

**2022-2023**

BLUFFS COMMUNITY SCHOOL  
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**BLUFFS ADMINISTRATION**

Superintendent.....Kevin Blankenship  
Principal.....Spencer Range

**SCOTT-MORGAN #2**  
**BOARD OF EDUCATION**

President: Gary Westermeyer  
Vice President: DeWayne Hart  
Secretary: Terry Kunkel  
Members:  
April Coats  
Roger Barnett  
Matt Smith  
Matt Bangert

**This planner belongs to: \_\_\_\_\_**

**Welcome to the 2022-2023 school year! We are excited about the possibilities this year holds for us! Please read this handbook, follow the rules and procedures it contains, and carry it with you each day to use as a planner, as a hall pass, and to utilize your medal pride privileges.**

**Mission Statement:** We provide our students with the knowledge, skills, and confidence needed to promote future success by providing a safe, positive, and supportive learning environment that best serves our Bluffs School Family.

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

## Welcome to Bluffs Community School!

The following pages are designed to help secure a better understanding of the policies and practices used and/or expected in the school. However, the handbook is only a summary of board policies governing the school. Board policies are available to the public in the unit office. All policies will be communicated to persons expected to execute and comply with them. Because it would be impossible to include all situations that may occur during the school year, this handbook is to be used as a guideline and may be interpreted, added to, and/or refined during the year without notice.

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## 2022-23 School Calendar

August 17 & 18	Teacher Institute – No School for Students
August 19	First Day of School (8:05-2:05)
September 5	No school -Labor Day
September 14	End of Cycle 1
October 10	No School-Columbus Day
October 6	2:05 Dismissal (Parent-Teacher Conferences, 4:00-7:30)
October 11	End of Cycle 2 / End of First Quarter
October 13	2:05 Dismissal (Parent-Teacher Conferences, 4:00-7:30)
November 8	No School - Election Day
November 11	11:30 dismissal – School Improvement
November 16	End of Cycle 3
November 23 - November 27	No School - Thanksgiving Break
December 20 & 21	2:05 Dismissal (Semester Exams)
December 21	End of Cycle 4 (End of Second Quarter/First Semester)
Dec. 22 –Jan. 2	No School – Christmas Break
January 3	Teacher Institute - No School for Students
January 4	Students Return
January 16	No School – MLK Day
February 1	End of Cycle 5
February 17	Proposed Emergency Day (1)
February 20	No School - Presidents Day
March 8	End of Cycle 6 / End of 3 <sup>rd</sup> Quarter
March 9	11:30 Dismissal – School Improvement
March 10	Proposed Emergency Day (4)
March 24	Proposed Emergency Day (2)
April 5	Proposed Emergency Day (5)
April 6 - April 10	Spring Break - No attendance
April 12	SAT/PSAT10/PSAT9
April 12	End of Cycle 7
May 23 & May 24	2:05 Dismissal (Semester Exams)
May 25	Last Day of School (8:05-2:05)
May 26	No School – Teacher Institute

**School will dismiss at 2:05 every Wednesday of the school year to allow for staff meetings, committee meetings, professional development trainings, data discussions / planning, and new teacher mentoring sessions.**

The school year has been divided into 8 cycles. These have been coordinated so that they represent BLAAST cycles, grading cycles, and Bluffs Pride cycles.

If the district cancels school due to an emergency (snow, flood, etc.) those missed days will be made up on the “Proposed Emergency Day” in the order listed in the ( ).

## **GENERAL INFORMATION:**

### **Web Site**

For the latest information about District #2, visit the District's website at [www.bluffs-school.com](http://www.bluffs-school.com).

### **Monthly Newsletter**

Bluffs School utilizes a monthly newsletter to communicate with parents and community members. Each month the newsletter will be sent home with elementary students, JS and HS students can pick one up in the office. If you do not receive this publication, please notify the office. In addition, the newsletter will be available on the school website. It can also be mailed upon request (i.e. grandparents, other community members) by contacting the school office.

### **Equal Educational Opportunity for All**

It is the policy of the Bluffs School District that the educational and extracurricular programs, activities, and services will be provided to students without discrimination on the basis of color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, or actual or potential marital or parental status, including pregnancy, or other protected group status, 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.

### **Chain of Command**

The Bluffs School District takes pride in its communication efforts with all stakeholders of the District. To ensure that parent concerns or issues are heard by the appropriate individual who can resolve the issue at the point of origin and provide a direct response, the Board of Education asks that parents follow the District's Chain of Command outlined below. It is the intent of the Chain of Command to resolve concerns and issues during the earliest steps with the individual(s) directly involved with the concerns.

Step 1) In the event of a concern, a parent or community member should contact the teacher, supervisor, coach, or staff member who is directly involved with the concern or situation.

Step 2) If a parent or community member has completed Step 1 and feels that the issue/concerns was not remedied, they should contact the principal, director of the program, or the athletic director.

Step 3) If a parent or community member has completed Step 1 and Step 2, and feels that the issue/concern warrants yet further discussion, the parent or community member should then contact the Superintendent.

Step 4) If the issue/concern of the parent or community member still remains after the completion of Steps 1, 2, and 3, the parent or community member should contact a Board of Education member. The Board of Education member in consultation with the Board of Education President and Superintendent will re-direct the individual back to the appropriate level or request that the concern be placed on the Board of Education agenda for full Board discussion.

### **Parent Volunteers**

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

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

### **Visitors**

Citizens of the Bluffs Community Unit #2 School District have every right to be proud of the school facilities and the quality of education being provided to students. Parents/guardians of enrolled students are encouraged to meet with teachers, guidance counselor, and/or administration to discuss any concern/s regarding their child.

Parents/guardians may arrange to see any member of the faculty or staff of Bluffs Schools by calling 754-3815 or 754-3714 to make an appointment. A parent/guardian who stops by the school without an appointment may have to wait until the staff member is available to meet.

Student guests (student visitors enrolled in another educational agency) are allowed for academic visits. Students wishing to bring a student guest to school must acquire permission from the principal at least 48 hours prior to the desired date of the visit and must provide documentation from the guest's current educational agency that the student is in good standing. This allows sufficient time for staff to be notified.

**Per Illinois School Code, all visitors must report to the office and gain approval before being allowed to visit campus, teachers, and/or classes. Visitors will be given a visitors pass while in the building. Guests in the building are asked to respect time and student learning.**

Visitors are defined as any persons other than enrolled students or employees of the school district who enter onto school district owned/leased/used property. Visitors to school property, events, activities and meetings which are open to the public are required to comply with the rules of the District and the laws of the State of Illinois and are expected to demonstrate respect, civility and orderly conduct.

Prohibited acts include, but are not limited to, the following:

- 1) Conduct which interferes with the participation of students, employees or agents of the District.
- 2) Conduct which interferes with the enjoyment of the event by other visitors.
- 3) Unreasonably abusive, insulting, provoking, loud or boisterous conduct.
- 4) Acts which cause, are intended to cause, or creates a substantial risk of personal injury or property damage.

Consequences for violation of Visitor Conduct Expectations include:

- 1) Restriction of visitor privileges
- 2) Removal from the school property, event, activity or meeting
- 3) Denial of admission to the school property, event, activity or meeting for a period of up to one (1) year, pursuant to the provisions of Illinois Revised Statutes Ch 122, 24-24.

### **Child Find Responsibility**

Scott-Morgan CUSD #2 actively seeks out and identifies all children from birth through age 21 residing within the district who may be eligible for special education and related services. Procedures developed to fulfill the child find responsibility include:

1. An annual screening of children under the age of five for the purpose of identifying those who may need early intervention or special education and related services.
2. Ongoing review of each child's performance and progress by teachers and other professional personnel, in order to refer those children who exhibit problems which interfere with their educational progress and/or their adjustment to the educational setting, suggesting that they may be eligible for special education and related services.
3. Ongoing coordination with early intervention programs to identify children from birth through two years of age who have or are suspected of having disabilities, in order to ensure provision of services in accordance with applicable timelines.

### **Student Dress Code**

The primary responsibility for student dress, appearance and grooming rests with the parents and the students. However, the administration accepts full responsibility for maintaining safety and order in Bluffs School. Therefore, the administration retains the right to regulate dress and hair styles when such styles present a health/safety hazard or substantially disrupts the educational process. Students are encouraged to dress for success.

### **Students are not to wear or bring to school the following items:**

- Any head gear (caps, hats, bandanas, sweatbands, sunglasses, etc.) are not to be worn in the building. Sweatshirt hoods not on head.
- Clothing with sexual, drug, alcohol, racial, or dual meaning or otherwise inappropriate design
- Clothing that displays undergarments (i.e. bra straps, underwear, etc.)
- Clothing that has cut holes above finger-tip length
- Pajama pants
- "Crop tops", spaghetti strap tops, tube tops, backless or halter tops
- Short tops exposing the stomach, low-cut tops that are too tight, or too provocative
- Shorts, skirts, or dresses that are too short (above finger-tip length), tight, or provocative
- See-through or mesh clothing
- Sagging or bagging pants should be worn at waist level
- Radios, electronic games, beepers, laser pointers, excessive money
- Duffel bags or satchels are to be kept in lockers during the school day.
- Other items not named on this list may also be restricted if they interrupt the educational process or pose a safety concern.

### **Cell Phones/Electronic Devices**

Using a cellular telephone, recording device, iPod/iPad, personal digital assistant, or similar electronic devices in any manner that disrupts the education environment or violates the rights of others will result in disciplinary action (see below). Students are not allowed to take pictures and/or videotape without permission from a school staff member. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during class time 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 needed in an emergency that threatens the safety of student, staff or other individuals.

**Note:** The school district is not responsible for lost or stolen cellular phones. Administration will have the final determination as to what constitutes a health/safety hazard or a substantial disruption to the educational process. Items may be confiscated and released only to parents through the main office.

#### Disciplinary Actions:

- First offense- teacher will hold the cell phone for the class period, returning it at the end of the hour.
- Second offense – office will hold cell phone the remainder of the day and parents will be notified
- Third offense – additional disciplinary action will take place (see disciplinary matrix).

#### Parking, Drop-Off and Pick-Up

Parents dropping off students should do so no sooner than 7:40 a.m at the west entrance to the MPR. Please pull forward so that multiple vehicles may unload at the same time. **Drivers in the drop off lane must remain in their vehicle to drop off their student.** Should the driver need to exit the vehicle to assist their child or for other reason, the driver must first park the car in a designated parking spot before exiting the vehicle. Student drop off and pick up will not be allowed off of Route 100. This entrance will be secured throughout the school day. Vehicles MAY NOT be located in the parking lot on the west side of the junior / senior high building unless parked in a parking space in order to allow access for emergency vehicles.

#### Hall Passes

If students are outside the classroom for any reason during a class period, the student **must** have his or her student handbook with the hall pass information in the back of the student handbook completed by the teacher. If a teacher keeps a student late and the student doesn't think he or she can make it to the next class before the bell, get a pass. All passes should be dated, timed, and initialed "in ink" by the teacher. Late to class without a teacher pass will constitute a tardy or truant violation.

#### 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.

#### Skateboards and Bicycles

Skateboards are not allowed on school property at any time during the school day. Any bicycle ridden to school must be immediately parked upon arriving at school and may not be ridden again until completion of the school day. Riding bikes on school property during the day, including lunch, is expressly prohibited.

#### Telephone

Emergency calls may be approved by making the proper request in the high school office. All approved student phone calls must be made in the school office. Any long distance calls made by a club or organization must be documented on the phone sheet. Please indicate which class or club is making the call to insure proper billing.

#### Treats & Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store-bought and pre-packaged 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.

#### Parties

On occasion, it is appropriate for our classroom communities to celebrate together as a class to mark a special event or the birthday of a classmate. While these events do provide a social learning opportunity, they do impede upon precious academic learning time. The following guidelines are designed to allow for classroom parties and birthday recognitions, without unnecessarily infringing upon academic time.

Birthday Celebrations: Teachers may have a short class birthday acknowledgement for a student. These birthday recognitions are to be short (10 minutes), limited to the classroom community, and teachers must be notified by parents one day in advance.

Teachers may develop a classroom party policy (i.e. recognitions only on Fridays, summer birthdays celebrated on the half-year mark, etc.) in lieu of the above-mentioned policy. Individual classroom teacher birthday policies must be in writing, receive approval from the building principal and communicated to parents.

Class Parties: Celebrating with a classroom party is a time-honored tradition that provides the opportunity for parental involvement in the education of their children, which is beneficial for students, parents, and teachers. Classroom parties may be

held on Halloween, the last day of school prior to winter break, and Valentine's Day. Classroom teachers are to assist in the planning of the class party using classroom parent resources. Class parties are to be scheduled near the end of the school day and are limited to a maximum duration of one hour, which includes time for cleaning up the classroom.

### **Food and Drinks**

Food and drinks (other than water) purchased off-campus should not be consumed anywhere in the buildings except the cafeteria. Exceptions may be granted from time to time by administration. **If students have in their possession any food/beverage with a broken seal anywhere in the building outside of the cafeteria, they may be subject to disciplinary action.**

**Vending Machines:** Vending machines are available to Senior High students to use during the noon hour and all students after school **only**. Students who use the machines during the instructional day are subject to disciplinary action and jeopardize the availability of vending machines to the entire student body. **Students arriving to campus in the morning may not use the vending machines. Breakfast is available in the cafeteria or should be consumed before arriving to campus.**

### **Building Use by Students**

**Students are not permitted in the building before 7:40.** Upon arrival, Junior High students are to report for breakfast or to the gym if breakfast is not desired. Junior High students must be in the cafeteria or in the gym. All other areas of campus are restricted. High School students may wait outdoors if weather permits or in the cafeteria. Passes to enter the building will be given to students after 7:50. Students must have a pass before going to any other area of the campus. All other areas of the campus are restricted until the first bell rings. Students will not be allowed to loiter in the parking lots.

**During the instructional day, students will not be allowed in the hallways during class periods unless they have their planner with signed teacher permission to be outside of their classroom.** Students outside their classroom are to promptly attend to the necessary action required and quickly return to the learning environment.

### **Invitations & Gifts**

Gifts for classmates should not be brought to school to be distributed. Invitations may be distributed at school if all students in the classroom are invited. Invitations for any number of students less than the full class enrollment **will not be distributed** and will be returned home in the student's backpack to be mailed to the recipients. The office is unable to release addresses and phone numbers of students.

### **Fire and Disaster Procedures**

All operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on district property or at district events.

A comprehensive safety and crisis plan incorporating both avoidance and management guidelines has been developed and staff is prepared to implement the plan if necessary. The comprehensive safety and crisis plan includes provisions for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program, tornado protection; instruction in safe bus riding practices, emergency aid; post-crisis management; and responding to medical emergencies at an indoor and outdoor physical fitness facility. During each academic year, Bluffs School conducts a minimum of:

1. Three school evacuation drills, one with law enforcement present
2. One bus evacuation drill, and
3. One severe weather and shelter-in-place drill.

### **Emergency School Closings - Early Dismissals**

Parents are encouraged to have emergency plans in place with their children prior to the start of the school day. This alleviates stress for the child and helps with effective communication. **In the event of a school closing due to weather, parents will be notified by telephone only if less than a 2-hour notice is given to the public. Please do not call the school with inquiries concerning cancellation of school, telephone lines need to remain open for effective communication with the media, neighboring school districts, and bus drivers.** The announcement of school closings or special bus routes will be made by 6:30 a.m. on the school message system.

**Scott-Morgan School District #2 also utilizes Messenger to contact parents in regards to early release or school cancellations. Parents are encouraged to register for this service at registration.**

### **Parents Right-To-Know**

Every parent in a Title I school has a right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught by 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

### **Bluffs School Family/Parent Pledge**

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for grades 4-8).
- Communicate with the teacher or the school when I have a concern.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school activities such as school decision making, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

### **Student Pledge**

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Ask for help when I need it.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching and instead study or read every day after school.
- Respect the school, classmates, staff and families.

### **Staff Pledge**

I agree to carry out the following responsibilities to the best of my ability:

- Provide high-quality curriculum and instruction.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning (30 minutes for grades 1-3 and 60 minutes for grades 4-8).
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families.
- Respect the school, students, staff and families.

### **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.

### **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.



### **Sex Education Instruction**

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.

### **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 for any reason – 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 Community Notification**

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/>.

## **ENROLLMENT**

### **Entrance Requirements**

Before a child can start junior high or high school, certain requirements must be met. All pupils must successfully complete grades K-5 prior to entering the junior high classes and grades 6-8 prior to entering the high school. The District has the right to test students from home schooling, upon registration, to determine appropriate grade level placement.

### **Admission of New Students**

Students new to the District are enrolled in the high school office. Parents/Guardians are required to present the following:

- A certified copy of birth certificate: Must be provided within 30 days or the school must notify the State Police or local law enforcement agency of such failure.
- Proof of immunization for each child and proof of a physical exam for children beginning kindergarten or 5<sup>th</sup> grade within 30 days following enrollment.
- Proof of residency. The following are required:
  - Mortgage papers or lease agreement and a notarized District affidavit if residing with relatives
  - Copies of phone and utility bills with current address
  - Photo identification such as driver's license, state identification card or passport
- Three of the following documents with current address must also be provided:
  - Property tax bill, Paycheck, Loan Payment book, Home Insurance Policy, Auto Insurance Policy, Cable Bill, Bank Account, Medical Card, Public Aid ID, Change of address from Post Office, Mail received in your name, Credit Card Statement
- Proof of custody/guardianship can be established by providing the following with the proper official's signature:
  - Court Order
  - Divorce decree
  - DCFS or legal state placement papers
- **Any of these requirements may be waived if the student meets the criteria defined in the McKinney-Vento Homeless Education Act.**
  - McKinney-Vento Definition: If your family lives in any of the following situations: In a shelter, vehicle, or campground, on the street, in an abandoned building, trailer or other inadequate accommodations, or doubled up with friends or

relatives because you cannot find or afford housing. If any of these criteria apply, your pre-school and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Please inquire in the school office.

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

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

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

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

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

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

#### **Eye Examination**

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

#### **Dental Examination**

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) 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. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. 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
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

### **Books, Materials, and Equipment**

Textbooks, materials, and equipment are the property of Bluffs Schools. Each student will be charged a fee for rental at the beginning of school.

Students are responsible for the safe return of all rented or checked out materials (books, equipment, uniforms, magazines, etc.) belonging to the school and may be held accountable for replacement costs, as determined by the administration, if these items are damaged or lost.

Textbook fees may be waived by the submission of the required documentation provided on the free and reduced lunch form.

### **Waiver of Student Fees**

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 school books or other school-owned materials.

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges. Students whose parents are unable to afford student textbook fees may receive a waiver of fees. However, these students are **not exempt from charges for lost and damaged books**.

A student shall be eligible for a fee waiver when the student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq. 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 parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee.

The parent(s)/guardian(s) will be notified within 30 days as to whether the fee waiver request has been granted or denied. A Building Principal's 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 of Education. The decision of the Board is final and binding.

#### Student Fees:

Registration	
Ag Class	\$15 (per class)
Science Class	\$15 (per class)
Drivers Ed	\$75*
JH Athletic	\$25*
HS Athletic	\$50*
Textbook:	
K – 4 <sup>th</sup>	\$45
Technology:	
5-12	\$50*

\*These fees cannot be waived.

#### Lockers

Students are assigned hall lockers during the year for the sole purpose of storing supplies, coats, and other items essential to their daily needs while in attendance at school. Lockers are the property of Bluffs Schools and improper use of the lockers is not permitted. Students should not trade or share lockers. Too many items in a locker will damage books, locker, and/or other school materials. School-issued locks must be used on all lockers.

**Lockers, storage areas, school grounds, and/or district controlled property may be subject to inspection at any time. This inspection may include, but not be limited to, the use of police and/or police dogs to check district property including vehicles parked on school grounds or district-controlled property. The district shall take such measures to ensure that no substances or materials constitute a health or safety concern to students, staff, or school.**

#### Lunch/Breakfast

An excellent breakfast and lunch program is available for all students for a small fee. Free and reduced breakfast and lunches are available for those who qualify. School lunch is available for \$2.10 (K-5) and \$2.35 (6-12). School breakfast is \$1.25. Seconds can be purchased and extra milk is .35 cents.

Jr. High students who live in town may leave only to eat lunch at home or at the home of an immediate family member. Jr. High students leaving campus to go home for lunch are required to sign-out in the high school office. Jr. High students may be transported by a parent or immediate family member during the lunch hour. Students not complying with this policy are subject to disciplinary action.

If a student forgets lunch money and needs to "charge" a meal, the student may do so. However, no account individual or family may have a charge greater than \$10.00. Students are encouraged to pay in advance.

No student is allowed to charge seconds on a meal or milk. They must have cash on hand or money in their account.

Families that have more than one student attending school will be classified as a family account. They are subjected to the \$10.00 limit as a family account, not on an individual basis.

Any student or family may apply for free breakfast/lunch at any time of the school year.

#### Lunch Rules

Students may leave campus or proceed to the cafeteria during lunch. The following rules shall be observed and abided by during lunch:

- Students shall choose whether they will leave campus or stay in the cafeteria during lunch each day. Only students with a current Bluffs Pride sticker can leave campus.
- Students may have their off-campus lunch privileges suspended for disciplinary purposes.
- Students leaving campus must do so immediately upon dismissal from class.
- Students shall not loiter in the halls or classrooms, and shall immediately proceed to their lunch destination upon dismissal from class.
- Students who choose to stay in the school for lunch shall immediately proceed to the cafeteria. Students shall obey all cafeteria rules during lunch.
- Students walking to their chosen destination shall carefully cross streets and intersections.
- Students may not be in a vehicle during the lunch period except if that vehicle is driven by his or her parent or guardian.
- Students shall be respectful, courteous, and safe at their chosen lunch location. Students shall obey rules and laws, and shall clean up after themselves before returning to school.
- Students shall return to the school building on-time. Students who return to the school prior to the end of the lunch period must report to the cafeteria. All other areas of the school are off limits.

#### **Cafeteria Rules**

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Students who bring their lunch are not allowed to share items with other students.
- 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 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 after the bell 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.
- Students shall report spills and broken containers to cafeteria staff immediately;

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

#### **Transportation**

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. 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 service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. 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.

Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.

4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

#### **Electronic Recordings on School Buses**

The Scott-Morgan CUSD #2 has authorized electronic recordings to be made of the interior of school buses while the school bus is being used in the transportation of students to and from school and school-sponsored activities. The recordings may only be used by school officials (or their designees) and law enforcement personnel for investigations, school disciplinary actions and hearings, proceedings under the Juvenile Court Act of 1987, and criminal prosecutions, related to incidents occurring in or around the school bus.

#### **Driving to School**

Students driving to school must have a valid driver's license and the vehicle must be registered in the office. Students will be given the privilege to drive to school if they follow several easy guidelines. Failure to do so will result in that privilege being suspended. Guidelines are as follows:

- Register all vehicles in the Principal's Office and provide proof of insurance.
- All student vehicles are to be parked in the school parking lot during the school day. No vehicles are to be parked off campus or next to school buildings.
- Students are not to be in parked vehicles (or on vehicles) before school, during lunch or anytime during the school day without administrative approval. The only exception is a student may ride with *their parent/guardian* during the open campus lunch.
- Recklessness or irresponsible driving will not be tolerated.

#### **ATTENDANCE**

##### **Attendance Policy & Procedures**

Numerous educational studies correlate daily attendance at school with higher student achievement/learning. In addition, student's grades generally reflect performance contingent upon class participation and presence. Therefore, all Bluffs Jr. and Senior High School students are expected to attend school/classes daily and be on time for all classes unless absent with valid cause (as defined in the "Excused Absences" section of this handbook.)

Furthermore, the development of life-skills such as punctuality, self-discipline, and responsibility are fostered through this daily attendance policy. These skills are essential to post-secondary education and the workplace. **Students, who are ill or cannot attend school, must have their parent or guardian call the high school office at 754-3815 informing the school of the absence.** If the school is not notified by **9:00 a.m.**, reasonable efforts to contact the home to verify the absence will be made. Student absences will be recorded as excused or unexcused.

Before a student may leave school during the day, for any reason, they must notify the principal or secretary in the High School Office. If a doctor or dental appointment is made, the school should be notified by parents prior to the departure time so students may be permitted to leave campus. Students who arrive late must notify the Main Office of their arrival. **Students failing to sign in or out are subject to disciplinary actions.**

### **Absence Policy**

The continuity of the learning process is seriously disrupted, and with adverse effect, by excessive absences (5% of attendance days). In most situations, the work missed cannot be adequately made up.

**Bluffs Jr. and Senior High School will utilize the following absence policy:**

- After the third occasion (day/s) of absence in a given quarter, **students will be required to provide a medical doctor's/dentist's (member of the American Medical Association) note for any future absence (in the quarter) to be an excused absence. (Any absence substantiated by a doctor's/dentist's note will not count as one of the three occasions.)** All doctor's/dentist's notes must be submitted to the office no later than five school days after the appointment.
- All absences beyond the **third occasion** per quarter will be recorded as **unexcused**, unless a doctor's/dentist's note is provided. Students receiving unexcused absences will not be allowed to make up work missed and are subject to consequences as outlined in the "Tardy & Truancy Policies" section of this handbook. Extended illness or medical conditions supported by a physician's note will be reviewed and acted upon at the discretion of the administration.

### **Excused Absences**

Students' absences may be excused for "valid cause" as follows:

- A. Personal illness – 3 with parent call. Dr. note needed thereafter.
- B. Death in the immediate family.
- C. Observance of a religious holiday.
- D. Doctor or Dentist appointments. (Note must be given to office within five school days).
- E. Family emergency (administrative discretion will be used).
- F. Pre-arranged absence (see section titled Pre-Arranged Absences).
- G. Situations (including, but not limited to, safety and/or health) beyond the control of the student as determined by administration.

### **Pre-Arranged Absences**

For a student to receive maximum benefit from the instructional program, regular attendance is of utmost importance. However, when such circumstances dictate, parents/guardians who need their child/ren to miss school should contact the principal to make arrangements. The student may be issued a "Pre-Arranged Absence Form" to present to their teachers for approval and current quarter/semester grade. Students will not be approved for a prearranged absence if they are not passing all academic areas with a minimum score of 70%. Students must then obtain their attendance information from the school secretary. **The form must be approved and signed by parents /guardians, after grades and attendance are recorded. It must then be returned to the office at least three (3) school days prior to absence for approval of the principal.** A student is allowed a maximum of 5 pre-arranged absences (for non-school activities) per school year.

Parents / guardians are expected to ensure that all assignments are completed and submitted on the first day of the student's return. Parents / guardians may pick up student assignments in the office on the day before the absence. If the assignments are not returned on the first day of the student's return, the student will NOT receive credit for this work. Tests that take place during the student's absence must be completed the day that the student returns to school. (No more than 2 tests per day maximum.)

### **Unexcused Absences**

Unexcused absences will be issued to students who miss a class period/s or day/s without valid cause. If an absence is unexcused, the student will be given a zero/s for the class/day and will not be allowed to make-up any work missed. Zeros have a negative effect on grades and may lead to a failed course. In addition, a student receiving an unexcused absence is ineligible for extracurricular activities of any kind, practice or competition, the day of the unexcused absence.

Examples of unexcused absences are (but not limited to):

- A. Missed the bus; late ride; overslept
- B. Chronic head lice treatment
- C. Sports Physical

### **Make-Up Assignments**

When an absence is excused, the student may be allowed to make-up work missed. The rule for make-up work is one day more than the number of days absent. (One day absent = two days to make-up work; three days absent = four days to make-up work.) If you have a special situation, talk to the principal about an extension.

The principal shall have the right to request verification of illness, injury, or appointment in writing by a medical doctor when the absence is questionable before the absence is excused. The Principal has the discretion to excuse any student for extenuating circumstances.

### **Tardy and Truancy**

The following definitions will be utilized for those students who are absent or late to class/es without valid cause. All students begin each semester with no tardies accumulated. However, unexcused absences accrue throughout the school year. The following definitions apply:

Tardy - late to class without valid cause (unexcused) for any length of time. Students tardy 1<sup>st</sup> hour should report to the **office**. Students tardy 2<sup>nd</sup>-7<sup>th</sup> hour are to report to the **teacher**.

Truant – Chronic or habitual truant shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days (unexcused absences).

Chronic Truant – any student who is absent without valid cause for 5% or more of the previous 180 days

After the 4<sup>th</sup>, 7<sup>th</sup>, and 9<sup>th</sup> day of **UNEXCUSED ABSENCE** the Truancy Officer and / or State's Attorney is notified. A hearing is held to determine further action.

#### **Tardy Policy**

Step 1)	3 <sup>rd</sup> – 5 <sup>th</sup> tardy	30 minute after school detention
Step 2)	6 <sup>th</sup> – 7 <sup>th</sup> tardy	60 minute after school detention
Step 3)	8 <sup>th</sup> – 9 <sup>th</sup> tardy	60 minute after school detention Parents contacted
Step 4)	10 <sup>th</sup> + tardy	Bluffs Pride privileges suspended for remainder of semester 60 minute after school detention Parents contacted

### **College Visits and Job Shadowing**

Seniors may receive pre-arranged absence form (see above procedures) to visit colleges, technical schools, or job sites for the purpose of helping select a career after graduation. (maximum of 2 visits.)

Students should try to coordinate their visits with days that involve no student attendance at their high school. Institute days, holidays, and school improvement days are perfect days for students to travel to colleges, universities, or job sites. Juniors may receive one pre-arranged absence prior to May 1 to visit a college, technical school, or job sites for the purpose of helping select a career after graduation (maximum of 1 visit). **All visits must be pre-arranged through the Guidance Counselor's office and the itinerary must be followed (signed and dated verification from visited institution).** Failure to do so may result in disciplinary action (truant/unexcused). Once a student has committed to a college or university, college days to other schools will not be permitted.

### **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 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.

### **Exemption From Physical Education Requirement**

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. 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.

### **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.

## **DISCIPLINE**

### **Discipline Philosophy**

It is the goal of Bluffs Schools to foster self-discipline and acceptable standards of personal conduct in all its students. It is essential that student conduct policies consider the rights, responsibilities, and safety of all students and property. Bluffs Schools will hold all students accountable for their actions and behaviors at all times during the school day and/or while attending any school-related activity or function. The primary goal of any disciplinary action is to promote a positive change in student behavior.

Students are prohibited from engaging in behavior that will endanger, or threaten to endanger the safety of oneself or others, that will damage property, or that will impede the educational processes or orderly conduct of the school, its auspices, and/or its activities.

When self-discipline fails, regulations for management of school-related behavior, including those adopted by the Board, may be enforced by those directly responsible for the operation of the schools. School administration and staff will make every effort, individually, collectively, and cooperatively to help each student gain acceptable self-discipline standards.

### **PBIS (Positive Behavioral Intervention Support)**

Bluffs School utilizes a proactive approach to discipline commonly known as School-wide Positive Behavior Intervention Support. This approach is based on the assumption that when educators across the school actively teach, expect, and acknowledge appropriate behavior, the proportion of students with behavior problems will decrease and the school's overall climate improves. School-wide Positive Behavior Intervention Support has three main components that work together: prevention, multi-tiered support, and data-based decision making.

Effective prevention involves systematically teaching school-wide core behavioral expectations and establishing a consistent system to acknowledge and reward appropriate behavior, such as compliance with school rules, safe and respectful peer-to-peer interactions, and academic effort. At Bluffs School our behavior matrix indicates the behavioral expectations at Bluffs School and Medal Pride is the system utilized to acknowledge and reward positive behaviors. Check-In Check-Out is available for students who need more support to achieve school success. Data is collected throughout the year with regard to student behavior and is summarized, reported, and analyzed by a school team regularly to enable Bluffs school to design the most effective preventive and reactive supports.



This method is research-based. Evidence of use in schools indicates reduced problem behaviors and increased academic outcomes.

### **Bluffs Pride**

Students earn rewards and privileges based on the chart below for the current cycle. The criteria for the rewards and privileges are based on the student's behavior and academic performance from the previous cycle. The GPA is based on the average of the student's grade points earned in the **previous** cycle only. It is **not cumulative**.

		<b>Black Level</b>	<b>Blue Level</b>	<b>Silver Level</b>	<b>White Level</b>
<b>C r i t e r i a</b>	GPA	3.7 or higher	3.4 or higher	3.0 or higher	2.4 or higher
	Tardies	0	1	2	2
	Major ODRs	0	0	0	0
	Classroom Referrals	0	1	1	2
	Unexcused Absences	0	0	1	1
	NWEA Grade Level Targets Met	4	3	2	1
	Passing	All Classes	All Classes	All Classes	All Classes

<b>R e w a r d s</b>	3 Min. Early Dismissal	M, T, W, Th, F	M, T, & F	T & Th	F Only
	Waivers w/ Teacher Approval	1/3 Sem Waiver Credit	1 Assignment	1 Assignment	1 Assignment
	Name Entries	4 Entries	3 Entries	2 Entries	1 Entry
	Home Games Admission	All Bluffs home games	All Bluffs home games	All Bluffs home games	All Bluffs home game

### **Important Notes:**

- NWEA grade level target criteria will only apply to the cycle immediately following NWEA testing. For example, fall testing is in September, results will be applied to the next cycle (most likely cycle three).

### **Preventing Bullying, Intimidation, and (Sexual) 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 on the basis of actual or perceived race, color, national origin, 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 or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the 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 any staff member. Anonymous reports are also accepted by phone call or in writing. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

#### **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
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.

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

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

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

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, 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. All cell phones and similar 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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of

information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

11. Making an explicit threat on an Internet website.
12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
17. 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.
18. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
19. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.

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.

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

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

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

### **Disciplinary Measures**

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.

9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.
11. After-school study or Saturday study provided the student's parent/guardian has been notified.

### **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.

### **Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm**

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:

- (1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Gang & Gang Activity**

"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.

### **Classroom Management Plans**

Each teacher has a Classroom Management Plan which has been approved by the building principal which outlines the types of disciplinary actions that the teacher applies to inappropriate behavior in the classroom. The following disciplinary actions may be used by teachers with classroom disciplinary concerns:

- Verbal reprimand
- Behavior Contract
- Detention
- Counseling
- Withdrawal of Privileges
- Conference with the student
- Conference with parents

If a student's behavior is so disruptive as to require removal from the classroom, the teacher may make an immediate office disciplinary referral.

### **Office Discipline Referral Policy**

A student will be referred to the office when the behavior is persistent, disruptive or of a serious nature requiring the involvement of the Principal. Students temporarily removed by a teacher from the classroom due to disruptive behavior shall be given a conference with the principal. The student shall be informed orally of the reason for the temporary removal and shall be given the opportunity to reply to the reason at that time.

Any student sent or referred to the office will report **immediately** to the office and remain there until instructed otherwise by school personnel or administration. Failure to do so will result in disciplinary consequences.

Office Disciplinary Referrals that result in a suspension or an expulsion must also be reported to the State of Illinois' student database, the Student Information System, in which all student information with regard to his/her education is stored, and becomes a permanent part of the student's educational record.

### **Disciplinary Action Plan**

The following framework for the application of disciplinary actions in the school is to provide students and parents with an understanding of the response that can be expected to a certain type of misbehavior. Discretion is left to the professional educators in deciding what disciplinary action should be taken for student misconduct. Several factors help determine the disciplinary consequences for one's actions. This may include the student's past history of behavior, the seriousness of the offense, the effect of the student's behavior on others, and what might be best for the particular student to learn to develop responsibility for his/her actions. The levels of misconduct are not an absolute rule, but serve as a general guideline for the decisions about discipline, which must be decided on a case-by-case basis by the teachers and administrators.

### **Rights Responsibilities and Expectations of District Stakeholders**

While this summary may not fully encompass every stakeholder's need, it establishes a framework for reference.

<b>Each student may expect:</b>	<b>Each student is responsible to:</b>
<ul style="list-style-type: none"> <li>• A free and appropriate education.</li> <li>• Due process involving any disciplinary action.</li> <li>• A safe educational environment conducive to learning.</li> <li>• An environment of civility.</li> </ul>	<ul style="list-style-type: none"> <li>• Learn and follow the rules and regulations established by the Board of Education and implemented by school personnel.</li> <li>• Respect the rights and individuality of others.</li> <li>• Refrain from taunting, bullying or harassing others.</li> <li>• Dress appropriately. (Appearance shall be safe, clean, and not disrupt the educational process.)</li> <li>• Come to school on time every day.</li> <li>• Go to all classes and do your best on all school assignments.</li> <li>• Refrain from behavior that disrupts the educational process.</li> <li>• Facilitate the communication and delivery of information between school and home.</li> <li>• Respect the authority of school personnel in maintaining discipline in school and at school-sponsored activities.</li> <li>• Respect and maintain school and private property in accordance with school rules.</li> </ul>
<b>Each parents/guardians may expect:</b>	<b>Each parent/guardian is responsible to:</b>
<ul style="list-style-type: none"> <li>• Information concerning the lawful policies, procedures, rules and regulations established by school authorities.</li> <li>• A safe environment conducive to learning.</li> <li>• To have access to his/her child's school record according to District guidelines.</li> <li>• Regular student progress reports.</li> <li>• An environment of civility when addressing academic and behavioral decisions relating to their son or daughter.</li> <li>• To be guided through the Chain of Command as established in Board Policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure that your child has necessary supplies and has completed all physicals and immunizations at the beginning of the year.</li> <li>• Have current contact and emergency information on file with the school office.</li> <li>• See that his/her child attends school in accordance with Illinois State Laws and arrives on time.</li> <li>• Be aware of and follow District policies and building rules, traffic laws, guidelines and regulations concerning his/her child.</li> <li>• Communicate changes in afterschool plans for your child by no later than 1:00 PM each day.</li> <li>• Ask for academic and behavioral requirements in the classroom.</li> <li>• Know that nutrition, proper rest, hygiene, and overall attitude directly impact student learning.</li> <li>• Know your child's teachers. When a question/concern arises regarding any class, the first contact should be with that teacher. The second contact would be the building Principal.</li> <li>• Take an interest in your child's academic progress and discuss it frequently with your child.</li> <li>• Know when progress reports and report cards are due and discuss them with your child.</li> <li>• Encourage the involvement of your child in extra-curricular activities.</li> <li>• Call the school within one hour of start time if your child is ill or cannot come to school.</li> </ul>

	<ul style="list-style-type: none"> <li>● Create a healthy routine for the completion of homework.</li> <li>● Support your child through your attendance at open houses, parent-teacher conferences, student performances, awards ceremonies, and school supported organizations.</li> <li>● Model appropriate and successful behaviors that support your child's life skills.</li> </ul>
<b>School Personnel may expect:</b>	<b>School Personnel are responsible to:</b>
<ul style="list-style-type: none"> <li>● To be involved in communication to and from parents.</li> <li>● An environment of civility when addressing academic and behavioral decisions relating to the student performance.</li> <li>● To be guided through the Chain of Command as established in Board Policy.</li> </ul>	<ul style="list-style-type: none"> <li>● Know and accurately follow discipline guidelines as established by District policy.</li> <li>● Make school rules and regulations contained in a handbook and/or District calendar available to all students and parents.</li> <li>● Notify the appropriate authority of criminal violations by students.</li> <li>● Implement intervention procedures within his/her jurisdiction through available means.</li> <li>● Notify parents in a timely manner of any significant violation of discipline policy.</li> <li>● Communicate regularly with parents/guardians through a variety of means including report cards, progress reports, newsletters, phone calls, e-mails and parent conferences.</li> <li>● Notify parents whenever possible if child is absent and the parent has not called.</li> </ul>
<b>The Board of Education may expect:</b>	<b>The Board of Education is responsible to:</b>
<ul style="list-style-type: none"> <li>● An environment of civility when addressing decisions relating to the policies and practices of Scott-Morgan CUSD #2.</li> <li>● To be guided through the Chain of Command as established in Board Policy.</li> </ul>	<ul style="list-style-type: none"> <li>● Secure that personnel are high-qualified and adhere to District curriculum.</li> <li>● Secure that each student has equal access to established curriculum.</li> <li>● Hold students (and adults) accountable for disorderly conduct on Bluffs school property and to discipline for disorderly conduct on the way directly to and from school and at any school function.</li> <li>● Hold parents or guardians liable for all damages caused by their child or ward.</li> <li>● Review any disciplinary action taken by school personnel.</li> <li>● Expel students from school for a serious violation or chronic series of violations of school policy guidelines.</li> </ul>

**Action to be taken based on general standards**

Violation	Range	First Occurrence	Repeat Occurrence
Absence (unexcused)	Minimum	Loss of Credit	Loss of Credit
	Maximum	Loss of Credit	Truant Officer & State's Attorney Involvement**
Assault and Battery (bodily harm)	Minimum	Suspension	Suspension
	Maximum	Expulsion**	Referral to Outside Agency Expulsion**
Bicycle Misuse	Minimum	Informal Talk	Parent Involvement
	Maximum	Loss of Bicycle Privilege	Suspension
Bullying	Minimum	Conference Parent Involvement Loss of Privilege Detention Social Worker Involvement	Detention Social Worker Involvement In School Suspension Suspension Referral to Outside Agency
	Maximum	Suspension	Expulsion**
Bus Misconduct	Minimum	Conference Parent Involvement Loss of Bus Privileges	Detention Loss of Bus Privileges
	Maximum	Suspension	Suspension Expulsion
Cell Phone Misuse	Minimum	Conference Parent Contact Confiscation Loss of Privilege	Confiscation Loss of Privilege Suspension
	Maximum	Suspension	Expulsion**
Cheating/Academic Dishonesty	Minimum	Conference Parent Involvement Loss of Credit	Detention In School Suspension
	Maximum	Suspension	Course Failure
Chronic Disruption – repeated violations of school rules	Minimum	Conference Parent Involvement Detention Community Service	Detention Community Service Suspension
	Maximum	Suspension	Expulsion
Computer Misuse/Violation of Acceptable Use Policy	Minimum	Conference Parent Involvement and Restitution Loss of Computer Privileges	Loss of Computer Privileges & Restitution
	Maximum	1 Year Loss of Privilege	1 Year Loss of Privilege Suspension and Restitution
Computer Tampering/ Hacking	Minimum	Parent Involvement and Restitution Suspension and Restitution	Suspension and Restitution
	Maximum	Expulsion /Restitution**	Expulsion /Restitution**
Coercion / Provoking or Inciting a Confrontation	Minimum	Conference Parent Involvement Detention	Suspension
	Maximum	Suspension	Expulsion**
Defiance of Authority	Minimum	Conference Parent Involvement Detention	Parent Involvement Detention In School Suspension
	Maximum	Suspension**	Suspension **
Destruction of Property/ Vandalism	Minimum	Conference Parent Involvement and Restitution Community Service Detention / Suspension	Detention and Restitution Suspension and Restitution
	Maximum	Expulsion /Restitution**	Expulsion /Restitution**
Disruptive Conduct/Horseplay – any disturbance of the education environment either in or out of the classroom (i.e. field trips, assemblies, athletic events)	Minimum	Conference Parent Involvement Detention In School Suspension	Parent Involvement Detention In School Suspension
	Maximum	Suspension	Suspension



Violation	Range	First Occurrence	Repeat Occurrence
Drugs, Look-Alike Drugs or Paraphernalia, Unauthorized use of Medication, Narcotics, Alcohol, or any other Controlled Substance	Minimum	Suspension** Referral to Outside Agency	Suspension** Referral to Outside Agency
	Maximum	Expulsion**	Expulsion**
Failure to Report to Office / Serve Detention	Minimum	Conference / Parent Contact Double Detention Time Loss of Privilege Community Service	Double Detention Time Loss of Privilege In School Suspension
	Maximum	Suspension	Suspension
Fighting	Minimum	Conference In-School Suspension Counseling Suspension	Suspension
	Maximum	Expulsion**	Expulsion**
Misuse of Fire Alarms and Equipment	Minimum	Suspension	Suspension
	Maximum	Suspension **	Expulsion
Fireworks, Explosive, or Chemical Device	Minimum	Conference / Parent Involvement Suspension	Suspension
	Maximum	Expulsion**	Expulsion **
Food/Drink in Halls, Classrooms, and/or on School Buses	Minimum	Conference Parental Involvement	Loss of Privilege
	Maximum	Loss of Privilege	Suspension
Forgery	Minimum	Parental Involvement Loss of Privilege Detention	Loss of Privilege Detention
	Maximum	Suspension	Suspension
Gambling	Minimum	Conference Parent Involvement	Suspension Referral to Outside Agency
	Maximum	Suspension **	Expulsion**
Hallway Conduct/Hall Pass Abuse	Minimum	Conference Parental Involvement Loss of Privilege	Loss of Privilege Detention
	Maximum	Detention	Suspension
Harassment/Taunting/Intimidation/Hazing	Minimum	Conference Parent Involvement Loss of Privilege Detention	Detention Counseling Suspension
	Maximum	Suspension **	Suspension **
Improper Display of Affection	Minimum	Conference Detention	Parent Involvement
	Maximum	Suspension	Suspension
Improper Dress/Dress Code	Minimum	Conference/Change Required Parent Contact	Change Required Parent Involvement Detention
	Maximum	Suspension	Suspension
Leaving School Property without Permission	Minimum	Parent Involvement Detention Loss of Privilege	Suspension
	Maximum	Suspension	Suspension
Loitering	Minimum	Conference Loss of Privilege Detention	Parental Involvement Detention
	Maximum	Suspension **	Suspension **
Photographing or Filming Students, Staff, or Other Person(s) on School Premises during the School Day or at Extra-Curricular Events With the Intent of Humiliation, Intimidation, Threat, Embarrassment, or Discomfort	Minimum	Conference Parent Involvement Removal of Image(s) from Device Restitution if possible Loss of Privilege	Removal of Image(s) from Device Restitution if possible Extended Loss of Privilege Detention
	Maximum	Suspension Suspension **	Suspension Expulsion**

Violation	Range	First Occurrence	Repeat Occurrence
Profanity – In written, spoken or symbolic form	Minimum	Conference Parent Involvement Counseling	Detention Counseling In School Suspension
	Maximum	Detention	Suspension
Use of Prohibited Devices	Minimum	Conference	Parent Involvement Confiscation of Item
	Maximum	Confiscation of Item	Suspension
Sending, Receiving or Possessing Sexually Explicit Pictures or Images	Minimum	Conference Parental Involvement Loss of Privilege	Parent Involvement/ Detention In School Suspension
	Maximum	Detention Suspension**	Suspension Expulsion**
Sexual Harassment	Minimum	Conference Parent Involvement Detention	Parent Involvement Detention Suspension
	Maximum	Suspension Expulsion**	Referral to Outside Agency Expulsion**
Snowballs	Minimum	Conference Parent Involvement Loss of Privilege	Parent Involvement Loss of Privilege Detention
	Maximum	Detention Suspension	Suspension
Theft	Minimum	Parent Involvement Restitution Detention	Restitution Detention Suspension
	Maximum	Suspension Expulsion**	Expulsion**
Tobacco Products Including Chewing Tobacco, Matches & Lighters: Providing, Use, or Possession	Minimum	Conference & Confiscation Parent Involvement Detention	Detention
	Maximum	Loss of Privilege In School Suspension Suspension	Suspension
Verbal Abuse - In written or spoken form; including but not limited to, name calling, profanity, obscenity, racial or ethnic slurs, or other derogatory statements or gestures	Minimum	Conference Parent Involvement Detention In School Suspension	Parent Involvement Detention Suspension
	Maximum	Suspension	Expulsion**
Weapons/Gun(s) – Any object which could be used with the intent to do harm or destruction	Minimum	Expulsion**	Expulsion**
	Maximum	Expulsion**	Expulsion**

\*\* Police Involvement

### **Conferences (Student/Parent/Teacher/Administration)**

Conferences involving parent/s and student/s may be mandated to resolve some discipline/behavior issues. Failure of a parent/s or student/s to attend such conferences may necessitate additional disciplinary consequences for students.

### **Detentions**

Detention is a form of punishment where the student is required to spend a specified amount of time after school or during lunch. The maximum length of a school day detention is 60 minutes. Detentions may be monitored by a teacher or an administrator. The school is not responsible for transportation of students who have detentions. Students are to report for detentions by 3:10 pm for an after school detention. Students must bring adequate material to work on. The teacher or administrator on duty may assign work for those students who fail to bring work with them. Students must follow the detention supervisor's directives immediately when given. Talking, sleeping, food or soda will not be permitted. Students who fail to comply with detention rules may be removed and/or assigned additional consequences or additional detention time. Detentions not served will result in additional discipline consequences and/or detention time being assigned.

### **Social Probation**

Social Probation is the removal of all social privileges. This includes extracurricular events and all school-related activities and functions that are held on school grounds or for which transportation is being provided by the school. Students placed on Social

Probation will also lose the privilege of hall passes and attending assemblies. The student is permitted to attend regular classes and must leave the school grounds at the conclusion of the regular school day and may not return.

Students failing to return required paperwork, pay fees, return library books, or return athletic equipment can also be placed on Social Probation. Social probation will be in effect until fees are paid or school property is returned.

Attempts will be made to notify parents by phone on the day the student is placed on social probation and will be notified in writing by mail. Students will be informed in person.

Additional consequences may be assigned at the discretion of the administrator. Failure to comply with the conditions of social probation will result in the assignment of additional disciplinary actions.

### **Campus Restriction**

Students may be confined to the campus / cafeteria during their lunch hour for varying lengths of time due to disciplinary infractions.

### **Loss of Bus Privileges**

Students may have their bus riding privileges suspended or revoked for bus misconduct. At such times, parents will be responsible for transportation to and from school.

### **In School Suspension**

Students serving In-School Restriction may be removed from their classroom environment. In-school restrictions may not be announced to students in advance. Teachers will receive prior knowledge. Classroom teachers and/or administration will provide assignments.

Students may be required to sign an In-school restriction contract. Students must complete all assigned work to receive credit for their day of In-school restriction. Failure to comply with In-school restriction rules / directives may result in additional consequences including, but not limited to, additional in-school restriction and/or suspension.

### **Out of School Suspension**

Out-of-School Suspension shall result in the student being removed from the school environment for a period not to exceed 10 school days per offense. ***Students are not to be on campus at any time during a suspension without administrative approval and are NOT ELIGIBLE for any school-sponsored activity, including practice or games, and may not attend any school-related activity or function during the time of their suspension.***

Suspensions will generally begin the morning following parental notice of the incident incurring the suspension. However, the egregiousness of an incident may require suspension the same day of the offense.

During suspensions students are responsible for obtaining their daily assignments. Assignments may be requested via phone call for pickup after 3:20 in the high school office or by other approved arrangements. All assignments and/or tests are due upon return to class unless other arrangements have been made with individual teachers. Both daily assignments and tests grades are contingent upon meeting the aforementioned timelines.

With the approval of the principal and in lieu of an out of school suspension, parents may accompany and remain with their son / daughter throughout the student's entire day each school day of a suspension.

### **Expulsion**

Expulsion is a severe disciplinary action taken against students involved in major and/or repeated breaches of discipline by which the student is dropped from the rolls and ceases to be a student at Bluffs School. Students suspended three or more times during the school year MAY BE recommended to the School Board for expulsion.

Expulsion shall take place only after the parents have been requested by registered or certified mail to appear at a hearing/meeting with the Board of Education to discuss their child's behavior.

### **Student Rights with Disciplinary Procedures**

In all discipline offenses requiring administrative intervention the fundamentals of "due process" will be followed to ensure fair treatment. Prior to the imposition of discipline consequences for Level 2 offenses, students will meet with the principal or administrator in charge to discuss the situation. The student will be advised of all charges against him and will be given the opportunity to respond. An exception is where immediate removal is necessary because the student poses an immediate threat to

students (or themselves), school property, and/or is disruptive to the educational process. In such cases a student will be given the opportunity to present information on their behalf within 24 hours.

If the offense justifies Out-of-School Suspension, the parents of the student shall be notified immediately by telephone (if possible) followed by a letter. If no contact is made, the student may be placed on In-School Restriction until the parents are notified.

The suspension letter shall give reasons and dates of the suspension and inform the parents of their right to review. The procedure for review, if requested shall be as follows:

1. All requests for review shall be made by the parent or guardian within 5 days after receipt of the notice of suspension.
2. The hearing shall take place at the next regularly scheduled Board of Education meeting.
3. The Board of Education shall serve as the hearing officer. All decisions rendered by the Board of Education shall be final.

### **Search and Seizure**

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

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

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

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

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, 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.

### **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.

## **CURRICULUM**

### **Student Classification**

To determine class standings, students will use the following credit scale:

- Freshman = 0-6 credits
- Sophomore = 7-12 credits
- Junior = 13-18 credits
- Senior = greater than 18 credits.

Students will attend class meetings and functions according to the number of credits earned.

### **Eighth Grade Graduation Requirements**

1. Students must pass a test on the State and Federal Constitution during the second semester of 7th grade. Students may retake test if necessary.
2. Requirements for students coming from a school other than Bluffs Jr. High School will be evaluated according to Bluffs School District Policy.
3. Earn 0.5 Health credit.
4. Students must pass at least 5 of the 7 classes during their 8<sup>th</sup> grade year.
5. Students who do not meet promotion requirements may be provided remedial assistance or be retained in the grade.

## **High School Graduation Requirements**

In order to graduate from Bluffs High School a student must earn a minimum of 24 credits and complete 8 semesters of high school. All transfers will have their credits pro-rated in order to match our requirements. Many of these credits must come from specific subject areas, a list of which is displayed in the table below. Half a credit (toward graduation requirements) is earned by a student who completes a semester of a class with a passing grade. Students must participate in a minimum of 10 hours of community service time during the course of their senior year. The service time must be pre-approved by the principal. Incoming freshman class of 2022-23 must complete a full year of computer literacy instruction before they graduate.

### ***H.S. Graduation Requirements***

<b><u>Courses</u></b>	<b>Credits</b>
English (including English 1-4)	4 cr.
Second writing credit will be earned in English III	
Writing Essentials	1 cr.
Science (including Physical Science and Biology)	3 cr.
Health	0.5 cr.
Social Studies (including American History I and Illinois History/Civics)	3 cr.
Math (including Algebra and Geometry)	3 cr.
* Physical Education	4 cr.
Electives	4-8 cr.
# Consumer Education	Pass
U.S./Illinois Constitution Tests	Pass

**Total credits** **24**

- As per the Illinois School Code, all students must take PE unless one of the following exists: (1) student is enrolled in a course required for admission to an institution of higher education, 2) student is participating in interscholastic athletics (entire semester), or (3) student is enrolled in a course required for high school graduation. Physical education will be required by all high school students unless they meet one of the above criteria.
- The Consumer Education requirement may be satisfied by passing two semesters of Business Orientation or Ag Business Management, or passing the Illinois Consumers Education Proficiency Test provided by the State Board of Education.

### **Guidance Counselor**

Bluffs High School maintains a Guidance Counselor to better serve the student body. The Guidance Counselor may help students with selection of courses, registration, scheduling, colleges / vocational training, and/or personal problems. The Guidance Office also handles transcripts for graduates.

### **Scheduling/Class Changes**

Students are enrolled in seven courses. Students may request class changes during the first five school days of each semester. Students dropping classes after the class change period will be dropped from the class with an "F". An Add/Drop form, signed by the student, his/her parent/guardian, and the principal must be submitted to the Counselor by the last change day in each semester.

### **Physical Education**

All students are enrolled in Physical Education classes. Students will wear a light colored t-shirts and dark shorts that **comply with the school dress code** during the physical education period. Students are required to have a pair gym shoes that must be worn for physical education class only. Students are not to wear sandals, flip flops, or athletic sandals while participating in physical education classes.

If a student is unable to participate because of illness or some other problem, a parent/guardian note is required for that day. A more serious problem warrants a note from the doctor. If a student fails to bring a parent/guardian note and wants to be excused, it is possible with the permission of the teacher or principal. A student may be told to dress but not participate. Students may be asked to complete an alternative physical education assignment during the period of non-participation.

Students with medical excuses from physical education will not be allowed to participate in athletic contests, including practice, until released by a physician.

### **P.E. Lockers and Locks**

Students will be issued a dressing room locker and lock for Physical Education. Students will be responsible for both and fines will be assigned for locks that are not returned.

### **Correspondence Courses**

High School students may count up to six credits of correspondence courses toward graduation requirements. All correspondence courses must be approved by the principal. Generally, the following reasons will be used as guidelines for approval:

1. To earn a credit(s) needed to graduate on time. Graduation on time means in eight semesters.
2. To earn a required credit in a course that cannot be worked into your schedule.

Contact the Guidance Counselor for assistance in identifying and gaining approval of courses.

No credit toward early graduation will be given for correspondence courses and all summer school classes must have prior approval from the school administration.

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

Bluffs High School may authorize students to enroll in a distance learning course, including a virtual or online course for classes not provided on campus (e.g. Spanish). All such classes require parental consent forms and administrative approval. The school may pay registration fees, however, in all cases where students withdraw from the class after the drop date (generally 10 days), students will be required to make restitution to the school for such registration expenses incurred. In addition, students who fail courses must reimburse the school district for the tuition paid on his or her behalf.

Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

### **Dual Credit Courses**

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

### **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.

### **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.

### **Driver's Education**

As per the Illinois School Code, all students must receive a passing grade in at least 8 courses during the previous 2 semesters and must be at least 15 years of age by the following cutoff days to take driver education; 1<sup>st</sup> semester – November 30<sup>th</sup>, 2<sup>nd</sup> semester – April 30<sup>th</sup>, prior to enrolling in a driver education course, to be able to enroll in a driver education course. However, a student may be allowed to commence the classroom instruction part of such driver education course prior to reaching age 15 if such student then will be eligible to complete the entire course within 12 months after being allowed to commence such classroom instruction. (105 ILCS 5/27-24/2)

### **Ag Shop / Automobiles**

The Ag Shop will be used for class projects and only students enrolled in Bluffs High School shall have access to the shop and equipment. The working on stock cars (race cars), 4-wheelers, and other such vehicles are not part of the academic curriculum.

### **Vocational Education Class / Program**

Vocational Education is offered to seniors interested in job training specific to a desired vocation. This course may be taken solely for classroom credit (.5 credit per semester) or, with program approval, as a class in conjunction with an on-the-site job credit (.5 credit per semester). Classroom work will consist of general information detailing work experiences. Job experiences, per program approval, occur under the supervision of employer, classroom instructor, and school administration and may be specific to a student's field of study.

Students make application to the program and will be considered for approval on the basis of attendance and school performance (including academics & behavior). Passing grades (each semester) in all junior year classes are required to be eligible for program

(on-the-job experience) application. Maximum enrollment will be at the discretion of administration. Students approved for the on-the-job experience must diligently report to their job site each day, work their contracted time, and complete time cards (signing in upon arrival and out when leaving). In addition, the following criteria apply to all students participating in the Voc-Education Program:

Any student (enrolled in the Voc-Education Program) receiving ineligible status for a third time in any semester will be dropped immediately from the program and enrolled all day in scheduled classes for the duration of the school year.

- No student may work for immediate family members (parents / siblings).
- Students must work (jobs) on all school attendance days.
- Students who lose their jobs and/or are removed from the program will attend school all day.
- Students must attend all classes each day in order to work their job (that day). A student absent from any regularly scheduled class will be required to remain at school that day (unless absence is excused and permission granted via administration).
- Students assigned discipline consequences will forfeit their jobs during assigned days of consequences (e.g. In-school restriction, suspension).
- Any student forfeiting / missing their job for a third time / day as a result of disciplinary consequences will be permanently removed from the program.

*Failure to comply with any segment/s of the Vocational Education Program as described herein may result in removal from the program and loss of credit.*

## **GRADING**

### **Semester Exams**

High school students will be required to take semester exams in all subjects unless waived.

### **Grading System**

Report cards are issued after each of the nine week grading periods. Nine weeks grades will be determined upon a percentage basis of all work correctly completed during the quarter. There are two nine-week grading periods per semester. Credits are awarded on a semester basis. That is, for passing each semester of a given academic course you get 0.5 credits.

Regular education semester grades will be determined by averaging each of the two quarter percentages (grades) and the percentage grade earned on the semester exam. Each quarter grade is worth 40% of the final semester grade, and the semester exam is worth 20% of the final semester grade.

If a student is removed from a class during the semester for disciplinary reasons, the student may fail that course and receive no credit for that semester. **Credit is earned for successful completion of each course.**

### **Incompletes**

There must be a very special circumstance for an incomplete grade to occur (e.g. prolonged illness). If a student has an incomplete grade it must be made up as soon as possible. All course work not made up by one week after the conclusion of the grading period, will be marked a zero (0), unless other arrangements have been made and no credit will be earned for the course. Remember, credit is earned for successful completion of the semester. Credit may not be given a student who has failed to complete a substantial portion of the course work for a class. Any such action will be at the discretion of the teacher and administration.

### **Grade Point Averages**

Grade point averages (GPA) are figured at the end of each semester. A basic grading scale exists for all courses; however, an accelerated scale (5.00) will be used with the following college-prep courses: all Foreign Languages, Speech, Chemistry, Algebra II, Trigonometry, Advanced Algebra, Calculus, and Physics. Other courses (which may be offered) may be designated an accelerated course by administration at the beginning of a semester.

**Grades in all classes except PE, and Driver's Education, are factored into GPAs and used to determine honor rolls, cumulative (semester) GPA's, and class ranks.** Semester letter grades are converted into number values (see the charts below). To factor a GPA, add the number values and divide by the number of credits attempted.

## **GPA CALCULATION CHART**

<i>Basic Scale(4.00)</i>		<i>Accelerated Scale(5.00)</i>	
GRADE	POINT VALUE	GRADE	POINT VALUE
A+	4.00	A+	5.00
A	3.84	A	4.79
A-	3.67	A-	4.59
B+	3.34	B+	4.18
B	3.00	B	3.75
B-	2.67	B-	3.34
C+	2.34	C+	2.93
C	2.00	C	2.50
C-	1.67	C-	2.09
D+	1.34	D+	1.68
D	1.00	D	1.25
D-	.67	D-	.84
F	.00	F	.00

For information regarding class rank, students should schedule an appointment with the school guidance counselor.

### **Classroom Grading Scale**

Each student at Bluffs Community Schools will be evaluated using a uniform percentage grading scale for daily assignments, homework, and testing. The scale is as follows:

98-100 = A+  
93-97 = A  
90-92 = A-  
87-89 = B+  
83-86 = B  
80-82 = B-  
77-79 = C+  
73-76 = C  
70-72 = C-  
68-69 = D+  
66-67 = D  
65 = D-  
64 or below = F

Each classroom teacher has the right to weigh or require certain criteria (e.g. assignments, tests, projects, etc.) in order to receive a selected grade or percentage.

### **Honor Roll**

The Honor Roll is calculated at the end of each quarter and semester. To be eligible, students need the following grade point averages (GPA):

High Honors  $\geq 3.67$ ;  
Honors - 3.66 to 3.34  
Class Honors - 3.00 to 3.33

### **Testing Incentive**

Students who have at least a B in a class, as well as teacher and parent approval may select to waive **one** semester exam for each category in which they meet or exceed. They can receive one waiver for meeting or exceeding in the separate categories of Reading, Math, Science, and Writing. These waivers must be used their freshman year following the 8<sup>th</sup> grade ISAT or their senior year following their junior year PSAE. **No more than a maximum of two waivers per student may be issued or utilized.**

## **GRADUATION**

### **Valedictorian and Salutatorian**

Grade point averages for these two highest honors will be based upon grades/ percentages earned from high school regular education classes / courses. The valedictorian will be the student with the highest grade point average.



To be considered for these honors, a student must earn all of their credits during their senior year at Bluffs High School. Also, more than 50% of their credits must be earned from Bluffs High School. Foreign exchange students will not be eligible for these honors.

In case of a tie, co-valedictorians and/or co-salutatorians will be honored. Students who earn these honors will be expected to give a speech during graduation ceremonies.

### **Graduation Marshalls**

High school graduation marshalls shall be determined by the top two junior GPA holders within the National Honor Society.

## **EXTRACURRICULAR**

### **Social Functions**

All activities will be held on school premises unless prior approval from the principal is given. If you bring a date from outside of school, they must be registered in the Principal's Office prior to the social function. Admittance to the social function is contingent on completion of this form and/or proper attire. No one 21 years of age or older will be allowed to attend school dances with a Bluffs student. The exception would be a special education student who still attends high school. Proper attire for all social functions will be specified in advance by class sponsors and administration.

High school dances are for high school students only. Jr. High students WILL NOT be allowed to attend. Likewise, high school students will not be allowed at Jr. High functions.

Students choosing to leave social functions or athletic contests will not be allowed to return unless they have prior permission.

### **Class Organizations**

Each organization shall have on file in the Principal's Office, a constitution, bylaws for governance, and current membership / offices held. These organizations may sponsor social functions throughout the school year as well as perform services for the school and community. Organizations are considered extracurricular activities and some of their meetings may be held outside regular school hours. New organizations may be formed with approval from the Principal.

### **National Honor Society**

Selection to the National Honor Society is determined by a vote of the high school faculty. Students in grades 10 through 12 are eligible. Students in sophomore status must have a cumulative 3.50 GPA. Juniors and seniors must have a 3.00 GPA. In addition to the scholastic criteria, students are selected on the basis of character, service and leadership. All members must perform 35 hours of approved community service each year to meet their service requirement. Members are evaluated annually. Those who fail to meet any criteria may be removed for cause.

### **Field Trips**

Teachers and sponsors of various organizations may, with principal approval, set up trips to augment the regular educational program. All students must obtain parent signatures on field trip permission forms before they can leave for the trip. As the trip is an extension of the classroom, all school and district policies/rules apply for the entire duration of the trip. Students who have exhibited a pattern of misbehavior in their class/es or organization may be excluded from attending field trips at the discretion of the teacher, sponsor, or principal. Organizations may be required to reimburse the school district for the cost incurred.

### **Senior Trip**

Graduating seniors at Bluffs High School have traditionally taken a trip near the end of the year. However, a trip itinerary must be approved and sanctioned by the School Board prior to scheduling arrangements. Senior trips will be allowed no more than 2 school days on the trip itinerary.

Students must pay the expenses of all class sponsors, bus drivers, and transportation costs if school transportation is used. Students will also need to be in good standing with the school throughout their senior year. The definition of good standing would include:

1. Good Behavior / School Rules' Compliance (as determined at the discretion of the principal and/or class sponsor/s).
2. Payment of all school charges and fees (lunch money, textbook fees, class dues, etc.)
3. Students will be passing all academic classes.

***Fifth year seniors or seniors who are excessively absent (8 or more absences) during their senior year may not be allowed to go on the senior trip.*** Doctor's notes, funerals, pre-approved college days, and other situations approved by administration will not count towards the absence total. All school district policies and rules apply. Discipline consequences for violations may include denial of graduation ceremony privileges.

Only class sponsors or other designated school personnel will be allowed to go on class trips.

### **Athletics and Extracurricular Activities**

At Bluffs Jr. High the athletic governing body is the IESA, at Bluffs High School the athletic governing body is IHSA, and the schools follow the guidelines of these organizations. Athletic and extracurricular activities do not discriminate on the basis of sex. Coaches and sponsors are expected to set up rules and regulations for students involved in their respective sports/activities. Questions regarding these expectations should be addressed by making an appointment with the coach.

**A one-time per academic year athletic fee of \$50 for a high school student, and \$25 athletic fee for a junior high student will be assessed.**

All students participating in athletic and/or extracurricular programs must maintain a passing grade in all classes. Students who wish to participate in athletics/extracurricular activities must adhere to the Bluffs Junior High or the Winchester/Bluffs Extracurricular Code of Conduct approved by the Bluffs Board of Education. A copy of the Extracurricular Code is included in this handbook. All students are also required to have a current sports physical on file prior to try-outs, practice, or competition. All physicals are current from one calendar year from the administration date.

Extracurricular activities include all Bluffs/West Central athletics and all clubs/organizations. Examples of student clubs/organizations include but are not limited to: Student Council, National Honor Society, FFA, etc

**In order to participate in any extracurricular events/contests, a student must be in attendance at school during the day of an event for a full school day (all classes), with exceptions requiring the principal's approval.**

Students may be permitted to leave school for a doctor's appointment. However, they are expected to be at school prior to the appointment (unless the appointment is made for 9:30 a.m. or earlier) and are required to sign out at the time of their departure. After the appointment, students must return to school, sign in, and bring a doctor's note to the office.

### **Definitions Relating to Extracurricular Eligibility**

The following definitions will be used for eligibility:

- **Ineligible status** is for students who are below 65% in any class
- **U=** Unsatisfactory behavior within the school setting.
  - Student is ineligible for 1 week due to disruptive behavior.

### **Eligibility of Students**

Bluffs Schools uses a NO PASS, NO PLAY policy for all extracurricular activities. This means to be eligible for an extracurricular activity a student must be passing all of their subjects. Additionally, students must be in attendance in all of their classes in order to participate in extracurricular activities on days when activities are scheduled (practices, games, etc.).

**An extracurricular activity is any school-related or school-sponsored activity occurring beyond the conclusion of the school day for which a grade is not given. All students involved in extracurricular activities will be under the auspices of the Bluffs/Winchester Extracurricular Code of Conduct and must sign this document's consent form.**

Procedural Policy for eligibility is as follows:

1. Teachers submit eligibility grades every Thursday by 3:00 pm.
2. Eligibility reports are cumulative (to date) grades for the current semester for High School students and by current quarter for Junior High Students.
3. Students and parents are notified of failing grade and ineligibility by teacher and/or coach.
4. Period of ineligibility runs the following Monday through Sunday.
  - a) Eligibility is not checked during a school week that has less than 4 full days of school.
  - b) During a short week, a student on the ineligible list may become eligible. However, all other students will not be affected. The short week will be added to the next week's eligibility. **A student cannot become ineligible during a short week.**
5. If a student is ineligible 3 times in a given season, the student is then ineligible for the remainder of the season.

Athletes participating in sports may be able to practice if they are ineligible, but may not dress, sit on the bench, or play in any games for the week of ineligibility. Similarly, participants in other extracurricular activities may practice but may not participate, present, or compete in an extracurricular event the week they are ineligible.

## **Winchester / Bluffs Schools Extracurricular Code of Conduct**

As a member of a Winchester or Bluffs Schools' extracurricular programs students become responsible to an extracurricular code of conduct. Certain guidelines establish behavior and conduct expectations of all students who participate in the provided extracurricular programs. This code of conduct will apply to all participating students at Winchester / Bluffs Schools at all times during the calendar year. Participating students will be held accountable to this Code of Conduct as long as they are eligible to participate according to IHSA or IESA eligibility guidelines. Any member of an extracurricular activity at Winchester / Bluffs Schools who violates any of these guidelines is subject to forfeiting his/her privileges of participation.

### **I. Academic - Extracurricular Eligibility**

To be eligible, and to remain eligible for participation in extracurricular events, students must meet all applicable IESA or IHSA rules. Additionally, in order to represent Winchester / Bluffs Schools, the student must be passing all subjects. The grades shall be reported by the teachers each week on a **CUMULATIVE BASIS FOR THAT CURRENT SEMESTER**. The athletic director and/or the activity sponsor will make a weekly check of eligibility during the school year.

Any student who is failing any class becomes ineligible for one week (week being defined as Monday to Sunday). During this week, the student is expected to practice but cannot dress for any game(s) or participate in any extracurricular activity. Eligibility will be checked each week and the student will not be eligible until they are passing all classes.

If a student fails a course (1) in the previous semester, the student may participate in any co-curricula's the following semester on a contractual basis. Standards for the contract will include, maintaining at least C's in all classes, have no unexcused absences, have no more than 3 times tardy, and no more than 1 discipline referral. Students will be monitored by the Principal for compliance. Should they be found in violation of the contract, they will become ineligible for the remainder of the season.

**Anyone academically ineligible for three times during a season will be ineligible for the remainder of that season.**

### **II. Possession or consumption of tobacco, tobacco products, e-cigarettes or vaporizers, alcohol, illegal or controlled substances and drug paraphernalia is prohibited. Additionally, knowledge of and/or association with individuals while they are illicitly using alcohol, controlled substances and/or drug paraphernalia is prohibited.\*\*\***

In all cases where the Administration finds sufficient evidence of **prohibited acts, as determined by administrative investigation and discretion, including, but not limited to, police intervention and/or assistance**, the student will be banned from all extracurricular activities. **A first offense (of prohibited act/s) shall result in a suspension of 50% of the season. If there is not 50% of a season left, the remaining percentage will carry over to the next activity the student participates in. Game penalties will always round up (i.e. 5 football games)** This suspension may apply to the current activity as well as the next extracurricular activity in which the student is involved. **Suspensions will begin from the date of offense (if student is involved in an extracurricular activity at the time violation occurs) and may encompass the next extracurricular activity student participates in. Suspensions may carry over from one school year to the next, and nothing shall prohibit a student who violates this code during summer vacation or any other non-school time from serving said suspension upon the resumption of the next school year or an extracurricular activity that starts prior to the next school year.**

In the case of first-time violators, participation in practice during the suspension will be up to the coach or sponsor. Second time violators, **anytime during the student's school career, will be banned from all extracurricular participation for a period of one calendar year. Third time violators, anytime during the student's school career, will be banned from all extracurricular participation for the remainder of their high school eligibility. Students found at any location where substances are being consumed illegally shall be considered in violation of this policy and said consequences may ensue.**

### **III. School attendance and citizenship requirements**

- A. In order to participate in practice or an extracurricular event, a student must be in attendance at school for the full day. Exceptions (pre-arranged absences, field trips, funerals, doctor appointments, etc.) will require the approval of the Principal or the Guidance Counselor. If the activity is held on a non-school day, the coach/sponsor shall determine participation within the intent of the guidelines.
- B. Students who are suspended from participation in classes for one or more school days due to a violation of regular school rules shall be unable to participate in extracurricular activities (practices or games) on the same day they are suspended. Student participation in extracurricular activities may also be limited or denied due to the violation of the rules herein or the individual team or activity rules as prescribed by the coach / sponsor or administrator, and approved by the respective Board.

- C. All acts of insubordination, disruptive behavior, vandalism, malicious mischief, misuse of transportation privileges, or breaking the general training rules as outlined herein or in the activity rules may result in dismissal from the organization or team, or other disciplinary action as may be recommended by the coach, sponsor or administrator.

#### IV. General Regulations

- A. Illinois Elementary School Association or Illinois High School Association rules must be followed in all cases of eligibility, transfer, physical examinations and insurance coverage. No student is to practice or play without their physical and insurance form or waiver on file.
- B. Students must travel to and from *all practices* and contests away from Winchester / Bluffs Schools on transportation provided by the school. The only exceptions are:
  - 1. Injury to a participant which requires alternative transportation.
  - 2. Arrangements are made in writing by the parent/ guardian to the coach / sponsor of the activity. A signature from the parent/guardian shall accompany the verbal request *and the participant (son / daughter) must ride with their parent at the conclusion of said practice / contest.*
- C. Completion of the event season is required in order for the student to be eligible for a letter or other team or individual awards. No awards shall be given to any student suspended for the remainder of the season for Extracurricular Code violations.
- D. A student who has not turned in uniforms / equipment or monies owed to coach / sponsor for one extracurricular activity will not be eligible to participate in another activity.

#### **Conduct of Spectators at Athletic Events**

Spectators at athletic events shall comply with the rules of Scott-Morgan CUSD #2 and the Illinois High School Association or the Illinois Elementary School Association governing conduct at school events, and the laws of the State of Illinois.

Spectators shall not engage in unreasonable abusive, loud or boisterous conduct which interferes with the play or the participants of the game or contest, nor shall any spectator engage in any conduct which unreasonably interferes with the enjoyment of the event by other persons in attendance.

Persons who are not students of the district who violate this rule shall be subject to ejection from the event. Students of the district who violate this rule shall be subject to ejection from the event as well as disciplinary action in accordance with the rules of the district governing student discipline. Any student or other person violating this rule may additionally be subject to denial of admission to school events for a period of not more than one year pursuant to the provisions of Illinois Rev Stat Ch 122, 22-24.

#### **STUDENT RECORDS:**

##### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students certain rights, including the right to inspect, copy and challenge school records. Disclosure of student information may only be provided to individuals who have a legitimate education interest in the student's educational record in order to fulfill his or her professional responsibility without parent consent. The Act also provides you with the right to seek the correction of student records that you believe are inaccurate. Further questions about these rights may be directed to the principal.

##### **Permanent and Temporary Student Records**

For the purposes of the Act, there are two types of school student records:

- Student Permanent Records; and
- Student Temporary Records.

**Permanent Records** include the following:

- Basic identifying information, including students and parents names and addresses, birth date and place, and gender; academic transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations; attendance record; accident reports and health record; records regarding the times the school has released permanent record information to others; honors and awards received; and, information about participation in school activities or athletics, or offices held in school-sponsored organizations.

##### **Temporary Records**

These records include all information which is of clear relevance to the education of the student, but which is not required to be in the student permanent record. Information relating to any disciplinary infractions involving drugs, weapons, and bodily harm must be included in the temporary record.

The temporary record also may include:

- Family background information; Intelligence test scores; aptitude test scores; reports of psychological evaluations; achievement level test results; participation in extracurricular activities; honors and awards received; teacher anecdotal records; special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals; and any verified reports or information from non-educational persons, agencies or organizations.

### **How Long Must a School Keep Student Records?**

A school must keep Student Permanent Records for at least 60 years after the student has stopped attending the school. A school must keep Student Temporary Records for at least 5 years after the student has stopped attending the school.

After the five-year period, certain temporary records may be transferred to the parent of a child with disabilities who received special educational services, or the student if he has reached age 18. These records include psychological evaluations, special education files and other information which may be of continued assistance to the student. The school is required to inform the student and the parent of the right to receive these records and of the future usefulness of these records.

### **Access to Student Records by the Student:**

If you are a student under age 18, you have the right to inspect and copy your school student permanent record. Upon reaching age 18, graduation from high school, marriage, or entry into military service, you have the right to inspect and copy both the permanent and temporary student records.

Although the Act does not require schools to do so, a school may allow students the right to inspect and copy their *temporary* record even though the student has not yet reached age 18, graduated from high school, married, or entered the military. You should check your school's written policies to determine the circumstances under which the school will provide students with access to temporary records.

### **Access to Student Records by Parents:**

If you are the natural parent, legal guardian, or other person primarily responsible for the care of a student, you have the right to inspect and copy both the permanent and temporary student records.

Upon the student's 18th birthday, graduation from high school, marriage, or entry into military service, you no longer have the right to inspect or copy the records without the student's written consent or a court order.

### **Rights to Privacy**

In general, the school is not allowed to release a student's school records to anyone, without the written consent of the parent or legal guardian, or the consent of a student who has reached age 18.

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

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

### **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.
- Sexual behaviors or attitudes.

- 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 program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey.

The school will not penalize any student whose parent/guardian exercised this option.

## **HEALTH SERVICES/MEDICATION:**

### **School Health Services**

Vision screening is conducted each year for students in pre-kindergarten, kindergarten, 2<sup>nd</sup> and 8<sup>th</sup> grade. Hearing screening is conducted for students in pre-kindergarten, kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> grade. In addition, all special education students and students new to the District will be screened. Vision and hearing screenings are not a substitute for a complete evaluation by a doctor.

A cumulative health record is kept for each student. The student's record includes: medical history, immunization status, physical and dental examinations and recommendations, vision, hearing, and any other pertinent health information.

### **Medication**

Prior to giving any medication (long term, short term, prescribed, over the counter, vitamins, supplements, etc.) at school, the school medication permission form shall be completed authorizing the school to administer the medication. The use of medical marijuana is strictly prohibited on district property and at school events. Permission forms shall be renewed every year or whenever changes in medication or the health of the child occurs. Forms are kept on file in the health office. Permission forms are available in school health office and are subject to review.

When it is necessary to administer prescriptive medication to a child at school it shall be brought in a current pharmacy container clearly marked with the student's name, prescription number, medication name/dosage, administration route, date and refill, licensed prescriber's name and pharmacy address and phone number. All prescription medication will be kept in the nurse's station and will be administered by the school nurse or principal. Teachers should not be asked to dispense medication.

It is the policy of the school district that non-prescription medications should be administered by a student's parent/s whenever possible before or after school. In the case that non-prescription medication/supplements **must be administered at school**, the parent should supply the medication/supplement in the original container with ingredients listed and the child's name affixed to the container, send written consent, and inform the school regarding previous dosages. The dispensing of non-prescription medication/supplements will be a practice that will be limited to observable need and required dosage.

With the proper authorization, students may carry and self-administer an inhaler for the treatment of asthma or epinephrine for anaphylaxis. A back-up inhaler or epinephrine should be kept in the school health office. Any certified employee may administer medications in an emergency situation, if under the circumstances, the school nurse or emergency medical personnel cannot be available in sufficient time and the student cannot reasonably self-administer the medication.

### **Prevention of Anaphylaxis**

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

### **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 school nurse or principal at (217) 754-3815.

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.

### **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 School Nurse and/or the Building Principal.

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

### **Automatic External Defibrillator**

AEDs are strategically placed and readily accessible to predetermined AED users to maximize rapid use. The AED is available during school hours and after school during on-site school activities. The predetermined AED users are school nurses and any other person who has received AED training and has a completion card on file with the Superintendent.

The following information is posted with each AED:

1. Instructions to immediately call 9-1-1 and instructions for emergency care.
2. A statement that the AED is to be used by only trained users.
3. Instructions for using and AED.

### **Health Emergencies**

In the event of a serious accident or emergency, school personnel will notify the parents or legal guardian at the earliest possible opportunity. In the event they cannot be reached, the emergency telephone number listed on the student emergency card will be used. It is important that parents complete the emergency information card at the time of registration and notify the school if any changes occur in the address, phone number, or emergency numbers listed on the card.

### **Home and Hospital Instruction**

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

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

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

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

## **TECHNOLOGY**

### **Internet Access**

Students enrolled in Bluffs School District may have access to the Internet. This is a privilege that may be removed if the student is found to abuse or misuse the intent for which the privilege is given.

As outlined in Board Policy, students must have an Authorization for Electronic Network Access form signed and on file in the office before being allowed internet privileges.

### **Acceptable Student Use of Electronic Networks and Internet**

Terms and Conditions:

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

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

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that 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.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

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



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

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. 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 prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

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

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an 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.
3. Electronic messages transmitted via the school 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 the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

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

#### **Consequences of Unacceptable Use of Internet Policies**

**First Violation** of any policy provision- Revocation of Network/Internet privileges for 2 weeks (10 school days).

**Second Violation** of any policy provision- Revocation of Network/Internet privileges for six (6) weeks (30 school days).

**Third Violation** of any policy provision- Suspension of Network/Internet privileges for the remainder of the school year.

## Glossary

**Academic Dishonesty-** Cheating on tests/assignments, copying term papers/other projects, forging signature of teacher/parent

**Arson-** The malicious, intentional attempt to burn any property.

**Abusive Language-** Name-calling, racial slurs, or derogatory statements addressed to others.

**Assault/Battery-** Attempting to cause and/or causing injury to another student or staff member.

**Breaking and Entering-** Unlawful entry into the property of another or into any portion of the school property.

**Bullying-** Systemic harassment and/or attacks on others by groups or individuals.

**Closed Campus-** Students are to remain in their assigned buildings and on the school's grounds continuously from the time of reporting to the time of dismissal, unless permission to leave is granted by the parent/guardian and a building administrator.

**Coercion-** The act of compelling by pressure or threat, domination, restraining, or controlling forcibly.

**Communication Devices-** beepers, cell telephones, etc. are not allowed on school property without prior approval of the Principal. Items may be confiscated.

**Complicity/Inciting-** Association or participation in a wrongful act.

**Computer Tampering/Hacking-** Damaging or unauthorized removal of any physical part (s) of a computer system, unauthorized installation of programs, attempting to alter software settings, or the unauthorized use of account data.

**Controlled Substance-** Any alcoholic substance, illicit drugs or look-alike, potential mind-altering substance, prescription medications.

**Defiance of School Authority -** Refusal to comply with reasonable requests of school personnel.

**Disorderly Conduct/Horseplay-** To inappropriately disturb the educational environment.

**Disrespect-** Display of rudeness or being discourteous towards others.

**Due Process-** A student has the right to tell what happened from their point of view.

**Explosive Device-** Any device or material that may explode.

**Extortion-** The act or practice of obtaining something from another person by force, power, or deceit.

**Fighting-** Engaging in physical contact for the purpose of inflicting harm to another person.

**Forgery-** The false making or alteration of a written document or another person's signature or name.

**Gambling-** To play a game for money or for other stakes.

**Harassment-** To annoy continually. Words and/or actions directed toward an individual which are intended to harass that individual.

**Intimidation-** Threats or verbal comments with the intent to cause fear.

**Insubordination-** An action involving open or persistent defiance of authority, school rules, or regulations.

**Intoxicating Agent-** Any substance used to excite or stupefy to the point where physical and mental control is markedly diminished.

**Loitering-** Standing or littering while going to from school, bus stops, or school sponsored functions. It is considered loitering when one of the following conditions exist: 1. Not leaving after a reasonable request to leave. 2. Not having any legitimate reason for being there. 3. Not having written permission to be there from anyone authorized to grant permission.

**Look-alike Drugs & Weapons-** Any material or substance that has the appearance of or is similar to the real thing.

**Lying-** Intentionally giving untrue information.

**Slander-** Making false statements about a person that may cause damage to an individual's reputation.

**Obscene-** Statements and materials that school officials find offensive.

**Paraphernalia-** Accessories, apparatus, or equipment that may be used in the manufacture, utilization, or promotion of a controlled substance.

**Pornography-** Possession, distribution, sale, or display of sexually explicit or suggestive material in any form.

**Profanity-** Use of vulgar or obscene language, lewd or indecent gestures or clothing.

**Public Display of Affection-** Kissing, holding hands, caressing, bodies in too close proximity

**Referral-** A written notice of alleged misconduct.

**Refusal to Identify Self-** Refusal to give correct name when requested to do so by school personnel

**Reprimand-** Warning given or disciplinary action taken by school personnel for student misbehavior.

**Suspension of Bus Riding Privileges-** Temporary exclusion of a student from school transportation.

**Suspension Pending a Parent Conference-** Removal of a student from school, school transportation, and/or school activities until a parental conference is held with the appropriate building administrator.

**Robbery-** The taking of property of another by threat or force.

**Sale of Intoxicants or Look-Alike Substances-** The transfer of ownership from one person to another for a price or item of value of an intoxicant or look-alike substance.

**Sexual Harassment-** Any sexual advance, request for sexual favors, or any conduct of a sexual nature that has the purpose or effect of interfering with an individual's school performance or creates an intimidating, hostile, or offensive working climate. To annoy, beleaguer, bother, molest, persecute or tease another student.

**Special Assignment -** Occurs when a student is given any additional work to perform that other students in a non-disciplinary situation are not required to do.

**Time-Out-** Removal of the student from the regular academic setting or a restriction of privileges.

**Theft-** Taking property that does not belong to that person.

**Tobacco-** Dried leaves of plants used for smoking, chewing, and/or snuff.

**Trespass-** The unauthorized presence of an individual on private or school property.

**Vandalism-** Destroying, mutilating, and/or defacing materials belonging to the school, personnel, or other persons.

**Verbal Abuse-** Disrespectful language and/or language which is threatening in nature to a staff member or a student.

**Vulgarity-** The use of offensive language, repulsive language, and/or profane language.

**Weapons-** A weapon shall be defined as any object used or which could be used with the intent to do harm.

\_\_\_\_\_  
Student's Name (Please print)

\_\_\_\_\_  
Date

### STUDENT HANDBOOK CONSENT FORM

This signature is to confirm that I have received a copy of the Bluffs Jr.-Sr. High and/or Elementary School Student Handbook that contains the discipline code. I further confirm that I understand all of the rules and their implications; and that I will conduct myself in agreement with these regulations.

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

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### Extracurricular Code of Conduct CONSENT FORM

The entire staff with the cooperation of the Administration and Board of Education of Bluffs Schools will follow this code. The school district solicits the cooperation of every student and parent in helping to uphold this extracurricular code of conduct. I acknowledge that certain inherent risks are associated with extracurricular activities.

A copy of this code is included in this student handbook for your reference. Please sign below to indicate that you have read the code and agree to abide by it.

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

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### Acknowledgement of Receipt of Notice of Privacy Practices of Scott-Morgan Community Unit #2

By signing this acknowledgement, I am acknowledging that Scott-Morgan Community Unit #2 provided me a paper copy of its "Notice of Privacy Practices" at registration. (HIPPA) I was given the opportunity to ask questions about the privacy practices of the above named school district and my questions were answered.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Relationship to student

### Bluffs School Parent Compact

I have read and agree to uphold and support the Bluffs School Parent Compact (p. XX in this handbook).

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

PLEASE RETURN TO YOUR FIRST HOUR TEACHER BY: \_\_\_\_\_

### Authorization for Electronic Network Access

As a user of the Bluffs School District's computer network, I will comply with the district policies regarding electronic networks and internet use. I will use the district's computers / network in an honest, reliable fashion, while honoring all relevant laws, school rules, and district policies (6:235).

---

Student Signature

As the parent or legal guardian of the student above, I grant my permission for my child to access computers networked through the Bluffs School District. I understand that individuals and families may be held liable for violations of district rules and policies. I understand that some materials on the Internet may be objectionable and should my child violate school rules / policies regarding the viewing, downloading, or printing of such material, the school district will not be held liable and appropriate disciplinary actions toward my child may be taken.

I agree to the above stated rules and policies regarding computer network use and access at Bluffs Schools.

---

Parent / Guardian Date

Bluffs Schools asks your permission to use your child's picture and/or school products (homework) on our district's homepage  $\neq$  and in local newspaper(s). Please **initial** the following statements regarding this request.

\_\_\_\_\_ I give my permission to use my child's picture on the school's website.

\_\_\_\_\_ I give my permission to use my child's work products on the school's website.

\_\_\_\_\_ I give my permission to use my child's picture in the local newspaper(s).

\_\_\_\_\_ I give my permission to use my child's work products in the local newspaper(s).

## STUDENT REQUIRED USE & INTERNET SAFETY POLICY (RUP)

**PURPOSE:** Scott-Morgan CUSD No.2 provides its students and staff access to a variety of technological resources, including laptop computers. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school district's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

Scott-Morgan CUSD No.2 intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, Scott-Morgan CUSD No.2 establishes this policy to govern student and employee use of school district technological resources. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks. It also requires students to abide by the Scott-Morgan CUSD No.2 Technology Use Guidelines (Appendix A). Additional rules may be added at any time as necessary and will become a part of this policy.

### TERMS OF THE REQUIRED USE AND INTERNET SAFETY POLICY

Specifically, the student will adhere to these guidelines each time the Internet is used at school or home.

- Will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded or transferred on district-owned technology are not private.
- Will use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber Bullying such as personal attacks and/or threats on/against anyone made while using district owned technology to access the Internet or local school networks are to be reported to responsible school personnel. Rules of netiquette should be followed conducting oneself in a responsible, ethical and polite manner.
- Will follow copyright laws and should only download/import music or other files to a district owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
- Will never reveal identifying information, files or communications to others through email or post to the Internet.
- Will not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.
- Will not share passwords or attempt to discover passwords. Sharing a password could make you liable if problems arise with its use and subject to disciplinary action.
- Will not download and/or install any programs, files, or games from the Internet or other sources onto any district owned technology. This includes the intentional introduction of computer viruses and other malicious software.
- Will not tamper with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of the computer or computer files. Damage to computers may result in felony criminal charges.
- Will not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations.
- Will use district technology for school-related purposes only and will refrain from use related to commercial, political or other private purposes.
- Will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all district owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).
- Will not connect any personal technologies such as laptops, workstations, iPods, smartphones, PDAs wireless access points and routers, printers, etc to district owned and maintained local, wide or metro area network. Home Internet use and cost is the responsibility of the student both in cost and configuration.
- Will not remove or alter the cache or site history in any browser on their laptop or on any other district owned device.
- Will back up data and other important files regularly. Scott-Morgan CUSD No.2 will at times perform maintenance on the laptops by re-imaging. All files not backed up to server storage space or other storage media will be deleted during these processes. Students and staff are ultimately responsible for backing up all personal files on their own storage media.
- Will keep laptop secure and damage free. Each laptop is issued with a protective book bag, and the use of provided laptop bags is required at all times. This includes transporting the laptop from one location to another in the book bag with both straps over the shoulders.

**Follow these general guidelines:**

- Do not loan your laptop, charger or cords.
- Do not leave the laptop in vehicle.
- Do not leave your laptop unattended.
- Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
- Do not allow pets near your laptop.
- Do not place the laptop in floor or in sitting area such as couches or chairs.
- Do not leave the laptop near table or desk edges.
- Do not stack objects on top of your laptop.
- Do not leave the laptop outside or use near water such as a pool.
- Do not check the laptop as luggage at the airport.

By signing this you agree to abide by the conditions listed above and assume responsibility for the care and proper use of Scott-Morgan CUSD No.2 technology, including personally backing up personal data. Scott-Morgan CUSD No.2 is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions caused by user errors, omissions or reasons beyond the district's control. Information obtained via the Internet and other sources using Scott-Morgan CUSD No.2 technologies is not guaranteed as to its accuracy or quality. I understand that should I fail to honor all the terms of this Policy, future Internet and other electronic media accessibility may be denied. Furthermore, I may be subject to disciplinary action outlined in the Scott-Morgan CUSD No.2 Student Code of Conduct and, if applicable, my Laptop computer may be recalled. By signing below, I give permission for the school to allow my son or daughter to have access to the Internet under the conditions set forth above.

As the parent/guardian, my signature indicates I have read and understand this Required Use Policy, and give my permission for my child to have access to the described electronic resources.

Parent/Guardian (please print):

Parent/Guardian Signature:

Date:

As the student, my signature indicates I have read or had explained to me and understand this Required Use Policy, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student (please print):

Student Signature:

Date:

Terms and Conditions: This RUP is valid until the device is returned to the district.

# **STUDENT REQUIRED USE & INTERNET SAFETY POLICY (RUP)**

## **APPENDIX A**

### **TECHNOLOGY USE GUIDELINES**

#### **A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

School district technological resources may only be used by students, staff and others expressly authorized by the Technology Department. The use of school district technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school district's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school district technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Student Code of Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school district computers or electronic devices or who accesses the school network or the Internet using school district resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Furthermore, all students must adhere to any guidelines set forth in the Student Code of Conduct.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school district technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges.

Willful misuse may result in disciplinary action and/or criminal prosecution under applicable

#### **B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

1. School district technological resources are provided for school-related purposes only.  
Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school district business and is not otherwise prohibited by board policy or procedure.
2. School district technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.
3. Under no circumstance may software purchased by the school district be copied for personal use.
4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Student Code of Conduct.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.
6. The use of anonymous proxies to circumvent content filtering is prohibited.
7. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. In addition, school employees must not disclose on school district websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA). Users also may not forward or post personal communications without the author's prior consent.
10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school district technological resources. Users may not knowingly or negligently

transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.

11. Users may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network without the express permission of the technology director or designee.
12. Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
13. Users are prohibited from using another individual’s ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
14. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner’s express prior permission.
15. Employees shall not use passwords or user IDs for any data system (e.g., NCWISE, CECAS, time-keeping software, etc.), for an unauthorized or improper purpose.
16. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
17. Teachers shall make reasonable efforts to supervise students’ use of the Internet during instructional time, to ensure that such use is appropriate for the student’s age and the circumstances and purpose of the use.
18. Views may be expressed on the Internet or other technological resources as representing the view of the school district or part of the school district only with prior approval by the superintendent or designee.
19. Without permission by the board, users may not connect any personal technologies such as laptops and workstations, wireless access points and routers, etc. to a district owned and maintained local, wide or metro area network. Connection of personal devices such as iPods, smartphones, PDAs and printers is permitted but not supported by Scott-Morgan CUSD No.2 technical staff. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology.
20. Users must back up data and other important files regularly.
21. Those who use district owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use. The Scott-Morgan CUSD No.2 technical staff does not support home or public Internet connections.
22. Students who are issued district owned and maintained laptops must also follow these guidelines:
  - a. Keep the laptop secure and damage free.
  - b. Use the provided protective book bag style case at all times.
  - c. Do not loan out the laptop, charger or cords.
  - d. Do not leave the laptop in your vehicle.
  - e. Do not leave the laptop unattended.
  - f. Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
  - g. Do not allow pets near the laptop.
  - h. Do not place the laptop on the floor or on a sitting area such as a chair or couch.
  - i. Do not leave the laptop near table or desk edges.
  - j. Do not stack objects on top of the laptop.
  - k. Do not leave the laptop outside.
  - l. Do not use the laptop near water such as a pool.
  - m. Do not check the laptop as luggage at the airport.
  - n. Back up data and other important files regularly. Scott-Morgan CUSD No.2 will at times perform maintenance on the laptops by reimaging them. All files not backed up to server storage space or other storage devices will be deleted during this process.

### **C. RESTRICTED MATERIAL ON THE INTERNET**

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school district personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided for in the Children’s Internet Protection Act (CIPA), and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology.

### **D. PARENTAL CONSENT**

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student’s



parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's e-mail communication by school personnel.

#### **E. PRIVACY**

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.

Under certain circumstances, the board may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board, as a response to a public records request or as evidence of illegal activity in a criminal investigation.

#### **F. SECURITY/CARE OF PROPERTY**

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violations to appropriate personnel. Employees should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on the school district network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access.

Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers.

#### **G. PERSONAL WEBSITES**

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school district or individual school names, logos or trademarks without permission.

1. Students: Though school personnel generally do not monitor students' Internet activity conducted on non-school district devices during non-school hours, when the student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy.
2. Employees: Employees' personal websites are subject to Staff Social Networking Guidelines (Appendix B).
3. Volunteers: Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or on-line networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school district may be terminated if the volunteer engages in inappropriate online interaction with students.

#### **H. DISCLAIMER**

Scott-Morgan CUSD No.2 makes no warranties of any kind, whether express or implied, for the service it is providing. Scott-Morgan CUSD No.2 will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the school district's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Scott-Morgan CUSD No.2 specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.



# **Scott-Morgan CUSD #2 Winchester CUSD #1 Drug Testing Policy**



## **Section 1: Purpose**

The Board of Education of Scott-Morgan CUSD #2 and the Board of Education of Winchester CUSD #1 (hereafter “Bluffs/Winchester”) believe the use of alcohol or drugs by students presents a particular hazard to the health, safety, and welfare of the student and to those who compete and/or interact with the student. The Board encourages students to participate in athletics and other non-athletic extracurricular activities as needed, but believes these privileges are not a right. These activities will be referred to as “Covered Activities” and are listed in the student handbook. To be eligible to participate in any covered activity program, students must agree to submit to random testing, if selected, for the use of illegal drugs and banned substances in accordance with this Policy.

The purpose of this Policy is to protect the health, welfare, and safety of the students, while assuring each student’s health and physical well-being and fitness when participating in covered activities. Additionally, this Policy helps undermine the effects of peer pressure incurred by students by providing a legitimate reason for students to refuse to use illegal drugs, alcohol, and tobacco. Furthermore, this Policy is also intended to encourage students who use drugs and alcohol to participate in treatment programs.

This Policy is designed to create a safe, drug, alcohol, and tobacco free environment, and to recommend professional help when needed. This Policy is not intended to be punitive in that the School District may not punish a student other than by disqualification from participation in covered activities for a violation of this policy. Accordingly, the results of any drug test administered under this Policy shall be used only for the determination of eligibility to participate in covered activities.

## **Section 2: Banned Substances**

Banned Substance: Any substance designated in the Schedule of Controlled Substances in the Illinois Controlled Substances Act (720 ILCS 570/201 et seq.), as the Schedule currently exists or as hereafter amended; any drug classified by the Federal Drug Administration (FDA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use; any substance defined by School District policy as being banned from use or possession by students, which shall include, but are not limited to, amphetamines, anabolic steroids, barbiturates, benzodiazepines, Cannabis, cannabinoids, cocaine metabolites, LSD, methamphetamines, methadone, methadone metabolites, marijuana (THC), marijuana metabolites (including carboxy THC), MDMA (ecstasy), cocaine and benzoylecgonine (cocaine metabolite), opiates (including heroin, morphine, and codeine), PCP, phencyclidine, propoxyphene, alcohol, and any other illegal substances, except when taken pursuant to a legal prescription issued to the student by a licensed medical professional or licensed physician; and any tobacco products containing nicotine, including cigarettes, electronic cigarettes, cigars, pipe tobacco, and chewing tobacco, and any other substances specifically banned by School District policy or IHSA policy.

## **Section 3: Procedures**

### **3A. Drug Screening Method**

For the purposes of implementing this Policy, Bluffs/Winchester may use various medically and scientifically valid sampling and testing methods, which may include hair-sample testing, breath-alcohol testing, saliva, or urinalysis. The primary testing method will be a combination of hair sample and urinalysis. However, any of the above mentioned testing methods may be used at any time. Upon being selected for hair-sampling procedure, the student must provide a small sample of head hair which will be collected from the students by trained personnel. Upon being selected for breath-alcohol testing, a student must provide an adequate amount of breath so that the measuring device can measure any alcohol concentration in the breath. Upon being selected for a urinalysis test, the student shall provide a sample of “fresh” urine according to the quality control standards and policy of the laboratory conducting the urinalysis. Upon being selected for a saliva test, the student shall provide a sample of “fresh” saliva sample according to the quality control standards and policy of the laboratory conducting the test.

A contracted third party administrator will randomly test participating students, once they become a part of any covered activity. No school official will be involved in the selection of students for random testing, collection of samples, or analysis of samples. A Medical Review Officer (MRO) for the drug testing company will oversee the entire process and notify the high school principal should any student test positive.

Once a student enters the testing pool, they will be eligible for random testing until the end of the school year. All students and their parent(s)/guardian(s) must sign a consent form at school registration for their child to participate in any covered activity (see Section 3B.1). For random testing, each student will be assigned a number that will be maintained in the school office. Students

who wish to drop out of the testing pool must have their parent/guardian contact the high school principal. The parent/guardian must sign a release form stating that they no longer wish to participate in the testing pool. Once a student is dropped from the testing pool, they are immediately ineligible from any covered activity and are no longer allowed back into the pool for the remainder of the school year in which the student withdrew.

### **3B. Screening for Drug Use**

1. At the beginning of the school year during registration, before a student is eligible to participate in or try-out for a Covered Activity, the student and the student's parents or guardians must sign an "Informed Consent" form under this Policy (along with all other necessary forms otherwise required by the School or School District).
2. The principal will contact the testing company to arrange for the number of students to be tested each month. The testing company will inform the school which students have been selected to provide a specimen. No student will be given advance notice or early warning of testing dates. The screening will be random and as a result, it may be possible to be tested more than once per year.
3. The trained personnel conducting the collection and testing procedures under this Policy shall take steps to ensure the privacy of the student when the student is submitting a sample under this Policy, while further ensuring that the validity of the sample is not compromised in any manner. Further, the trained personnel shall take steps to ensure the chain of custody of any test samples received from a student to ensure student anonymity and privacy during the collection and testing process.
4. If the randomly selected student refuses to take a test or submit a sufficient sample, or if the randomly selected student is present at school, then leaves school before taking the test or submitting a sufficient sample, and the absence is unexcused, the student shall be considered to have received a "positive" result and the consequences for a positive result will be imposed.
5. If a student is unable to provide the necessary sample for the testing procedure in use at the time of the student's selection, the student will be required to submit a sample under another School designated testing procedure (see 3A Drug Screening Method). If a student does not submit to the alternate test, the student shall be considered to have received a "positive" result and the consequences for a positive result will be imposed.
6. A student will be ineligible to participate in Covered activities if he or she tampers or cheats during the sample collection process, as either the student submitting a sample under this Policy or assisting a student submitting a sample under this Policy. This will be reported to the parent or guardian of the student or students involved.

### **3C. Notification of Test Results** Notification of the test results will be handled as follows:

1. **Notification of results:** All test results of any tested students will be given to the building principal with students and parents being notified within 24 hours of receipt of those results.
2. **Notification from MRO:** The Medical Review Officer (MRO) will contact the parents or guardians of any student who test positive and explains the results.
3. **Notification to Activity Coaches and Sponsors:** The principal will contact the coaches and activity sponsors to discuss the suspension of any student that receives a positive test result. The principal will also remind each coach of the confidentiality involved with the suspension.
4. **Appeal Process:** If a student or parent/guardian believes the test results are erroneous, the parent/guardian has a right to appeal the results. The same type of test will be given, at the parent's expense, to verify the results of the original test. This request must be made to the principal within twenty-four (24) hours of the notification of the positive test. During the appeal process, the student will be allowed to participate in all activities. If the results confirm the original test, the suspension will be put in place at that time. If the results of the original test are determined to be invalid, parents will be reimbursed for the cost of the test.

## **Section 4: Consequences**

The consequences for all positive test results and for students who refuse to be tested shall be imposed in accordance with the provisions of this Policy.

### **Athletic Covered Activities Penalties for Positive test**

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> offense: | 25% of the season <u>AND</u> complete counseling treatment plan *    |
| 2 <sup>nd</sup> offense: | 12 month suspension <u>AND</u> complete counseling treatment plan ** |
| 3 <sup>rd</sup> offense: | banned for remainder of high school eligibility                      |

\*Athlete/Participant will practice with the team but not compete.

**\*\*Athlete/Participant will attend games/activity in street clothes and sit on the bench to support the team.**

Should a suspension be enacted toward the end of the school year, the 25% suspension will carry over into the next sports season at the beginning of the following year.

### **Reinstatement Provision for 2<sup>nd</sup> Offense**

Once a student reaches a 2<sup>nd</sup> offense, that student will serve a one calendar year suspension from all covered activities. A student may apply for reinstatement to all covered activities if he or she meets the following criteria:

1. The building principal must be notified in writing of the reinstatement request from the student within one week after receiving notice of the positive test for the second offense.
2. The student will serve a six month suspension from all activities and privileges.
3. The student agrees to be drug tested six times at random over the next calendar year starting on the date that he/she was placed on suspension.
4. The student completes a drug/alcohol counseling treatment program within six months after being placed on suspension.
5. As long as the student does not test positive on any future drug test, he/she will be allowed to resume all activities after serving a six month suspension.
6. Should the student test positive on any future test, that student will be banned from all activities and privileges for the rest of their high school eligibility.

### **Non-Athletic Covered Activities Penalties for Positive test**

1<sup>st</sup> offense: 45 consecutive calendar days suspension from all covered activities AND complete counseling treatment plan.

2<sup>nd</sup> offense: One calendar year suspension suspension from all covered activities AND complete counseling treatment plan.

- A student may apply for reinstatement after serving a six month suspension if he/she agrees to additional random drug testing for one calendar year. As long as the student does not test positive, he/she will be allowed to resume all activities after serving a six month suspension.
- If a student tests positive at any time after serving a six month suspension, then he or she will be banned from all activities for the remainder of his/her high school career.

3<sup>rd</sup> offense: banned from covered activities for remainder of high school eligibility

If a student is an athlete and also involved in other covered activities, he/she will be suspended from all covered activities while under suspension.

Students will not suffer academically while under suspension or lose their academic standing and class rank.

The 45 calendar day suspension will carry over from one school year to the next if there are less than 45 calendar days left in the current school year.

### **Section 5: Self-Reporting**

It is the objective of Bluffs/Winchester to make the student aware of the important role good health and fitness habits play in life. Therefore, this Policy is primarily an instrument to educate and not to punish. It is hoped that each student and his/her family will decide to follow the rules and regulations. If any student or parent voluntarily self-reports to a school staff member before being reported in violation of this policy, the person will be offered assistance without penalties. A student may self-report only one time during their high school career. Should a student test positive in a random drug test, he/she may not self-report from that point forward.

Voluntary Self Reporting is defined as the student/family admitting that the student has a problem and seeks help prior to being discovered by law enforcement, witnessed by school personnel, or selected for random testing. Students may not self-report once they have been notified he/she has been selected for a random drug test.

1. Any student/parent who voluntarily self-reports prior to being observed, ticketed or arrested by law enforcement, witnessed by a staff member, or selected for a random drug test will be allowed to continue competing or participating in all school activities. Coaches/sponsors do have the discretion to enforce team consequences, if any, for violating team rules involving misconduct. A student must complete a mandated counseling treatment plan approved by the school district.

- The coaches of the athletic teams will have other important training rules, including but not limited to: practice, school conduct, and diet, rest, care of equipment, grooming, stealing, profanity, abusive language, cheating, disrespect, insubordination, unsportsmanlike behavior, or failure to use common sense in an area where a definite rule has not been set. Coaches will determine discipline on these matters.
2. Any student who self-reports will be subject to follow-up screening.
- Should a student self-report and later test positive, that student will be subject to a one calendar year suspension from all extra-curricular activities.

#### **Section 6: Counseling Services**

Should a student test positive, or self-report, he/she is required to complete a drug/alcohol screening/assessment and follow recommendations by a certified substance abuse counselor/facility. The school district can help facilitate a referral to an appropriate agency upon request by the parent/guardian. Once the student has completed the referral and any recommended treatment plan, the counseling agency will contact the high school principal to verify that the student has successfully completed the referral and/or any recommended treatment plan. The student will then be reinstated for participation after any suspension in covered activities has been completed. Parents/Guardians are responsible for the cost associated with any screenings and treatment plans with the counseling agency.

**Additional Testing:** If families would like to seek further testing of their child's drug use, the family will be provided the contact information of our testing company to arrange for additional testing. This additional testing will be at the family's expense. The results of this testing will not be used to punish the students in covered activities. The district's random drug testing takes precedence over any parent requested testing.

**School Counselors:** Although the Bluffs/Winchester counselor is not an expert in drug and alcohol abuse, he/she is always willing to discuss your student's test results with you at no charge. He/She can also provide details on treatment opportunities for your student. All contact with the school counselor will remain confidential.

#### **Section 7: Financial Responsibility**

1. Under this policy, Bluffs/Winchester School District(s) will pay for all initial random drug testing and school-required follow up testing.
2. A request for an additional test after a "positive" test has been received is the financial responsibility of the student's parent(s) or guardian(s).
3. Counseling, screening, and subsequent treatment by non-school agencies is the financial responsibility of the student's parent(s) or guardian(s).

#### **Section 8: Confidentiality and Record Keeping**

All information related to the drug testing policy will be held in compliance with the Illinois School Student Records Act (105 ILCS 10/) and will be shared in compliance with this act with the student's coach or sponsor. No staff, coach, or sponsor shall divulge any information to anyone other than the student or the student's parents or guardians about a particular student or disposition of the student involved, except in response to a legal subpoena or as otherwise required by law.

#### **Section 9: Other District Policies**

This Policy and related testing program do not affect or limit in any way the policies, practices, or rights of the School District to search or test any student who at the time exhibits causes for reasonable suspicion of drug, alcohol, or tobacco possession or use.

## Students

### ***Exhibit - Consent to Participate in Extracurricular Drug and Alcohol Testing Program***

*To be returned to the Building Principal. Please print.*

Student \_\_\_\_\_ School year \_\_\_\_\_

#### **To be read and signed by the student-participant and his/her parent(s)/guardian(s):**

We have received, and have read, and understand, the District Extracurricular Drug and Alcohol Testing Program. We voluntarily agree that our child shall be subject to its terms for his or her entire high school career (grades 9-12). We accept the method of obtaining specimens, the testing and analyses of such specimens, and all other aspects of the program. The student-participant agrees to cooperate in furnishing specimens upon request.

We further agree and consent to the disclosure of the sampling, testing, and results as provided in this program. This consent is given pursuant to all State and federal privacy statutes, and it is a waiver of nondisclosure rights only to the extent of the disclosures required in the program.

We understand that there is more information available on the following websites:

[www.ihsa.org/documents/sportsMedicine/Resource\\_Exchange\\_Center\\_Flyer.pdf](http://www.ihsa.org/documents/sportsMedicine/Resource_Exchange_Center_Flyer.pdf) and  
[www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation.aspx](http://www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation.aspx).

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Student signature

-----  
**To be read and signed by student who is not participating:**

I have decided **not to participate** in any extracurricular activities sponsored by the School District for the remainder of this school year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must furnish a specimen for analysis prior to being eligible to participate.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date