

2022-2023 Student Handbook

In the pages to follow, you will find the adopted 6-12 campus student handbook for the 2022-23 school year. All families are encouraged to read through this handbook and return this page to your first hour teacher at the conclusion of the first week. Signing this document simply verifies that you have received a copy of the handbook and you have been given the opportunity to contact the 6-12 campus (815-537-5161) if you have any questions.

Student Name: _____ Date: _____

Student Signature: _____

Parent/Guardian Signature: _____



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Section 1: Introductory Information & General Notices

WELCOME to the 6-12 Campus, consisting of Prophetstown-Lyndon-Tampico Middle School and Prophetstown High School! Our faculty and staff are here to help you succeed academically, behaviorally, and socially during your time with us. This handbook outlines our expectations for you and contains a number of tools to help you stay organized throughout the school year. We hope you will take advantage of this resource, and we wish you a successful school year!

Sincerely,
The Faculty, Staff, and Administration

Our Purpose

“We will **engage** every student in meaningful learning, **equip** them with the skills they need, and **empower** them for an independent, successful, and productive life.”

Our Core Values

Pride: Students and staff celebrate our achievements. We have a healthy sense of school spirit, display pride in, and work together to continuously improve our PLT campus and community.

Respect: Students and staff treat others the way we would like to be treated at all times. Our words and actions exhibit respect for ourselves and others. Students are empowered to think, act, and speak respectfully.

Integrity: Students and staff hold ourselves to high standards of conduct, no matter the setting. We are honest and accountable to each other for our actions and words.

Diversity: Students and staff attempt to understand others and respond to those around us with compassion and dignity. As unique individuals, we strive to support each other in our school and campus community.

Excellence: Students and staff work to achieve our full potential every day. We make the most of every opportunity to learn and develop as individuals.

PLT #3 District Mission & Vision

Through their efforts the staff of CUSD #3 is responsible to provide for the academic and social development of students in a collaborative environment between school, parents, and community.

Excellent Education = Empowered Citizens

Campus Bell Schedules

#1 Regular		
1	8:05-8:52	
2	8:56-9:41	
3	9:45-10:30	
4	10:34-11:19	
5A	11:23-12:08	11:19-11:54 (MS lunch)
5B	11:58-12:43	12:08-12:43 (HS lunch)
6	12:47-1:32	
7	1:36-2:21	
8	2:25-3:01	

#4 11:30 SIP Dismissal		
1	8:05-8:31	
2	8:35-9:01	
3	9:05 - 9:31	
4	9:35 - 10:01	
5	10:05 - 10:31	
6	10:35 - 11:01	
7A	11:05 - 11:30	(MS Lunch)

#2 Two-Hour Late Start		
1	10:05-10:38	
2	10:42-11:16	
3A	11:20-11:55	11:16-11:46 (MS lunch)
3B	11:50-12:25	11:55-12:25 (HS lunch)
4	12:29-1:01	
5	1:05-1:38	
6	1:42-2:14	
7	2:18-3:01	[No 8th hour.]
**WACC students will miss 3rd & 4th hr.		

#5 Pep Assembly		
1	8:05-8:42	
2	8:46-9:24	
3	9:28-10:06	
4	10:10-10:48	
**	10:50-11:19	**ASSEMBLY**
5A	11:23-12:08	11:19-11:54 (MS lunch)
5B	11:58-12:43	12:08-12:43 (HS lunch)
6	12:47-1:32	
7	1:36-2:21	
8	2:25-3:01	

#3 One-Hour Early Dismissal		
1	8:05-8:44	
2	8:48-9:26	
3	9:30-10:08	
4	10:12-10:50	
5A	10:54-11:31	10:50-11:20 (MS lunch)
5B	11:24-12:01	11:31-12:01 (HS lunch)
6	12:05-12:42	
7	12:46-1:23	
8	1:27-2:01	

#6 One-Hour Late Start		
1	9:05-9:38	
2	9:42-10:12	
3	10:16-10:46	
4	10:50-11:20	
5A	11:24-12:08	11:20-11:50 (MS lunch)
5B	11:54-12:38	12:08-12:38 (HS lunch)
6	12:42-1:27	
7	1:31-2:16	
8	2:20-3:01	

Final exam bell schedules will be announced at the end of each semester.

Announcements

Announcements will be made at the beginning of the first hour, and students will have access to announcements via Google Slides. The announcements will also run on televisions in the hallways throughout the day. Lastly, please be aware that special announcements may be made over the P.A. throughout the day. Please consult your teachers and/or the office with any questions pertaining to announcements.

Visitor policy

Upon arrival, all school visitors must check into the Main Office located at 38 Ferry Street. Failure to do so will result in the individual being removed from the premises and subject to trespassing charges.

Cross Reference: BOE 8:30, Visitors and Conduct on School Property

Section 2: Attendance, Academics, and Graduation

Attendance

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

Reporting Absences:

Middle School Office 815-537-5084 Fax Line 815-537- 5085

High School Office Phone 815-537-5161 Fax Line 815-537-5162

In the case of absences from school, the parent/guardian of the student should call the office prior to 8:30 a.m. on the day of the absence.

All absences, for any reason, require a phone call from a parent or guardian. Any absence not approved as excused within 48 hours (2 school days) after the student's return to school will become unexcused. Any absences for medical reasons extending 3 school days or beyond will require a doctor's excuse for readmission.

Board Policy: TYPES OF ABSENCES

Excused:

1. personal illness
2. Mental or behavior health day (maximum five day per academic year and student referral to school counselor on the third use).

2. bereavement
3. exclusion
4. family emergencies
5. observance of religious holidays
6. written requests approved in advance by the administration
7. college visit days (upperclassmen allowed 2 visit days per year with prior approval from the administration))

Unexcused: (Include but are not limited to)

1. Truancy
2. Oversleeping
3. Car trouble
4. Needed at home for non-emergency

Administration has the final determination on excusing or not excusing absences.

Anticipated Absences: In the case of anticipated absence, the following procedure shall be followed: Requests for necessary absence from school should be written five days prior to the absence by parents or legal guardians and taken by students to the office. Students will take a slip to each teacher for notification. In such cases the reason for absence must be approved and arrangements made for make-up work with teachers prior to the absence. For extended absences for anything other than illness, all assignments are due upon return.

- Anticipated absences count toward the 5 allowed days (per semester) before doctors notes are required
- Up to 5 days can be approved by administration (Longer spans of anticipated absence may be subject to unexcused absences)

When parents pick up their child's homework, they should contact the office to make arrangements. Students will have one day per one day of excused absence in which to makeup work missed. Students will only be allowed to make up work from an unexcused absence at the teacher's discretion. Each semester a student is allowed 5 absences before a doctor's note will be required for the absence to be considered excused for a total of 10 days in a school year.

Students leaving the school before dismissal time must sign out in the office and may do so only after parent contact. In case of medical appointments in the middle of the day, prior notice should be given to the office and a physician's excuse presented upon return. Students are also required to sign in at the office when arriving at school if arriving after school has started.

Cross-reference: PRESS 7:70, Attendance and Truancy
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Truant/Unexcused Absences:

Truancy

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

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

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

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

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

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

Step 1: When a student has two (2) or more unexcused absences, a letter of concern will be mailed to the parents. The parents are then required to show proof via a doctor's excuse if the child is absent again.

Step 2: Once a student has three (3) unexcused absences, a referral will be sent to the Whiteside County Truants' Alternative Program, and a caseworker will then meet with the family.

Cross-references:

PRESS 7:70, Attendance and Truancy

Earlybird Classes – If a student misses over 10 unexcused days of earlybird class, he/she may be dropped from the class.

WACC Courses: If a student misses over 10 unexcused days of WACC classwork, he/ she may be dropped from the course entirely..

TARDIES:

Teachers keep track of tardies and they will be entered into Teacher Ease. Individual teachers will deal with the first three (3) tardies of the semester in their classroom. When a student reaches tardy four (4) and each subsequent tardy in a given class period he or she will be issued an automated 1 hour detention through teacherease.

Promotion/Graduation Requirements

Students must show satisfactory academic progress by earning six (6) total credits per year. Middle School students must earn five and one-half (5.5) core academic credits each year to be promoted to the next grade level. High School students must earn 25 cumulative credits to earn a diploma. High School students with six (6) credits are considered sophomores, twelve (12) credits are considered juniors, and eighteen (18) credits are considered seniors. The following courses are required for MS promotion and HS graduation.

Content Area	Grades 6-8	Grades 9-12
English	3 years (Language & Reading)	4 years
Math	3 years	3 years
Science	3 years	3 years
Social Studies	3 years	3 years (including consumer ed.)
PE	3 years	3 years
Health	(integrated into PE class)	1 semester
Enrichments	STEM, Home Ec., Agriculture, Publications, Art	4 semesters (music, art, Spanish, CTE)
Electives	Band & Choir	6.5 semesters
		Computer Literacy *Starting with 2026 Class*
TOTAL		25 credits

Early HS Graduation

PLT CUSD #3 Board policy 6:300 allows students to graduate early, provided they have completed seven (7) semesters of HS, and have met all HS graduation requirements. The district superintendent or designee will implement procedures allowing for early graduation. Interested students should contact the HS Guidance Office before the conclusion of their junior year.

HS PE Exemption

Juniors and seniors may request exemption from PE if 1) they need a specific course required for admission to an institution of higher education, 2) they complete at least two (2) full interscholastic athletic seasons, 3) lacks other required course units for graduation. Student requests for exemption must be submitted to the Guidance Counselor and approved by the Principal.

Schedule Changes

All schedule changes must be made within the first 7 (seven) calendar days of class which starts on the first regularly scheduled class of the semester.

Expanded Academic Opportunities: SVCC, WACC, APEX, and EP COOP (Erie)

In order to expand opportunities for students, PHS offers dual credit classes in partnership with Sauk Valley Community College at no charge to students. Any course housed on campus or taught by a PLT instructor will be free of charge to the student. Courses offered off campus and not taught by a PLT/Erie instructor will be subject to fees by that institution. Students who drop or receive a D or F in dual credit classes are required to reimburse PLT CUSD #3 for the cost of the course. Students are responsible for purchasing their own textbooks for the dual credit courses in which they enroll.

PHS has also partnered with the Whiteside Area Career Center to provide enriched career and technical experiences for students.

The 6-12 Campus has also partnered with APEX Learning for certain courses that are not otherwise offered on our campus. If a student wishes to use APEX to accelerate his or her program of study, PLT CUSD #3 will cover the cost of the course(s) taken. Students who drop or receive a D or F in APEX classes are required to reimburse PLT CUSD #3 for the cost of the course, as are students who use APEX for credit recovery (\$75 per course taken for credit recovery).

Students interested in SVCC, WACC, APEX, or the EP COOP should contact the Guidance Office for more information and policies governing each respective program.

Global Seal Of Biliteracy

Prophetstown High School offers students the opportunity to earn the Global Seal of Biliteracy.. Earning the Global Seal of Biliteracy can help students earn college credit, scholarships and study abroad programs, and have more employment opportunities.

To participate in the Global Seal of Biliteracy program students must take 4 years of Spanish and receive a score of 3 or higher on the AP Spanish Language and Culture Exam. The AP Test costs \$96.

For more information you can contact the high school office at 815-537-5161.

This information was taken from The Illinois Seal of Biliteracy.

GRADING SCALE AND GPA CONVERSIONS

Grade	100 pt. Scale	GPA Conversion	Weighted GPA Conversion
A	89.5-100	4.00	4.00
B	79.5-89.49	3.00	3.00
C	69.50 – 79.49	2.00	2.00

D	59.50 – 69.49	1.00	1.00
F	Below 59.49	0.00	0.00

WEIGHTED COURSES

To “weight” a course is to assign a higher grade point value for the letter grade earned relative to the grade point value assigned to the same letter grade in another, non-weighted course.

At Prophetstown High School, we assign weighted grade point value to any core academic Sauk Valley Community College courses with prior approval from the Guidance Counselor and Principal, and to those courses designated as Advanced Placement.

AP and SVCC grades use the following scale:

89.5-100% = A	5.0
79.5-89.49% = B	4.0
69.5-79.49% = C	3.0
59.5-69.49% = D	1.0
<59.49% = F	0

*Note: SVCC and AP report grades only as A/B/C/D/F. Plus and minus distinctions (+/-) will only be recognized on your PHS transcript for the purposes of high school GPA. Students enrolled in SVCC classes may petition for a “+” distinction to be added to their PHS transcript with proper documentation that the counselor and principal shall determine as acceptable.

Honor Roll & Class Rank

Academic recognition will be determined and announced at the end of every semester. Students’ cumulative grade point averages (GPA’s) will be calculated at the conclusion of each semester and determine their class rank.

<u>Distinction</u>	<u>GPA</u>
Academic Excellence	4.00
High Honors	3.67-3.99
Honors	3.33-3.66
Scholastic Recognition	3.00-3.32

Cross Reference:
 BOE 6:280, Grading and Promotion
 BOE 6:300, Graduation Requirements
 BOE 6:310 High School Credit for Non-District Experiences
 BOE 6:330 Achievement and Awards

Section 3: Fees

Registration Fees

Book Rental	\$67.00
Activity (Band/Chorus)	\$15.00
Athletics	\$40.00 per sport (\$240.00 family max)
School Band Instruments	\$25.00
HS Science Lab Fee	\$7.50 per semester course
HS Art Fee	\$7.50 per semester course
HS Home Ec./Foods Fee	\$7.50 per semester course
HS Tech Ed. Fee	\$7.50 per semester course
Driver's Ed.	\$100.00
Parking Fee	\$20.00
Student School Day Insurance	(furnished at no cost)
Chromebook Insurance (Sept. 30 deadline)	\$30.00 per device
24-hour optional student insurance (K - 12)	TBA
High School Football Insurance	TBA(mandatory, unless covered by parent's policy)

Food Service

	Students	Adults
6-12 Lunch	\$2.40	\$2.85
6-12 Breakfast	\$2.00	\$2.35
Milk	\$.50	\$.50
Extra Entrée	\$1.65	\$1.65

Event Admission Charges

	PLTMS	PHS
Adult	\$3.00	\$5.00
Student	\$1.00	\$2.00
Maximum Family	\$6.00	\$12.00

Student of Family Pass for Athletics?

Band and choral concerts request donations at the door. Admission charges are subject to change; prices are agreed upon by the Tri-County Conference and Three Rivers Athletic Conference or the IHSA/IESA

Athletic season tickets can be purchased for use at regular season home events only. (excluding tournaments). Season Tickets, Adult High School Only, Adult High School & Middle School, Student High School Only, Student High School & Middle School

VIP Passes (regular season home events PLT #3 only) for residents of this school district who are 60 years and over are available at the Unit Office between the hours of 7:30 a.m. and 3:30 p.m.(?)

Section 4: Transportation & Parking

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the administration.

While students are on the bus, they are under the supervision of the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the administration.

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

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

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

1. Keep arms and hands inside the window. Windows must not be lower than the black line.
2. Wait until the bus comes to a complete stop before getting out of your seat.
3. When crossing in front of the bus, remain 10 feet in front of the vehicle to ensure that student clears the cross arm and the bus driver can clear the students. .
4. Watch for cars; sometimes the mechanical flashers are not observed by traffic.
5. Foul language will not be tolerated.
6. Making fun of other people will not be tolerated.
7. Keep feet off the seats, no standing. Remain seated. Do not leave your seat while the bus is in motion.
8. Do not write on the seats or walls of the bus. Anyone marking, defacing, or damaging the bus or any school property will be reported and held liable for the damages.
9. Once you are on the bus and seated, you cannot change seats. Driver can assign seats, if necessary.
10. Let pupils at the front of the bus unload first.
11. Sit with feet in front of you not in the aisle.
12. Throwing paper or objects out the window or on the floor is prohibited.
13. Yelling, whistling, hitting, scuffling, pushing, throwing caps, etc. is not allowed. The loud talking and laughing diverts the driver's attention and may result in a serious accident.
14. The buses are made for three to a seat.
15. Pupils must present a written permit by their parents or guardians if they are to get off the bus at any place other than their home. Bus students will be expected to ride the bus unless a note from the parent is presented to the principal stating the child will not be riding the bus.

16. Eating and drinking on the bus is strictly prohibited.
17. Pupils must be standing at the curb or side of the road and ready to board the bus. The driver will not wait for students.
18. Be absolutely quiet when approaching a railroad-crossing stop.
19. In case of an emergency, remain in the bus until the driver gives instruction.
20. The bus driver is in charge of transporting students safely. He or she deserve your respect and cooperation. Failure to listen to and cooperate with the bus driver will result in removal from the bus.

Video and audio recordings may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the Transportation Director at (815-718-2311).

Special Arrangements

Buses will be able to accommodate only those students who are regularly scheduled to ride the bus.

Because of capacity regulations, it will not be possible to transport any additional students on the buses. You will need to make alternate arrangements if your child needs to be transported to a different location. If your child is present as school, but not riding the bus on a particular day, you will need to send a note notifying the school.

To cancel individual rural pick-up for a certain day, contact the Transportation Director at 815-718-2311 by 6:00 am.

Parking

All students must register their car in the office and purchase a \$20 parking tag, which must be displayed in the front window underneath the mirror for identification and park in the students assigned spot.. Continued failure to park in designated areas will result in loss of driving privileges. Students may not go out to their vehicle during the school day without prior administrative approval.

Alternative transportation vehicles

Snowmobiles, ATVs, etc. are not allowed at school during regular school days or school activities.

Administration may grant permission for tractors or other farm vehicles on special occasions (Ag. week, homecoming week).

Cross Reference:
BOE 4:110, Transportation
BOE 7:220, Bus Conduct

Section 5: Health & Safety

VISION AND HEARING SCREENING

All students must participate in vision and hearing screenings per state mandate, unless the parent/guardian presents to the school authority a signed statement of religious objection detailing the grounds for objection. Vision and hearing screenings will be conducted at the school in accordance with the rules and regulations of

the Department of Public Health and by certified individuals. Your child is not required to undergo a school vision screening if an optometrist or ophthalmologist has completed a signed report form indicating that an examination has been conducted within the previous twelve months. This report must be filed at school in the student's health file.

MEDICATION ADMINISTRATION

Parents have the responsibility to bring all medications to school in the original or physician labeled container. A written order submitted on the school Medication Authorization Form, signed by both the physician and the parent, must accompany the medications. Students may not carry or administer medications of any kind. This policy will be strictly enforced to comply with state regulations.

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Administration Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. Medication may be given to students by school personnel under the following guidelines:

1. Prescription medication will only be administered to a student when a completed and signed "School Medication Authorization Form" is filed at the office. This form is to be completed annually by the student's parent(s)/guardian(s) and physician.
2. The medication must be brought to school in the original pharmacist's labeled container and shall display:
 - a. The student's name
 - b. Name of medication with dosage
 - c. Administration route (by mouth, shot, etc.)
 - d. Date and refill allowance
 - e. Licensed transcriber's name (doctor)
 - f. Pharmacy name, address and phone number

NOTE Prescription medications may only be brought to school by parent(s)/guardian(s) and not by students.

The only medications students will be allowed to self-administer are Asthma Inhalers, Epipens and Diabetic Insulin Injections. In order for a student to self-administer these medications a physician must fill out, sign and

submit to the school nurse a “Medication Self-Administration Form”. Please see the school nurse for any needed forms for medications.

1. The name of the medication to be taken
2. The type of disease or illness involved
3. Dosage and time of day to be given
4. Beginning and ending date medication is to be given
5. Non-prescription medications must be delivered directly to the school office either by the student immediately upon entering the school or by the parent.
6. Non-prescription medication cannot be supplied by the school. Any non-prescription medication ordered by a physician must be provided to the school by the parent.
7. Policy does allow a parent/guardian to come to school to administer medications to their child if necessary without a doctor’s order.
 - a. Administration route (by mouth, shot, etc.)
 - b. Date and refill allowance
 - c. Licensed transcriber’s name (doctor)
 - d. Pharmacy name, address and phone number

NOTE Prescription medications may only be brought to school by parents/guardians and not by students.

EMERGENCY NUMBERS

Please be sure emergency contact information in TeacherEase is complete, correct, and up-to-date. We must have the number of a relative, neighbor, or friend who is willing to assume care for a child if the parent cannot be reached.

FIRST AID

In the event of injuries or illness, first aid will be administered. Should a child become ill at school, the Health Aide (nurse) will decide: 1) if the student should rest and return to class; 2) if the student is able to participate in full school activities; or 3) if the student should go home. The health aide will make arrangements for the student to leave. A parent or designated individual on the emergency form must be contacted before a student is allowed to leave. If the illness or injury is of a serious nature, the school will notify the parents, who then shall assume responsibility for medical treatment. If the school is unable to reach the parent, the student will be taken for medical treatment, by ambulance if necessary.

IMMUNIZATION, HEALTH, EYE, AND DENTAL EXAMINATIONS

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning.

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

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student’s parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student’s parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student’s parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:

BOE 7:100, Health, Eye and Dental Examinations, Immunizations, and Exclusions of Students
BOE 7:270, Administering Medicine to Students

Section 6: Discipline & Conduct

Goals

- Provide a safe and drug free environment, which supports students intellectually, emotionally, and physically
- Develop students into responsible, well-rounded citizens who will lead our society
- Develop and maintain a strong sense of school and community pride

Bullying, Harassment, Sexual Offenses, and Intimidation

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors 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, ancestry, age, religion, physical or mental disability, sexual orientation, 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 bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a 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 non school-related 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 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 unreasonable fear of harm to the student's or students' person or property.
2. Causing a substantial 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 personal property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building administrator 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 building principal or dean of students.

**The bullying, intimidation and harassment plan is available in the district office and online.*

Cross Reference:

BOE 7:200, Harassment of Students Prohibited

BOE 7:180, Prevention of and Response to Bullying, Intimidation and Harassment

Outside of school behaviors and social media

The power of school authorities over students does not cease absolutely at the close of the day and/or when the students leave the premises. This would include the internet, text messaging, electronic transmissions or other forms of technology. Any student conduct, even though it occurs outside school hours and off school property, which threatens to be damaging to the general welfare of the school or of school programs and activities, or which is detrimental to the regulations, welfare, or professional standing of the employee is considered gross misconduct.

1. Such acts include, but are not limited to:

- a. Threatening, verbally abusing, or physically abusing other students on their way to or from school, or school programs and activities;
 - b. Verbally or physically interfering with school programs and activities; and
 - c. Insulting or ridiculing a teacher or other school employee, intentionally defacing or damaging the property or person of a teacher or other school employee, or verbally or physically abusing a teacher or other school employee
2. The student is subject to disciplinary action and this discipline could range up to, and include, expulsion from school.

MS- Cell phones need to be locked in their locker during class time or placed in classroom bin or designated area upon entry to class or they will be confiscated.

Cell Phone

Students may use their cell phones/electronic devices during lunch and before and after school hours. During class times, phones should be kept in lockers or must be turned off and not visible in the classroom. If the student needs to place a call, however, they should still report to the main office to use a phone.

Teachers may choose to allow the use of cell phones within the class as long as it is approved by administration and has an instructional purpose.

1. Cell phones are not allowed in restrooms or locker rooms.
2. If a student's cell phone/electronic device interrupts classroom instruction in any way, he/she is subject to the following consequences per semester:
 - a. First Offense - Cell phone will be confiscated. Students may pick it up afterschool. Refusal to turn in one's cell phone will result in a detention.
 - b. Second and additional offenses - Cell phones will be confiscated and students will be assigned a detention. Parent or guardian may pick up their phone after school.

No cameras or recording devices will be allowed to be used within the school building without approval from the administration. Use of said device without administration approval could result in discipline up to and including suspension from school.

Other Electronic Devices

Headphones and audio devices can be approved for use by classroom teacher when appropriate.

Controlled substances and related items

Police and/or the school resource officer will be notified.

1st possession or use - up to 5 day suspension or possible expulsion

2nd possession or use - up to 10 day suspension pending possible expulsion

1st sale or delivery of drugs and alcohol on school grounds up to a 10 day suspension or expulsion.

Students may be required to complete activities pertaining to substance abuse education prior to returning to the classroom.

Drug look alike/Paraphernalia/Alternatives- Police and/or resource officer will be notified. Items that are represented as drugs for use or sale will be dealt with under the same procedural rules as the drug/alcohol policy requires. Students in possession of drug paraphernalia will be considered in violation of the drug policy. Discipline will be issued according to procedure for drug violations. Students in possession of or using vaporizers, e-cigs, or similar will be disciplined under this policy.

Students may be prohibited, at the discretion of administration, from having permanent markers, liquid white out, aerosol cans, or any other types of inhalant at school. Possession may be considered drug use.

Cross Reference: BOE 7:190 Student Behavior
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Decorum

Display of affection

Displays of affection will be limited to hand holding. Inappropriate displays of affection will result in a conference with teacher or administrator and parent notification. If continued, each student will be assigned detention time.

Inappropriate touching. Any student who willfully pinches, grabs or fondles another student's body in sexual connotation will be considered acting in a form of gross insubordination. These actions can also be considered harassment as defined previously on page #_____

Cross Reference: BOE 7:190 Student Behavior
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Dress Code

Students will have the freedom of dress as long as their appearance does not disrupt the educational process or present a health or safety hazard to the educational community. The following guidelines are clarifications of the above rule:

1. No hats, head coverings, scarves, hoods or bandanas shall be worn during school hours unless as a part of a special dress up day.
2. No clothing may be worn that negatively impacts the learning environment or causes a distraction.
3. Shorts, skirts, and dresses must be long enough that they reach the same point on the thigh as the bottom of a student's closed fist when the arm is extended and resting on the thigh.

- 4.No clothing with suggestive language and/advertising of drugs, alcoholic beverages & tobacco products will be permitted.
- 5.No sunglasses unless prescribed by a doctor.
- 6.No underwear showing such as undershorts or bra straps.
- 7.Shorts, pants, slacks, and jeans must be worn at the waist.
8. Bottom of shirts must meet the top of the pants when seated.
9. Shirts shall not be altered to shorten the length or remove the sleeves
- 8.No chains, which include wallet chains, accessories or other items that hang loose.
- 9.At school activities (example: football, basketball,etc.) students that have body paint must have at least a tank top or shirt that is worn appropriately. (Discretion of administration)
10. During cold months, blankets are not an acceptable replacement for a coat or jacket.
11. Pajamas are not an acceptable dress attire unless approved for a special event (i.e. Homecoming week).
13. Backpacks, cinch sacks, purses and other bags are required to be stored in a student's locker during the day.

Cross Reference: BOE 7:160 Student Appearance
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Other

Drink/Food/Gum/Candy

Students are permitted to carry and use a water bottle in their classes. Pop, candy and other food or drink will be restricted to the cafeteria at lunch.

Criminal Acts

Any behavior that may result in criminal charges will be referred to the police and/or the resource officer to handle. Students who do not face criminal charges may/will face disciplinary action at school.

Cross Reference: BOE 7:150 Agency and Police Interviews
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Fighting and Weapons

- 1st offense – up to 5 day suspension or possible expulsion
- 2nd offense – up to 10 day suspension or possible expulsion

Gang activity

Student involvement in gangs or gang-related activity on school grounds or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited. Any student who participates in gang activities or solicits another student to become a member of a gang that engages in any gang-related activities on school grounds or at school-related events will be subject to suspension or expulsion by the Board of Education.

Inciting others

The term inciting will be defined as knowingly encouraging another person to commit an act of misconduct. If a student incites another person to perform an act of misconduct, the inciting student will be subject to disciplinary action.

Trespassing

1. Entering upon or in District property without justification or without implied or actual permission.
2. Entering or remaining upon or in school property without justification after being notified or requested to abstain from entering either written or verbal communication.
3. Individuals found in violation will be turned into the appropriate authorities and may receive school-based discipline regardless of criminal charges.

Vandalism

Students will be charged a replacement cost or actual cost for repairs. Local law enforcement will be called. Individuals will be turned into the appropriate authorities and may receive school-based discipline regardless of criminal charges

Cross Reference: BOE 7:170 Vandalism

Discipline

Yellow Cards

Students at the middle school level may receive a “yellow card,” which is a behavioral warning. For every three yellow cards in a semester a student, will be issued a detention.

Before/After School Detention

Detentions will vary in length and will last no longer than 2 hours on a given night. Students will receive a notice prior to serving a detention and may/will meet with the Dean of Students. Arrangements can be made with the Dean of Students to serve the detention as long as it is served within one week of receiving the detention. If the detention is not served within one week, the student will lose privileges (lunch in the office, attendance at dances and games and being eligible for early release) until the detention is served. Unserved detentions will carry over to the next year. . Seniors must serve before graduation. Students with unserved detention time will be prevented from walking in promotion or graduation ceremonies.

Students may choose to engage in restorative behaviors that will be considered in determining discipline as appropriate.

Suspension

In-school or out-of-school suspension - It will be the discretion of the administration to designate whether

the suspension is in- or out-of-school suspension.

Procedures for suspension:

- (1) Student conference with administrator
- (2) Parent notification by phone
- (3) Letter will be placed in the student's file for record

In-School Suspension

A student will attend school, but he/she will be removed from the normal flow of the school day. Students will work on academic work throughout the day and follow all guidelines set forth in a designated learning area.

Students who are in ISS are not to attend or participate in extracurricular events on the day the suspension is issued or on the date served. Students will have their early release (if they qualify) from 8th hour revoked for two weeks following a suspension.

Out-of-School-Suspension

A student will not be allowed to attend school for a specified period of time. Parents are notified when their son/daughter is suspended out of school. Students who are placed in out-of-school suspension may not participate in or attend any school-sponsored activities or be on school grounds during the time of their suspension. This will include any practices or regularly scheduled events. The Administration retains the right to require parental conference before admitting a student completing OSS. Students will have their early release (if they qualify) from 8th hour revoked for two weeks following a suspension.

Cross Reference: BOE 7:200 Suspension Procedures

Expulsion

Expulsion will take place only after the parents have been notified by certified mail to appear at a meeting of the Board of Education to discuss their child's behavior. The Board, at such a meeting, will state the reasons for dismissal and the date on which the expulsion is to become effective. A pupil may be readmitted to school after expulsion only by official action of the Board of Education. Reinstatement should occur only after a parental conference involving appropriate school personnel. An expulsion will prohibit the student from attending school or being on school grounds for the designated period assigned.

Cross Reference: BOE 7:210 Expulsion Procedures
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Section 7: Internet, Technology, and Publications

All students are expected to adhere to the PLT #3 Acceptable Use Policy. To see the full acceptable use policy use this link: <http://bit.ly/AUPfullversion>

Summarized Acceptable Use Policy (AUP)

- Students are responsible for their Chromebooks and chargers. There is a \$30 insurance plan that covers damage to the Chromebook (but not the charger) and is highly recommended. That insurance does NOT cover damage that is intentional or because of negligence. Stop by the office today to purchase Chromebook insurance.
- The Chromebook belongs to the district.
- Staff at PLT have the authority to confiscate chromebooks or other issued devices if it becomes a distraction to the educational environment.
- Violating the AUP can lead to restricted account access or having Chromebook use revoked.
- Students shall only log in to the Chromebook using their PLT3 account.
- All digital activity is monitored via Fortguard, Bark, and GoGuardian.
- Digital is forever. Online activity is often backed up by companies, even things that users delete. All PLT3 Google Suite activity (even what a student deletes) is preserved.
- The building administration and technology staff make all decisions regarding whether or not a student has violated these policies. Their decision is final.
- If a student accidentally accessed inappropriate material, they should immediately notify their teacher. This will protect the user against allegations of intentionally violating this policy.

What you SHOULD Do

Chromebooks and internet access are provided for education-related activities.

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear or use any other inappropriate language.
3. Keep personal information (logins, passwords, addresses, telephone numbers) confidential.

What you MAY NOT Do

Unacceptable uses include but are not limited to:

1. Doing or supporting any illegal, unethical or unlawful activities.
2. Finding, saving, sharing, or creating any obscene, sexually explicit, or pornographic
3. Distributing information to cause violence or to harass or cyberstalk.
4. Bullying of any kind.
5. Using Chromebooks for non-educational purposes during class time without teacher permission (games, watching videos, etc.).
6. Unauthorized and/or non-educational uses including gambling, shopping, or mass emailing.
7. Use of profanity, obscenity or offensive language.
8. Harassing persons of a particular race, gender, religion, sexual orientation or abilities.
9. Plagiarism.
10. Violating copyright laws.
11. Unauthorized downloading. (pirated movies or TV shows, music, games, etc.)
12. Having inappropriate content (sexual, illegal, pirated) in a PLT3 Google Drive.
13. Using a personal device in place of school issued technology.

<p>Cross Reference: BOE 6:235 Access to Electronic Networks</p>

Media/Library

The PHS and PLTMS libraries strive to improve access to books and other materials to increase literacy, empower students, and foster a lifelong love of reading. Students and staff have access to books within the library as well as those that can be ordered through the PrairieCat system. Students check out books for three weeks at a time. The library is designed to be a welcoming, student-centered space for use throughout the school day. Flexible seating options are available for the diverse needs of students with comfortable spaces available for student work and collaboration. Further, the library serves as the center of technical support services within the school. Students can consult with library staff concerning the need for Chromebook repair or replacement, as well as access to chargers, external mice, or other peripherals.

In all things, the library staff strives to provide access to books and technology, encouraging students to develop their best academic and personal selves.

Cross Reference: BOE 6:230 Library Media Program

Section 8: Search and Seizure

Confiscation of contraband

Any items or belongings that cause a disruption of the educational process may be confiscated by the classroom teacher. The items should be turned into administration as soon as possible following the incident. Based on information received by administrators and/or by police authorities, students are subject to search of their personal property, i.e., clothing, book bags and any item/container that could contain any contraband. If they refuse, it will be considered insubordination and the student may be suspended from school and the police may be contacted.

If a student is in the restroom or locker room when the vape detector is activated, he or she is subject to a search of personal property and person.

Student Lockers

Students having locker trouble are to come into the office and report the problem. Each student will be assigned a locker. Students will be held responsible for damages that occur to their locker during the school year. Student lockers are the property of the school. School personnel may search lockers at any time, with or without the knowledge and consent of the student. There is to be no writing or sticker decals on the inside or outside of the locker. A student will be required to clean his/her locker if writing or sticker decals are found on it. School-sponsored club and athletic team signs may be affixed to the outside of the locker using painter's tape, which is available in the main office. Students may use magnets to hang pictures inside of their lockers. Students will be asked to use good judgment and not hang inappropriate materials in their lockers. If these items are found, they will be removed and disciplinary consequences may result.

Cross Reference:

Section 9: Extracurricular and Athletic Activities

PLT #3 will follow IESA, IHSA, Board of Education, and Co-op board of control policies for participation.

Participation in IESA/IHSA sanctioned activities will be limited to students who are enrolled full time in the district or who reside in the district and are enrolled in an accredited homeschool program. Homeschool students must be able to provide weekly eligibility reports through their institution to satisfy IESA/IHSA grade reporting. In order to be eligible to participate in non-IHSA extracurricular activities, students who reside in the district must be enrolled in at least one course, preferably related to the participation.

Athletics/Activities Drug and Alcohol Policy: Any student involved in extracurricular athletics/activities who admits to, is seen by, or reported by district staff or parent(s) of the student of being in possession of or for consumption of alcohol, illegal intoxicants or tobacco, in possession of or seen using a vape or electronic cigarette, or is determined to have been in possession or consumed alcohol, illegal intoxicants, or tobacco based on a report from law enforcement officials, court officers, or a newspaper account, will be disciplined in the following manner:

1st Offense--No participation in interscholastic contests, performance or involvement in the organization for 33% of the season or six weeks (if no competitive season) The penalty will carry over as needed for the next season or year for the remaining percent not served. Participants are required to practice until the suspension is complete. Time between seasons does not count towards suspension.

2nd Offense and Subsequent Offenses--No part in interscholastic contests or school organizations for one calendar year from the day the administration notifies the student that he or she has violated this policy. The student participant may practice but may not dress for contests during the suspension. Students who choose to practice will be subject to all other team rules.

(A suspension period will not begin until all previous suspension periods have been completed.)

Appeal procedure is listed under parental and student rights.

Athletics/Activities Criminal Suspension Policy: Violation of Civil, Juvenile, or Criminal Laws--Any arrest or conviction of a student participant by law enforcement officials or a court of law for participating in or aiding in any crime will be in violation of the athletic/activities policy. Violations may be treated with a written

reprimand, temporary suspension, or dismissal from the team/activity after a review by the student's present head coach/sponsor (or next head coach/sponsor if the student is not in a sport season/present activity), a minimum of two other head coaches/sponsors, the athletic director, and the principal.

Appeal procedure is listed under parental and student rights.

Cross Reference: BOE 7:330 Extracurricular Athletics

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association¹ before being allowed to participate in any athletic activity, including practice or competition.

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

Cross Reference: BOE 7:305, Student Athlete Concussions and Head Injuries
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School Attendance Requirement

1. A student must be in attendance at school for the entirety of the last 4 periods (or the last half of the school day) in order to participate or attend an extracurricular activity that day or evening except in extraordinary and/or prearranged circumstances at the discretion of the athletic director or principal.
2. All fees and forms, including, but not limited to, book rental, class fees, sport fees, concussion, and drug testing forms must be paid and/or turned in, or arranged to be paid in installments in order to participate in an activity. Students may participate in practices but no competitions or performances until all fees are paid. Some fees may be waived if the family has filled out a fee waiver form and it is approved by the unit office. Fees must be paid prior to the first athletic contest.

Holiday Practices: On official government holidays, if a practice is called, it is voluntary. There will be no punitive action against a student who chooses not to participate. Open gyms and practices on Sundays shall be held upon the approval of the athletic director or principal.

Athletic Physical Exams: All participants in any sport must have a physical examination and concussion waiver completed before starting practice. Physicals must be recorded on the IHSA Physical Exam Form.

¹

Students are encouraged to complete our Concussion Baseline Testing each year. Freshman athletes may use their regular high school entrance physical.

D/F & Eligibility List

The Dean's office will compile a weekly D/F list. Eligibility reports will be run on Friday at 9am.

MS students must maintain 0 F's and 1 or fewer D's to remain academically eligible.

HS students must be passing a minimum of 5 academic courses per the IHSA.

The D/F list will be used to proactively identify struggling students and provide appropriate intervention services. Students may be removed from the team at the MS level if they are ineligible for 2 or more consecutive weeks at the discretion of the head coach and approval from the athletic director. At the high school level, removal will be at the discretion of the coach and approval from the athletic director.

School Dances

1. Non-PHS students to be admitted as guests of PHS students and have a signed permission slip from their school. All attendees to PHS/COOP dances must be a minimum of 9th grade status and no older than 20. The PLT #3 administration reserves the right to determine all guest approval for attendees.
2. The sponsoring organization, its advisors, students and guests are responsible for seeing that the rules are carried out at all dances.
3. Students are not allowed to "grind" or partake in similar dances that may be deemed inappropriate.
4. The dance must end at 11:00 p.m. and the building cleared by 11:15 p.m. Students are to make prior arrangements for transportation home.
5. Any student absent from school the day of the dance cannot participate in the dance that evening unless granted permission from the administration.
6. Each student is responsible for his or her guest's conduct and must assume the responsibility to see to it that the guest understands the rules of the school.
7. No high school dropout may attend a PHS dance.
8. Violation of any rule or misconduct will result in the student or the student and his or her guest being immediately expelled from the dance. The student or guest will be denied the right to attend any of the dances for the remainder of the school year.
9. Students wishing to attend a PHS dance may be required to take a breathalyzer test or meet other reasonable safety criteria put in place by the administration prior to entering the dance. Students who fail to comply with the criteria will not be permitted to attend the dance. If students are suspected of being under the influence, parents will be called immediately.
10. If a student leaves a school sponsored dance early, he or she will be denied readmittance.

Section 10: Academic Interventions, Remediation, and Special Education

If your child receives special education services and is also Medicaid eligible, Prophetstown-Lyndon-Tampico #3 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, do nothing.

If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to your building principal.

Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

This program has no impact on your child's or your family's current or future Medicaid benefits. Under federal law, participation in this program CANNOT:

- a) decrease lifetime coverage or any other public insurance benefit,
- b) result in the family paying for services that would otherwise be covered by Medicaid,
- c) increase our premiums or lead to discontinuation of benefits or insurance, or
- d) result in the loss of eligibility for home and community-based waivers.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

Section 11: Student Records and Privacy

School student records are confidential and information from them shall not be released other than as provided by law. State and federal law grants students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge their child's school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. The Superintendent shall implement this policy and state and federal law with administrative procedures. The Superintendent shall also designate a *records custodian* who shall maintain student records. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records.

Notification to Parents and Students of Rights Concerning a Student's Records:

The District will maintain two sets of school records for each student: a *permanent* record and a *temporary* record.

The *permanent record* includes:

basic identifying information, academic transcripts, attendance record, accident and health reports, information pertaining to release of this record, honors and awards, school-sponsored

activities and athletics.

The *temporary record* may include:

family background, intelligence and aptitude scores, psychological reports, achievement test results, participation in extracurricular activities, honors and awards, teacher anecdotal records, disciplinary information, special education files, verified reports or information from non-educational persons, verified information of clear relevance to the student's education, information pertaining to release of this record.

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

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

Students less than 18 years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

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

Parents/guardians or eligible students may ask the district to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school Principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.

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

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

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or

support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such recourse.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

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

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

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

Throughout the school year, the district may release directory information regarding students, limited to: **name, address, gender, grade level, birth date and place, parents'/guardians' names and addresses, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, and period of attendance in school.**

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual

of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under state law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland, Avenue, SW
Washington DC 2020-4605

Cross Reference: BOE 7:15 Student and Family Privacy Rights BOE 7:340, Student Records
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Section 12: Parental Right Notifications

Student Discipline Procedures

A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights' legislation. This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons. The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due Process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation.

This procedure, along with explanations, due process and directions are available for inspection in the offices of: superintendent, building principal, dean, counselors, and in the learning resource center. Time limits refer to days when school is in session.

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

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

Step 3 If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the superintendent, coordinator for Title IX and Section 504, and Equal Opportunity Coordinator. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.

Athletic Suspension Appeal Procedures

If within ten (10) days of a ruling, the participant convinces the head coach/sponsor or athletic director that there is just cause for an appeal, the athletic director will arrange for the participants to meet with the Athletic/Activities Committee for the purpose of appealing the ruling. This will apply to the “Training Policy” Offenses and any “Violation of Civil, Juvenile or Criminal Laws”.

This committee consists of the principal, athletic director (chairman) and the head coach/sponsor in each sport/activity. The committee will be the interpreter of the training rules, will act as an appeals board and will decide any related matter not covered within the rules. The athletic director will file all decisions of this committee in written form.

Cross Reference: BOE 7:130, Student Rights and Responsibilities
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