as file space or paper;
- f) Gaining unauthorized access to resources or entities;
- g) Invading the privacy of individuals;
- h) Using another user's account or password;
- i) Posting material authored or created by another without his/her consent;
- j) Posting anonymous messages;
- k) Using the network for commercial or private advertising;
- l) Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material; and

- m) Using the network while access privileges are suspended or revoked

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

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene,

pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;

- d. Is reasonably viewed as promoting illegal drug use; or
- e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.<sup>4</sup>
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

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

### **Photographs and Videos of Students**

#### **Pictures of Unnamed Students.**

Students may occasionally appear in photographs and videotapes taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or

<sup>4</sup> This sentence should not be included in high school student handbooks.

will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

#### Pictures of Named Students.

Many times, however, the school will want to identify a student in a school picture. School officials want to acknowledge those students who participate in a school activity or deserve special recognition.

In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign a consent form. Please complete and sign this form to allow the school to publish and otherwise use photographs and videotapes, with your child or ward identified, while he or she is enrolled in this school.

#### Pictures of Students Taken by Non-School Agencies.

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

### **Network Etiquette**

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

- a) Be polite. Do not become abusive in your messages to others.
- b) Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c) Do not reveal the personal addresses or telephone numbers of students or colleagues.

- d) Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e) Do not use the network in any way that would disrupt its use by other users.
- f) Consider all communications and information accessible via the network to be private property.

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

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

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

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

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.

- a) For each re-publication (on a Web site or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notices should also include the Web address of the original sources.
- b) Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of "public domain" status documents must be provided.
- c) The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d) The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e) Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Electronic Mail** – The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid

students and staff members in fulfilling their duties and responsibilities, and as an educational tool.

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

Use of the School District's electronic mail system constitutes consent to these regulations.

**Non-School-Sponsored  
Publications/Websites**

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyrights;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language.
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

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

## **CHAPTER 8: SEARCH AND SEIZURE**

### **Search and Seizure**

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

#### **School property and equipment as well as personal effects left there by students**

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

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

### **Students**

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

When feasible, the search should be conducted as follows:

6. Outside the view of others, including students
7. In the presence of a school administrator or adult witness
8. By a certified employee or liaison police officer of the same sex as the student.

Immediately following the search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

### **Seizure of Property**

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

## **CHAPTER 9: ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES**

### **EXTRACURRICULAR HANDBOOK FOR NORTH BOONE UNIT DISTRICT #200**

It is the intent of this handbook to establish guidelines and general regulations governing extracurricular activities for North Boone Unit District 200. We ask that you and your parents review the handbook carefully and keep it throughout your participation in extracurricular activities.

When you are a part of an extracurricular program, you are a representative of North Boone Unit District 200. You are expected to demonstrate appropriate behavior at all times. Unit District 200 needs quality people to have quality programs.

The Extracurricular Handbook is meant to compliment all rules and regulations set forth in the Student Handbooks and Board Policy. Students participating in extracurricular activities will also be governed by the discipline code, which governs the entire student body.

In establishing this handbook, an attempt has been made to include all areas, problems, and circumstances, which might arise during a particular extracurricular season at North Boone Unit District 200 schools. However, it is realized that not all situations can be anticipated and many decisions will have to be made as actions occur.

Extracurricular activities are a privilege and integral part of the total educational process. The important goals of the extracurricular program are to offer students direction in developing healthful living habits, discipline, leadership, sportsmanship, and acceptance of rules and responsibilities. While we strive to win as often as we can, we are mindful that how we win or lose tells more about us than the final score.

The extracurricular handbook will be enforced for all participants in extracurricular activities at North Boone Unit District 200 schools. This also includes all persons connected with the various groups, such as cheerleaders, managers, etc. While participating, we ask that you keep these thoughts in mind:

1. Participation is a privilege and you are participating by choice.
2. You are representing yourself, your family, the school and community. Participate in a manner that reflects a positive outcome.
3. Extracurricular activities are part of the educational process, if you are unsure about a situation consult an adult for advice.

### **Goals of the Athletic Program**

1. Demonstrate good sportsmanship as a means for learning good citizenship.
2. Experience working as a team member, exercising self-discipline and self-sacrifice  
in order to achieve team goals.
3. Experience a feeling of self-worth and to develop self-confidence.
4. Build positive attitudes towards life and extracurricular activity.
5. Develop physical talents to their maximum potential.
6. Teach fundamental skills in all areas.
7. Develop skills in the areas of problem-solving and decision-making.
8. Develop well-round student personnel.
9. Produce a rallying point and unity within school and community to help develop school spirit and loyalty.



### **Mission Statement for Extracurricular Activities**

The mission of the North Boone School District is the teaching of fundamental skills, strategies and the motivation of our parents and students for the inherent worth of athletic competition and the carryover of positive attitudes in school climate.

### **Student-Athlete Responsibilities**

As a student-athlete and member of the North Boone community, I recognize that I have a responsibility to conduct myself in a manner that represents myself, my family, my school and community with pride. I further understand that actions I choose which negatively impact myself, family, team, school or community are grounds for consequences, up to and including dismissal from the team.

Prior to participation in any school-sponsored extracurricular athletic event, the student-athlete must:

1. Meet the academic criteria set forth by the Board of Education.
2. Provide written permission from parents/guardians allowing student participation, giving the district full waiver responsibility of the risks involved.
3. Provide a valid physical form on or before the first day of practice. Per IHSA rules, physicals are valid for 365 days.
4. Show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian waiver indicating the student is covered under a family insurance plan.

5. Provide a signed student-athlete/parent contract.
6. Payment of the required athletic fee.

Provide a signed IHSA Drug Testing Consent Form. (Varsity athletes competing in an IHSA-sponsored tournament only.)

### **Requirements for Participation in Extracurricular Athletic Activities**

A student must have the following fully executed documents on file in the school office before being allowed to participate in any extracurricular athletic activity.

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."<sup>5</sup>
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing

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<sup>5</sup> Substitute "Illinois Elementary School Association's "Pre-participation Examination Form" if appropriate.

to IHSA's Performance-Enhancing Substance Testing Policy.<sup>6</sup>

5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy;<sup>7</sup> and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

### Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular athletic activities, a student must be passing 5 academic classes. Any student failing to meet academic requirements will be suspended from the sport or activity for 7 calendar days or until all academic requirements are met, whichever is longer.<sup>8</sup>

### IHSA [or] IESA<sup>9</sup>

Eligibility for most athletics is also governed by the rules of the Illinois High School Association [or] Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular

Athletic Code. In the case of a conflict between IHSA [or] IESA and this Extracurricular Athletic Code, the most stringent rule will be enforced.

### Absence from School on Day of Sport or Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach: 1) for a pre-arranged medical absence; or 2) for a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event will be withheld from Saturday sports and activities.

### Travel

All students must travel to sporting events and activities and return home from such events with the team on which the student participates by use of school approved means of transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the sport or activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Any student found to be in violation of this rule will be subject to discipline in accordance with the Extracurricular Athletic Code of Conduct.

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<sup>6</sup> Required for IHSA schools.

<sup>7</sup> See "Drug and Alcohol Testing Program," below. This is an optional program.

<sup>8</sup> This entire paragraph may be omitted for Kindergarten through 8th grade.

<sup>9</sup> Select the appropriate text if your school is a member of IESA or IHSA.

### Conduct Code for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board. All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

### Code of Conduct

This Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade. This Code of Conduct will be enforced 365 days a year, 24 hours a day.<sup>10</sup>

This Code does not contain a complete list of inappropriate behaviors for students in extracurricular athletic activities. Violations will be treated cumulatively, with disciplinary penalties increasing with

subsequent violations and a student may be excluded from sports or activities while the school is conducting an investigation regarding that student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the student assistance program regarding alcohol or other drug problems. Family-referrals or self-referrals will be taken into consideration in determining consequences for Code of Conduct violations.

### **The student shall not:**

1. Violate the school rules and district policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, barter, or distribute any product composed purely of caffeine in a loose powered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Ingest or otherwise use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;

<sup>10</sup> Make sure that the scope of the athletic code of conduct is aligned to district policy.

8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
13. Falsify any information contained on any permit or permission form required by the activity or sport.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

services, activities, or privileges provided by a school.

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

### Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
  - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all

sports or activities for one of the time periods described below:

- A specified period of time or percentage of events, competitions, or practices;
- The remainder of the season or for the next season; or
- The remainder of the student's school career.
- 

- b. Sanctions for alcohol and other drug violations, including tobacco, nicotine and products composed purely of caffeine in a loose powdered form, will be based on the following:

First violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty may be reduced if the student is enrolled in a drug or alcohol counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student may be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one calendar year from the date of the suspension, including all

extracurricular and athletic activities during this period.

7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the superintendent or superintendent's designee.

All students remain subject to the School District's student discipline policy and the school's student/parent handbook.

#### Performance Enhancing Drug Testing

State law requires the Illinois High School Association (IHSA) to prohibit a student from participating in an athletic competition sponsored or sanctioned by IHSA unless the student has agreed, (a) not to use any performance-enhancing substances on IHSA's current banned drug list, and (b) to submit to random testing for these substances in the student's body if the student is in high school. In addition, the student's parent/guardian must sign a statement for IHSA containing specific acknowledgments including that the student, if in high school, may be subject to random performance-enhancing substance testing and that violating the laws regulating the use of performance-enhancing substances is a crime. IHSA, with oversight from the Illinois Department of Public Health, administers a performance-enhancing substance testing program under which high school participants in athletic competition sponsored or sanctioned by IHSA are tested at multiple times throughout the athletic season for the presence in their bodies of performance-enhancing substances on the IHSA's banned drug list.

#### **Injuries and Medical Orders**

1. Any injuries that require a doctor's care must have a signed release from the doctor before resuming activity in that activity.
2. Students not participating in P.E. classes because of injury or illness may not participate in an athletic or cheerleading activity.

#### **Student Managers**

Student managers are governed by the same rules as athletes, except they are not required to take physicals, pay fees, or carry insurance.

#### **Student Participation in two or more sports/activities (Policy 7:300)**

Participation in more than one sport in District 200 at the same time will be permitted under certain circumstances. The coaches of both sports would have to give their written consent along with the parents and principal.

- Students will not be allowed to participate in two extracurricular athletic activities (including cheerleading and dance team) during the same season if the practice and/or competition times conflict.
- No student will be allowed to participate on multiple teams if cuts were used to establish the team-members of both teams.

#### **Player Buses**

1. Students participating in school-sponsored activities must ride to games in the transportation provided by the school. In case of a conflict, arrangements

must be made prior to the conflict. Students cannot drive to the event! Students are also to ride the provided transportation home from the activity unless a parent or approved proxy, 25 years or older, signs the student out with the coach. Students cannot sign out other students. When on activity trips, all students, whether spectator or participants, are representatives of the North Boone School District and are expected to conduct themselves accordingly. If a bus is not available for transporting the team athletes may be transported in either the coaches' or parents' automobile with written parent permission.

2. Fans will not be allowed to ride the player bus; this includes both students and adults.
3. Cheerleaders at the high school level will ride the bus provided by the District. At the elementary level they will ride the team bus.
4. Fan buses may be provided at the high school level for high school students or adults. Cost of the trip will be \$2.00. Students must also have signed permission slips. There are no fan buses at the elementary level.

### **Return of Equipment/Uniforms**

1. Athletes must have all equipment/uniforms turned in from the previous sport before they can begin the next sport.
2. Equipment/uniform must be returned in the same condition that it was given to the student.
3. If the uniform is not returned promptly or if the uniform is damaged due to neglect or abuse the

student will have to pay the replacement cost of the uniform. Grades, report cards, and participation in graduation ceremony will be withheld and the student will be banned from all further participation in extra-curricular activities in the event that uniforms are not returned or damages not paid.

### **Playing Time Policy**

Playing time is something that student-athletes earn. The decision as to who plays how much is made solely by the coach in charge. Parents and students may support the decision making process better if they understand it. All athletes on the team are ranked by their playing ability and their attitude to achieve team success. Generally, more capable athletes will play more than less capable athletes. If a game is a close contest then less capable athletes will play less time, if any. If the game is a blowout for either team then less capable athletes may play more time. Coaches must play every member of the team a minimum of ten minutes during the season. This does not apply to junior varsity or seventh grade athletes who have played at the junior varsity or seventh grade level and have suited up with the varsity or eighth grade team.

### **Conflict Resolution**

At times parents have concerns about how things are handled at school and on the team. The following procedure should be used to insure that concerns are handled promptly and directly.

- |         |   |
|---------|---|
| Step 1. | Talk to the teacher or coach directly involved with the concern. Most matters can be resolved with a parent/teacher discussion. |
|---------|---|

- Step 2. If a parent and a teacher cannot resolve the concern, speak with the Athletic Director.
- Step 3. In the event the problem is not solved, contact the building principal.
- Step 4. In the event the problem is still not resolved, contact the superintendent.
- Step 5. Matters that cannot be resolved in the first three steps are usually matters that involve school policy. School policy is set by the Board of Education. It is at this time that the matter should be brought to the attention of the Board for review. This will be handled through the Superintendent.

### **Extracurricular Discipline Code**

In addition to the regular Discipline Code, students who are representing the school district in extra-curricular activities must also follow the rules set forth in the athletic handbook. The discipline code as it pertains to participation in extra-curricular activities will be enforceable from the moment a student joins an extra-curricular activity (first practice) until that student leaves the school district (graduation/transfer). This policy shall be cumulative from one activity to another.

**Students who receive an out-of-school suspension will not be allowed to participate in contests or practices for the duration of the suspension. For clarification purposes, the student may participate on the day after the last day of the out-of-school suspension. The administrator may initiate the action at any step indicated, depending on the severity of the misbehavior or in cases of frequent recurrence of lapse of discipline**

**on the part of the student. Principals are not obligated to act in all instances of violations of this code if the evidence is not substantiated.**

The Board of Education defines the following list of offenses as gross misconduct or gross disobedience. The local sheriff's police may be called when state laws are violated on school property or at any school function.

NOTE: Any combination of the following offenses in rule #1 shall follow in the same 1st, 2nd, and 3rd. offense sequence.

1. The following offenses will result in the listed consequences:

- a. Willful insubordination directed toward a staff member:
- b. Inciting group violence:
- c. Verbal abuse directed toward any staff member, official and/or spectator (use of profanity or derogatory language or obscene gestures):
- d. Fighting:
- e. Willful destruction or defacement of school property or the property of others:

9. 1st Offense of School Year

- i) Exclusion from at least **10% of games, contests, events.** (Must be at least 1 game, contest, or event)

10. 2nd Offense of School Year

- ii) Exclusion for rest of individual sport or event season

11. 3rd Offense of School Year

- iii) Exclusion for rest of school year

2. The following offenses no matter when they occur will result in the listed consequences:



**Possession/Use of tobacco products***1st Offense of School Year*

Exclusion from games, contests or events for 20 calendar days from the date of the write-up or re-evaluation assessment required. The student will be required to participate in all practices.

*2nd Offense of the School Year*

Exclusion from games, practices, or events for 40 calendar days from the date of the write-up and continued exclusion from further participation until presentation of proof that student with parent knowledge has participated in a substance abuse assessment.

*3rd Offense of the School Year*

Exclusion for rest of school year.

**Possession/Use of alcoholic beverages, narcotics, controlled substances or any look-alike substance:***1st Offense of the School Year*

Exclusion for rest of school year. In lieu of exclusion for rest of school year, it is required that student actively participate in a substance abuse program. The program must be approved by the administration and certified in writing by a doctor or appropriate agency. The student and his/her parent will bear the burden of all financial obligations for the approved program. **If actively participating in an approved program and meeting all the requirements of the program, the student will be excluded from games, contests, or events for 40 calendar days from the date of the write-up. The student will be required to participate in all practices.**

*2nd Offense of the School Year*

Exclusion for rest of school year.

**If at a gathering, and under-aged drinking begins or is occurring, students are expected to remove themselves from that situation immediately or face possession penalty.**

**Possession of stolen property and/or theft***1st Offense of the School Year*

Exclusion from at least two games or events

*2nd Offense of the School Year*

Exclusion for rest of the individual sport or event season

*3rd Offense of the School Year*

Exclusion for rest of school year

**Physical assault on a school employee***Any Offense*

Exclusion for rest of school year

**False fire alarm, false 911 calls, bomb threat, weapon threat, threat of bodily harm or setting fires***Any Offense*

Exclusion for the rest of the school year

**Possession of weapons (any instrument or substance that can be used to inflict bodily injury)***Any Offense*

Exclusion for the rest of the school year

### **Self-Report**

**Students who self-report their violation of the handbook prior to any report from law agencies or investigation/questioning by school officials will have their suspension from games, contests, or events dropped. All other penalties will apply. This is a one-time use only per student, and does not apply to D, E, or F above.**

### **IHSA SPORTSMANSHIP BY-LAW** **6.011**

Any player ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IHSA or school may assess.

### **IHSA SPORTSMANSHIP BY-LAW** **6.012**

Any coach ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IHSA or school may assess.

### **Parent Code of Conduct**

Often we lose sight of the goals of the athletic program and winning AT ALL COSTS becomes the only goal. When this happens we lose much of what is valuable about our extra-curricular athletic program and we jeopardize the other goals of the athletic program. We expect parents to model positive attitudes and be role models of sportsmanship to their children who

participate in the sports program in the North Boone School District. Parents are asked to please refrain from second-guessing and criticizing the coach in front of the student athlete. Parents who wish to criticize the coach's strategy or decisions must make an appointment to visit the coach on a day following the game in question. Coaches will not discuss parent complaints or criticisms on the day of the game. Unless otherwise asked, parents are not allowed in the locker room. State law prohibits fans and parents from touching a coach, player, official, or spectator in a provoking manner.

### **IHSA SPORTSMANSHIP BY-LAW** **2.042**

IHSA member schools have the responsibility to maintain proper crowd control and enforce principles of good sportsmanship and ethics. Spectators may be asked to leave the premises for failure to comply with these stated guidelines. The IHSA Executive Director shall have the authority to investigate reported incidents of unsportsmanlike conduct.

### **Rules for Spectators at North Boone Games**

This includes parents, students, and guests.

#### **Behaviors that are encouraged:**

1. Shouting encouragement to the players and to the team.
2. Cheering with the cheerleaders.
3. Generally showing positive behaviors towards the teams, both home and away.

#### **Behaviors to avoid:**

1. Coaching the students from the sidelines that contradict the instruction of the coach.
2. Distracting members of the opposing team.
3. Verbally questioning the calls of officials.

4. Showing disrespect to the officials or coaches by your yelling; no obscenities will be tolerated.
5. Yelling negatively at your child in front of the fans.
6. Vocally questioning the coach's strategy and decisions in such a way that it could be embarrassing to the coaches and to the school.
7. Students who leave the building will not be allowed to return.
8. Drinks are not allowed in the gymnasium.
9. There will be no smoking in any buildings or on any grounds of North Boone District. (State Law)

Fans who display the above negative behavior may draw a penalty for the home team. The fans that display the above behavior may be warned or asked to leave the game.

### **Extracurricular and Co-Curricular Activities (Policy 6:190)**

#### ***Extracurricular and Co-Curricular Activities***

The Superintendent shall approve all District-sponsored extracurricular and co-curricular activities, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of members.
2. Fees are reasonable and do not exceed the actual cost of operation.
3. Student body desires are considered.
4. The activity will be supervised by a school-approved sponsor.

Building Principals are responsible for the scheduling and announcing of student extracurricular and co-curricular activities.

Students can only participate in competitive extracurricular activities in the building where they attend school.

Non-school sponsored student groups are governed by the District's policy on student use of school buildings.

### **Academic Criteria for Participation**

The District realizes the value of extracurricular activities in producing a well-rounded student. It is the intent of the District that the participation in extracurricular activities and interscholastic competition is a profitable educational experience. In order to accomplish this end, fair and enforceable rules and regulations must be in place. The following rules apply to all extracurricular activities, IHSA governed activities (athletics, music, chess, etc.) and all other activities including cheerleading.

### **High School Students**

#### **Attendance**

1. A student must be in attendance for the entire school day in order to participate in a District extracurricular activity. Emergency situations shall be given due consideration.
2. A student must attend a member school and may only represent in competition the school where the student attends.
3. A student must be enrolled and attending classes no later than the beginning of the 11<sup>th</sup> school day of the semester.
4. If a student attends school for ten or more days any one semester, the semester will count as one of the eight semesters the student is allowed for athletic eligibility during the student's high school career.
5. If a student is absent from school for ten consecutive days during a semester, except for specific reasons

outlined in the By-laws, the student will be ineligible for the rest of the semester.

### Participation Limitations

1. Students who are representing the District in extracurricular activities must apply the rules of conduct found in the North Boone School District Discipline Code, Policy 7:190, and the Extracurricular/Athletic Discipline Code, Policy 7:190, every day and time of the week from the first day of formal organization and/or practice and extend through the last event of that activity.

The administrator may initiate the action at any step indicated, depending on the severity of the misbehavior or in cases if frequent disciplinary incidences involving the student. Principals are not obligated to act in all instances of violations of this code if the evidence is not substantiated.

2. After a student enrolls in the ninth grade, the student will be eligible for no more than eight semesters.
3. A student's seventh and eighth semesters of eligibility must be consecutive. Other semesters of possible eligibility need not be consecutive.
4. After a student enrolls in ninth grade, a student will be eligible for no more than four seasons of competition in any sport.

### Scholastic Standing

1. A student must be passing five classes to participate in contests/events with all classes being considered (opting out of physical education does not count as a class). Grades for eligibility are cumulative for the semester. They do not start

either weekly or quarterly. Eligibility will be checked on a weekly basis. Grades will be turned in on Thursday and reported to the coaches/sponsor's on Monday. If grades indicate the student is ineligible, the student will not be able to participate in contests/events that week, Monday through Sunday. However, during periods of ineligibility, the student is required to attend practice and may attend meetings. The third week a student is ineligible; the student will be removed from the team/activity. In the case of an activity, the student will be removed for the semester. Parent(s)/guardian(s) must be notified by phone or mail when the student is declared ineligible. Weeks of ineligibility need not be consecutive. Any student must have passed five classes in the preceding semester to participate in any extracurricular activities. Any student who is academically ineligible (previous semester) on the first day of practice may not try out for that sport or activity.

2. Students entering the ninth grade will be allowed to participate in extracurricular activities subject to the academic eligibility requirements based on their high school classes.

### **IHSA Random Testing**

Beginning with the 2008-2009 school term, any student-athlete who ingests or otherwise uses substance from the association's banned drug classes, without written permission by a licensed physical, to treat a medical condition, violates IHSA By-law 2.170 and its subsections, and is subject to IHSA penalties, including ineligibility from competition. The IHSA will test certain randomly selected individuals and teams that participate in state series competitions

for banned substances. All students participating IHSA extracurriculars will be required to complete the form to consent to random testing.

### **Middle School Students**

While middle school athletics and cheerleading are not governed by IHSA rules, the District must abide by the rules of the conferences of which we are members and Board policy.

#### **Attendance**

A student must be in attendance for the entire school day in order to participate in a District extracurricular activity. Emergency situations shall be given due consideration.

#### **Participation Limitations**

Students who are representing the District in extracurricular activities must apply the rules of conduct found in the North Boone School District Discipline Code, Policy 7:190, and the Extracurricular/Athletic Discipline Code, Policy 7:190, every day and time of the week from the first day of formal organization and/or practice and extend through the last event of that activity.

The administrator may initiate the action at any step indicated, depending on the severity of the misbehavior or in cases of frequent disciplinary incidences involving the student. Principals are not obligated to act in all instances of violations of this code if the evidence is not substantiated.

#### **Scholastic Standing**

At the middle school level, a student is issued a warning upon the first week of incurring a failing average in one or more subjects. In the second week of

incurring a failing average in one or more subjects, a student may practice with the team but may not participate in any contests. After a third week of incurring a failing average, a student will be removed from the team for the remainder of the season. In the case of a club or activity, the student will be removed for the remainder of the quarter. Weeks of ineligibility do not have to be consecutive to advance to the next step of ineligibility. Parent(s)/guardian(s) must be notified by mail or by phone of a student's ineligibility. Periods of ineligibility are from noon on Friday to noon the following Friday.

#### **Conference Affiliation**

NBHS is a member of the Big Northern Conference. (East Division)

NBMS is a member of the Mid Northern Conference, and Stateline Football Conference.

### **Attendance at School Dances**

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A North Boone High School student requesting to bring a guest that is not a North Boone student must complete a guest pass before purchasing a ticket to the dance/special event. This form requires the signature of an administrator of the guest's school or

other similar identification of that guest. A student's guest cannot be over 20 years of age or a middle school student.

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

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

### **Student Athlete Concussions and Head Injuries**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association<sup>11</sup> before being allowed to participate in any athletic activity, including practice or competition.

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

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. The program shall:

1. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:

- a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
- b. A student athlete who has been

removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

- c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

2. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.

3. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

4. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

<sup>11</sup> Substitute Illinois Elementary School Association if appropriate.

## **CHAPTER 10: SPECIAL EDUCATION**

### **Education of Children with Disabilities**

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

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

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

### **Discipline of Students with Disabilities**

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be

expelled pursuant to the expulsion procedures.

A special education student may be suspended for periods of no more than 10 consecutive school days in response to separate incidents of misconduct, regardless of whether the student’s gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer changing the student’s placement to an appropriate interim alternative educational setting for up to 45 days, if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA. The length of time a student with a disability is placed in an alternative educational setting must be the same amount of time that a student without a disability would be subject to discipline.

### **People with Disabilities**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. Where necessary, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection, for at least 3 years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing

a grievance under the Uniform Grievance Procedure.

Article XIV of the Illinois School Code places responsibility on local school districts to provide and maintain effective educational programs for all disabled students who are residents of the district. Special education programs and services are for students who exhibit disabling characteristics in the area(s) of a physical disability, social or emotional development, specific learning disabilities, mental impairment, speech and language impairment, autism, traumatic brain injury, hearing impairment, and/or visual impairment.

Special education instructional programs and supportive services, including diagnostic services, are available to children who are between the ages of three and twenty-one and who are enrolled in district schools. Referrals for evaluation for special education services are made to the building Principal where your child attends. Special Education services are provided through the Boone County Special Education Cooperative.

### **Request to Access Classroom or Personnel for Special Education Evaluation or Observation**

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

For further information, please contact the school principal.



### **Exemption From Physical Education Requirement**

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

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

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

### **Certificate of High School Completion**

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

## **CHAPTER 11: STUDENT RECORDS AND PRIVACY**

### **Student Privacy Protections**

#### **SURVEYS BY THIRD PARTIES**

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

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

#### **SURVEYS REQUESTING PERSONAL INFORMATION**

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

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.

- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

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

#### **INSTRUCTIONAL MATERIAL**

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

### **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

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

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

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

**2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.<sup>12</sup>**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores

to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

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

<sup>12</sup> This section is only applicable to high schools.

personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

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

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

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

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

- 7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
- 8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

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

### **Student Biometric Information**

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

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

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

## **CHAPTER 12: PARENTAL RIGHT NOTIFICATIONS**

### **Teacher Qualifications**

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

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

### **Standardized Testing**

Students and parents/guardians should be aware that students in grades K-12 will take standardized tests throughout the year. A list of tests, corresponding grade levels, and dates of testing will be sent home at the start of each school year. Every effort should be made to schedule doctor, dentist, and all appointments and vacations on days and at times during which testing is not occurring. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;

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

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

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

- Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school’s attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months an annually thereafter, conduct a review as to whether

such hardship continues to exist in accordance with State law.

### **Sex Education**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian’s decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

### **English Learners**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child’s placement in, and information about, the District’s English Language Learners programs

For questions related to this program or to express input in the school’s English Language program, contact Allison Louis at (815)569-2314.

### **School Visitation Rights**

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

### **Pesticide Application Notice**

The district maintains a registry of parents and guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact Jim Novak, District Facilities Engineer, at (815)765-3322.

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

### **Mandated Reporters**

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

### **Transfer to Another School**

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent or guardian may request a transfer to another public school within the district.

### **Sex Offender Notification Law**

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

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

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

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

A violation of this law is a Class 4 felony.



**Sex Offender & Violent Offender  
Community Notification Laws**

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

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

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

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

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

# **HEALTH SERVICES – NORTH BOONE COMMUNITY SCHOOLS**

## ***Authorization for the Administration of Medication***

Name of Student _____	Birthday _____	
Address _____	Telephone # _____	
Parent Name _____	School _____	

### ***Physician's Statement***

Name of Medication/Diagnosis	_____
Dosage/Route of Medication	_____
Frequency/Time to be Administered	_____
Duration (week, month, etc.)	_____
Diagnosis Requiring Medication	_____
Intended Effect of the Medication	_____
Possible Side Effects	_____
Other Medication Student is Receiving	_____

**PHYSICIAN SIGNATURE:** \_\_\_\_\_

Physician Emergency Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

### ***Parent Request/Approval***

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or allow my child to self administer, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than the school nurse, and specifically consent to such practices, and I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self administration of medication

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_

Emergency Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

### ***Self-Administration***

I authorize the School District and its employees and agents to allow my child or ward to possess and use his/her own asthma medication and/or epinephrine auto-injector: (1) while in school, (2) while at a school sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before or after school care on school operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector (105 ILCS 5/22-30)

*"I take full responsibility for the appropriate use of the medication by the student named above and I want my student to carry this medication with him/her. I understand that distribution to any other student will result in suspension and possible expulsion of my child."*

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ Date : \_\_\_\_\_

**NORTH BOONE COMMUNITY SCHOOLS**  
**6248 North Boone School Road**  
**Poplar Grove, IL 61065**

**NORTH BOONE HEALTH SERVICES**

TO: PARENT  
FROM: SCHOOL NURSE  
RE: MEDICATION ADMINISTRATION

Our school medication policy follows the recommended guidelines from the Illinois Department of Public Health and Illinois State Board of Education. It states that the administration of medication to students during regular school hours and during school related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. This includes both PRESCRIPTION AND ANY OVER-THE-COUNTER (OTC) medication.

However, under certain conditions, it may be necessary for the student to take prescribed or over-the-counter medication during school time. All medications, including non-prescription drugs, given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. This excludes standing orders. The only exception would be throat lozenges or cough drops (not candy or liquids) which may be sent to school if a parent provides them and writes a note requesting their child be allowed to use them during school. All notes are to be checked by the nurse.

A written order for prescription and non-prescription medications must be obtained from the student's licensed prescriber (defined as physician, dentist, or podiatrist). Medication must be brought to school by a responsible adult and must be in the original container or package including all prescription or OTC information. In addition to the prescriber's order, a written request shall be obtained from the parent/guardian requesting the medication be given during school hours. It is the parent/guardian's responsibility to assure that the licensed prescriber, written order, written parent request, and medication are brought to school.

All prescription medication sent to school must be properly labeled with name of student, prescription number, doctor's name, name of medication, administration route and/or other directions, date and refill, pharmacy name, address, and phone number, and name or initials of the pharmacist. All over-the-counter medication must be in the original container or package.

All prescriptions for any medications are renewed at least yearly. A new written doctor order must accompany any dosage changes in a student's present medication order.

On the reverse side of this page are the proper permission sections for both parent/guardian and physician to complete. Please return the completed form to school with the medication.

**Exhibit - Student Medical Authorization Form**<sup>13, 14</sup>

(Required when a student needs to take prescription and non-prescription medication to be taken at school.)

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_  
 School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

*To be completed by the student's physician, physician assistant, or advanced practice RN (Note: for asthma inhalers only, use the "Asthma Inhalers" section below):*

Physician's Printed Name: \_\_\_\_\_  
 Office Address: \_\_\_\_\_  
 Office Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_  
 Medication name: \_\_\_\_\_  
 Purpose: \_\_\_\_\_  
 Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_  
 Time medication is to be administered or under what circumstances: \_\_\_\_\_  
 \_\_\_\_\_  
 Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_  
 Diagnosis requiring medication: \_\_\_\_\_  
 Is it necessary for this medication to be administered during the school day? ☐ Yes ☐ No  
 Expected side effects, if any: \_\_\_\_\_  
 Time interval for re-evaluation: \_\_\_\_\_  
 Other medications student is receiving: \_\_\_\_\_

\_\_\_\_\_  
 Physician's signature

\_\_\_\_\_  
 Date

**Asthma Inhalers**

*Parent(s)/Guardian(s) please attach prescription label here:*

<sup>13</sup> This exhibit may be placed in the handbook or given to parents/guardians as needed.

<sup>14</sup> Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan. For further information, see: [www.iasb.com/law/diabmats.cfm](http://www.iasb.com/law/diabmats.cfm), Handbook Procedure 1.130 (Care of Students with Diabetes) and Handbook Procedure 1.130-E1 (Exhibit: Authorization to Provide Diabetes Care, Release of Health Care Information, and Acknowledgement of Responsibilities).

***For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:***

I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his or her asthma inhaler and/or use his or her epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector (105 ILCS 5/22-30).

**Please initial below to indicate (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.**

\_\_\_\_\_  
Parent/Guardian initials

**For all Parents/Guardians:**

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices**, and I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

\_\_\_\_\_  
Parent/Guardian printed name

Address (if different from Student's above): \_\_\_\_\_

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

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

Additional Information:

\_\_\_\_\_

\_\_\_\_\_

## **Self-Administration of EPI-Pen Authorization Form**

Circle which school attending: Capron      Manchester      Poplar Grove      Upper Elementary      Middle School 1      High Student's

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Birthdate: \_\_\_\_\_

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

I acknowledge that my child has a severe allergic response and has been prescribed an EPI-Pen by a qualified health care professional. I hereby authorize my child to self-administer his/her EPI-Pen during school hours, at school-sponsored activities, under the supervision of school personnel, or before or after normal school activities. I have provided the School District with a written statement from the physician, physician's assistant, or advanced practice registered nurse who prescribed the EPI-Pen for my child.

I acknowledge that the School District will not be held liable for any injury to my child that results from his/her self-administration for the EPI-Pen unless the School District, its employees, and its agents are found to have engaged in willful and wanton conduct.

I agree to indemnify and hold harmless the School District, its employees, and its agents against any claims, except a claim based on willful and wanton conduct, arising out of my child's self-administration of the EIP-Pen.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### **TO BE COMPLETED BY THE STUDENT'S PHYSICIAN:**

Name of Medication:	Dosage:
Allergy requiring this medication:	
Common side effects:	
Time interval for reevaluation:	Discontinuation date:
Other medications student is receiving:	

**I hereby acknowledge that the above student has a life-threatening allergy. He/she will need the administration of epinephrine after he/she has been in contact with the cause of the allergy to prevent a life-threatening situation. The student understands the need for the medication and is capable of using this medication independently.**

Date:
*Physician's signature
*Physician's name (print):
Address:
Phone:

\*Physician's assistants must have been delegated the authority to prescribe the EPI-Pen by their supervising physician. Advanced practice registered nurses must have written collaborative agreement with a collaborating physician delegating the authority to prescribe an EPI-Pen.

## Medicaid Data Release – Special Education Students Only

If your child receives special education services and is also Medicaid eligible, *District 200* can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your **child's name, birth date and Medicaid number**. **Federal law requires annual notification of our intent to pursue this reimbursement opportunity.**

If you approve of the release of information to Medicaid, do nothing.

If you object to the release of information to Medicaid, **now or at any time in the future**, please state your objection in writing and forward it to

Director of Special Education

North Boone School District #200

6248 N. Boone School Rd.

Poplar Grove, IL 61065

**Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.**

This program has no impact on your child's or your family's current or future Medicaid benefits . Under federal law, participation in this program CANNOT:

- a) decrease lifetime coverage or any other public insurance benefit,
- b) result in the family paying for services that would otherwise be covered by Medicaid,
- c) increase your premiums or lead to discontinuation of benefits or insurance, or
- d) result in the loss of eligibility for home and community-based waivers.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

## Student Athlete / Parent Contract

*Directions: The parent(s) and student sign both copies of the contract and returns one to the coach. The parent(s) and student keep the "Handbook" for reference.*

Student: \_\_\_\_\_

Sport or Activity: \_\_\_\_\_

In consideration of the North Boone School District permitting me to participate in the above sport or activity, I agree as follows:

### **The student's obligation:**

1. I have read the rules in the "Athletic Handbook" and any other rules given by the coach and agree to abide by all conduct rules that have been set for the team.
2. I agree to perform to the best of my abilities, in sports, in the classroom, and in the community.
3. I agree to demonstrate a positive attitude and good sportsmanship both in school and in the sport.
4. If I have a complaint I will discuss this with my coach first.
5. I understand that if I do not abide by these rules I may be suspended from the team or asked to withdraw from the sport.
6. I understand that either bad conduct or poor grades at any school activity may cause me to be suspended from play.
7. I will follow the coach/sponsor's instructions, playing techniques, training schedule and safety rules for the above sport or activity.
8. I agree to return my uniform promptly at the end of the season, clean and in good condition.
9. I acknowledge that I am aware that participation in the above sport or activity may involve many risks of injury. A serious injury may result in physical impairment or even death. I hereby assume all risks associated with participation and agree to hold the North Boone School District, its employees, agents, coaches, School Board members, and volunteers harmless from any and all liability, actions, causes of action, debts, claims, or demands of any kind and nature whatsoever which may arise by or in connection with my participation in the above activity or sport. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

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

Date: \_\_\_\_\_



**The parents' obligation:**

1. I have reviewed the rules and schedule including the "Rules For Spectators" At North Boone Games" in the "Athletic Handbook".
2. I have reviewed the contract above with my child. I agree with them and will work cooperatively with the school and coach to see that the rules are enforced.
3. If I disagree with the coach I will share my opinion in a respectful manner and will avoid yelling and abusive language.
4. I authorize the school and its personnel and volunteers to administer emergency treatment in the event of an injury and to take my child to the most accessible hospital for treatment when this is necessary in the judgment of the individual in charge.
5. I agree to reimburse the district for the replacement cost of the uniform if my child does not return it or if the uniform is damaged due to neglect or abuse. (Grades, report cards, and participation in graduation ceremony will be withheld and the student banned from all further participation in extra-curricular activities in the event that uniforms are not returned or damages not paid for.)
6. I am the parent(s)/guardian(s) of the above named student. I have read the above Agreement to Participate and understand its terms. I understand that all sports can involve many **RISKS OF INJURY**. In consideration of the School District permitting my child/ward to participate in the above sport or activity, I agree to hold the North Boone School District, its employees, agents, coaches, School Board members, and volunteers harmless from any and all liability, actions, causes of action, debts, claims, or demands of any kind and nature whatsoever which may arise by or in connection with my participation of my child/ward in the above sport or activity. I assume all responsibility and certify that my child is in good physical health and is capable of participation in the above-mentioned sport/activity.

Father/Guardians Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mother/Guardians Signature: \_\_\_\_\_

Date: \_\_\_\_\_

IHSA PES Testing Policy & Agreement 2011-12

## **Parent and Student Agreement/Acknowledgement Form Performance-Enhancing Substance Testing Policy**

Illinois state law prohibits possessing, dispensing, delivering or administering a steroid in a manner not allowed by state law.

Illinois state law also provides that body building, muscle enhancement or the increase in muscle bulk or strength through the use of a steroid by a person who is in good health is not a valid medical purpose.

Illinois state law requires that only a licensed practitioner with prescriptive authority may prescribe a steroid for a person.

Any violation of state law concerning steroids is a criminal offense punishable by confinement in jail or imprisonment in the Illinois Department of Corrections.

### **STUDENT ACKNOWLEDGEMENT AND AGREEMENT**

As a prerequisite to participation in IHSA athletic activities, I agree that I will not use performance-enhancing substances as defined in the IHSA Performance-Enhancing Substance Testing Program Protocol. I have read this form and understand that I may be asked to submit to testing for the presence of performance-enhancing substances in my body, and I do hereby agree to submit to such testing and analysis by a certified laboratory. I understand that testing may occur during selected IHSA state series events or during the school day. I further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in my high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol which is available on the IHSA website at [www.IHSA.org](http://www.IHSA.org). I understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. I understand that failure to provide accurate and truthful information could subject me to penalties as determined by IHSA.

Student Name (Print): \_\_\_\_\_ Grade (9-12) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **PARENT/GUARDIAN CERTIFICATION AND ACKNOWLEDGEMENT**

As a prerequisite to participation by my student in IHSA athletic activities, I certify and acknowledge that I have read this form and understand that my student must refrain from performance-enhancing substance use and may be asked to submit to testing for the presence of performance-enhancing substances in his/her body. I understand that testing may occur during selected IHSA state series events or during the school day. I do hereby agree to submit my child to such testing and analysis by a certified laboratory. I further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in my student's high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol which is available on the IHSA website at [www.IHSA.org](http://www.IHSA.org). I understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. I understand that failure to provide accurate and truthful information could subject my student to penalties as determined by IHSA.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

## IHSA Rules



### Key Provisions Regarding IHSA Rules

#### Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org).

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

#### 1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection

for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

#### 2. Scholastic Standing

- A. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).
- B. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

#### 3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

#### 4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. *You cannot be eligible when you*

*transfer until this form is fully executed and on file in the school office.*

- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
  1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
  2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;
  4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;
  5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

**Student/Parent Handbook Acknowledgement and Pledge**

Name of Student: \_\_\_\_\_

**Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
Student Signature\_\_\_\_\_  
Date**Parent/Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
Parent/Guardian Signature\_\_\_\_\_  
Date