Herscher C.U.S.D #2
K-8 Parent/Student Handbook
2026-2027

ATTENDANCE
Absence from School on Day of Extra-Curricular Activity……3
Anticipated Absences ……3
Emergency School Closings……3
Excessive Absences……3
Excused Absences ……4
Unexcused Absences……4
Student Attendance……4
Truancy……4
Visitors ……5
Withdrawal from School……5
ACADEMICS AND ATHLETICS
Academic Promotion/Retention/Remediation……5
Athletic Rules and Codes of Conduct……6
Athletic Rules and Codes of Conduct Rules in Effect ……7
Education of Children with Disabilities……7
Grade Cards……7
Junior High Honor Roll……7
Progress Reports……7
Standardized Testing……7
Student Athlete Concussions and Head Injuries……7
Student Biometric Information……8
Student Records……8
DISCIPLINE
Academic Probation……8
Acceptable Use Policy……8
Anti-Hazing……8
Behavioral Intervention Policy……9
Bullying/Cyberbullying……10
Bus Transportation……12
Cellular Devices ……13
Chronic Behavior……13
Corporal Punishment……13
Damage to School Property……13
Disciplinary Measures……13
Discipline of Students with Disabilities……14
Drugs, Alcohol & Tobacco……14
Electronic Reader Policy……14
Firearms, Knives, Brass Knuckles and Other Objects Used or Attempted to be Used to Cause Harm……14
Gang & Gang Activity……14
Harassment……15
Notice of Suspension Policy……15
Personal Items from Home……15
Prohibited Student Conduct……15
Search & Seizure……17
Questioning of Students Suspected of Committing Criminal Activity……17
Sexual Harassment……17
Social Probation……18
Standards of Appearance/Dress Code……18
Student Disciplinary Record……19
HEALTH
Accommodating Individuals with Disabilities……19
Administering Medication to Students……19
Self-Administration of Medication……19
Undesignated Medications……20
Emergency Aid to Students……20
Care of Students with Diabetes……20
Home and Hospital Instruction ……20
Immunizations, Health, Eye and Dental Examinations ……20
Prevention of Anaphylaxis ……21
Student Blood Incidents……22
Student Medication Policy……22
Students with Food Allergies……22

Treats & Snacks……..……..22
SCHOOL AND STUDENT INFORMATION
Annual Report Card……22
Child Custody……..22
Deliveries to Students in School……..22
Directory Information Changes ……..22
English Learners……..22
Equal Opportunity and Sex Equity……..23
Fees, Fines & Charges: Waiver of Student Fees ……23
Registration Fees ……..23
Faith's Law Notification ……23
FERPA Notice ……..23
General School Information……..24
Homeless Child's Right to Education……..25
Hot Lunch Program……25
Instructional Materials……25
Lockers ……..25
Lost & Found……..25
Parent Involvement ……25
Parent/Teacher Conferences/Communication……..26
Pesticide Application Notice……26
Physical Education……..26
Physical Education Exemption……..27
Picture Release……27
PUNS Database Information for Students and Parents/Guardians ……27
School Operations During a Pandemic or Other Health Emergency ……28
Sex Education Instruction……28
Sex/Violent Offender Notification Law ……28
Sexual Abuse Response and Prevention Resource Guide ……..28
Student Privacy……28
Surveys Requesting Personal Information……..29
Surveys by Third Parties……..30
Teacher Qualifications……..30
Telephones (Student Use)……..30
Unsafe School Choice Option ……30

ATTENDANCE

ABSENCE FROM SCHOOL ON DAY OF ACTIVITY - An athlete who is absent from school after noon on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the discretion of the building administrator or designee.

ANTICIPATED ABSENCES – The school discourages students from leaving school for family vacations or similar reasons. Requests for anticipated absence should be made in writing to the building administrator at least five school days prior to the absence. Requests may be denied, and the absence deemed unexcused, due to poor attendance record, poor disciplinary record, poor academic record and/or multiple trips during the school year. Special arrangements will be made for extended absences due to illness or family deaths.

Make-Up Work for Anticipated Absences: For pre-arranged and multi-day absences, students may acquire and complete assignments in advance. If a student acquires and receives assignments in advance of the absence, the work is due upon the student's return. Credit will not be given if the student does not complete and return the work acquired in advance upon his/her return.

Students may also acquire and receive assignments upon return following a pre-arranged absence, and will be granted one day for each day absent to complete the work according to the policy for excused and unexcused absences.

EMERGENCY SCHOOL CLOSINGS – In the event of weather or other conditions that result in the closing of school, various methods of communication will be used to inform and update the public including School Messenger and Sheriff Alert notification systems. The media listed below will also provide information on school closings. It is extremely important to have a plan for your child in the event of a mid-day emergency school closing.

AM STATIONS	FM STATIONS	TV
WMAQ 670	WLS 94.7	NBC 5
WKAN 1320	WKAT 105.5	FOX 32
WGN 720	WONU 89.7	WGN 9
WBBM 780	WVLI 95.1	
WLS 890	B96 95.7	
	LRT 92.7	

EXCESSIVE ABSENCES - Students with excessive absences often have people around them who help or enable their absences to continue. Enabling is the process through which a parent/guardian fails to take some action or series of actions that could help a student with an attendance problem experience the consequences of his/her absenteeism. Parent enabling is often linked to effective discipline, parental control over a student behavior and ability to obtain student cooperation in the matter of regular school attendance. Consequences for poor attendance can create the discomfort necessary to set the stage for behavioral changes that will result in improved attendance.

Excessive absences will result in the following:

After five (5) cumulative days of absence, the student and parents/guardians will be notified of the number of student absences and steps will be addressed to ensure compliance with attendance policies. Students with excessive medical absences may be required to provide the school with a physician's note for each day absent.

After ten (10) cumulative days of absence, the parent/guardian will be notified that any further absences will be unexcused unless accompanied by a physician's note. The physician's note should be provided to the office upon the student's return to school.

Students under the age of 17 will be referred to the Truancy Officer at the I-KAN Regional Office of Education. The I-KAN Regional Office of Education Attendance Program has established the following guidelines in detecting truancy: 1) Pattern of Mondays, Fridays etc., 2) Parent calling in on regular basis and child seen out of school by students and/or teachers, 3) No parent call-in, 4) Sibling of an at-risk student, 5) Number of absences are excessive, 6) Past years attendance.

EXCUSED ABSENCES – Absences are designated in each student attendance record as excused or unexcused.
Examples of excused absences include, but are not limited to:

* illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. Students are required to provide a physician's note upon return from any medical absence that is three consecutive days or longer. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

UNEXCUSED ABSENCES – An unexcused absence is defined as willful absence from school, with or without permission of the parents and without approval of school officials.

Examples of unexcused absences may include but are not limited to:

* Babysitting	* Birthday	* Car trouble	* Hair appointments
* Late night	* Missing the bus	* Overslept	* Parent sick

Make-Up Work for Excused and Unexcused Absence: Upon returning to class, students are expected to request make-up assignments from each class. One school day for each day of excused absence will be allowed to make up and receive credit for missed work. It is the responsibility of the student to complete the work.

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

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

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

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

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

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

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

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

VISITORS – 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.

Parents are welcome to visit the school. It is expected for parents to make arrangements in advance with appropriate school personnel to avoid any unnecessary disruption to instruction. Students enrolled in the school are not permitted to bring school age guests to class with them. All visitors must access the building through the secured entry and report directly to the school office. Visitors must provide a state issued form of identification prior to admittance. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.
Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.
No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

WITHDRAWAL FROM SCHOOL – Any student moving out of the school district should report this information to the office at least three days before the move. When appropriate, refunds of registration fees will be made. Parents must also obtain an Illinois State Board of Education Student in Good Standing form from the school office to enroll in another Illinois public school.

ACADEMICS and ATHLETICS

ACADEMIC PROMOTION/RETENTION/REMEDIATION – Because it is the policy of the Board of Education to strive to ensure that students meet district goals and objectives and can perform at the expected levels for their grades and course work before being promoted and/or graduated, students that are found to be below the level of academic standards set by the Herscher C.U.S.D. #2 School Board will be required to participate in a remediation process to improve their academic abilities. The academic standards that students are measured against include, but are not limited to:

- successful completion of curriculum (grade level and specific course work)

- required state assessment
- individual classroom work and performance

Failure to meet expectations in any one or a combination of these standards could require remediation.
The form of the required remediation may include, but is not limited to:

- increased classroom time - extended school day (after school)
- extended school year (summer school)
- grade retention - non-promotion

ATHLETIC RULES AND CODES OF CONDUCT - The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports and extracurricular activities. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

IESA - Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IESA and this Athletic Code, the most stringent rule will be enforced.

Eligibility – A student must be passing all school subjects to be eligible for competition in any I.E.S.A. sponsored activities. Academic work is checked weekly. Any student found ineligible shall not be able to participate in I.E.S.A. activities for the following Monday through Saturday. The eligibility check shall be made on the same day each week except when school is not in session. On these weeks, it must be taken on the last day of student attendance that week.

Requirements for Participation - An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
5. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.

Travel – All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.
Behavioral Conduct - Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

1. Insubordination; or
2. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
4. Hazing, bullying, or harassment of any kind; or
5. Use of profanity; or
6. Exhibition of bad sportsmanship; or
7. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

ATHLETIC RULES AND CODES OF CONDUCT IN EFFECT - The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

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

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

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

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

GRADE CARDS – Grade cards are issued through INOW Parent Portal 4 times a year (grades 1-8) after each 9 week period of school. Kindergarten cards are sent home at the end of the 1st semester and twice during the 2nd semester. The cards are issued through INOW Parent Portal as a report to parents. We encourage regular parental review of grade cards with their children and to make constructive responses to teacher comments.

JUNIOR HIGH HONOR ROLL – Any student with at least a “B” average in his/her academic subjects and no less than a “C” in any subject will be listed on the Honor Roll. A student on the Honor Roll will be appropriately recognized.

PROGRESS REPORTS – Mid-way through the grading period, reports are issued through INOW Parent Portal as an indication to parents of their child’s progress. It is hoped that early notification of any difficulties that might arise will help to remedy the problems. We encourage regular parental and student review of progress.

STANDARDIZED TESTING - Students and parents/guardians should be aware that the State and District require students to take certain standardized tests. Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school’s ability to continue to prove its success in the state’s standardized tests. Parents/Guardians can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night’s sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

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.

STUDENT BIOMETRIC INFORMATION - Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

STUDENT RECORDS – School student records are confidential and information from them will not be released other than as provided by law. The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 10 business days of the day the school receives a request for access. There may be a small charge for copies, not to exceed $.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
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 in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information.

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.

6. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
SW Washington, D.C. 20202-4605

DISCIPLINE

ACADEMIC PROBATION – Students failing to put forth acceptable effort toward their studies, as evidenced by grade cards, progress reports and teacher reports will be placed on Academic Probation. While on Academic Probation, the student's work will be closely monitored by the teacher, Assistant Principal and Principal. After-school detentions and suspension from extracurricular activities may be required. Students may also be denied participation in educational enhancement activities such as assemblies, field trips and extracurricular events.

ACCEPTABLE USE POLICY – The purpose of the Internet was, and largely still is, to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of school computers must support education that is consistent with the Learning Outcomes of the Herscher Community Unit School District No. 2. Transmission of any material in violation of any U.S. or State regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Violating the Acceptable Use Policy by accessing resources that are objectionable, adult-oriented or restricted may result in:

1. Restricted network access or privileges, 2. Loss of network access and privileges or 3. Other discipline as deemed appropriate by the administration or their designee.

ANTI-HAZING – Students who participate in District co-curricular activities shall function within the framework of District's policies, administrative procedures and each individual school's rules. No administrator, faculty member or employee of the District shall encourage, permit, condone or tolerate hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in hazing. *Hazing is defined as: An intentional, knowing or reckless act directed against a student, by one person or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, holding office in or maintaining membership in any student organization. Students who commit the following acts violate District policy and, therefore, are subject to District discipline and possible criminal prosecution:

- Engaging in hazing.
- To encourage, direct, aid or attempt to aid another engaged in hazing.
- Intentionally, knowingly or recklessly permitting hazing.
- Having knowledge of planning or occurrence of specific hazing activity and failing to report to Principal, Superintendent or other school official.

BEHAVIORAL INTERVENTION POLICY

Purpose – It is the purpose of this policy to describe the procedures authorized by the Board of Education of Herscher Community Unit School District No. 2 relative to the use of behavioral interventions of students with disabilities. Herscher Community Unit School District No. 2 insists that students with identified disabilities should be held, as much as possible and reasonable, to the same behavioral and social expectations and consequences as students without disabilities. Where a student's disability prevents him or her from conforming to school rules and expectations, special considerations and procedures will be employed. A fundamental principle of this policy is "non-restrictive intervention – positive intervention designed to develop and strengthen desirable behaviors – shall be emphasized, and are preferable to use of "restrictive" interventions.

Procedures – It is the requirement of the Board of Education of Herscher Community Unit School District No. 2 that employees charged with the implementation of this policy should incorporate procedures and methods consistent with generally accepted practice in the field of behavior intervention. Whenever a "change in placement" is being considered for a special education student for behavioral reasons, an IEP (Individualized Education Program) meeting will be convened to determine whether the behavior is related to the child's disability (a "manifestations determination"). The IEP can only be revised and an IEP meeting can only be convened with proper notification to parents and appropriate staff.

Requirements for the Creation of a Behavioral Intervention Plan – Any student receiving special education services will require a behavior management plan as part of the IEP (Individualized Education Program) when his/her disability causes the student difficulty behaving appropriately. The IEP team will divide which behavior intervention strategies are most appropriate for the student. Unless the IEP team specifically devises a behavior management plan that differs from the school's customary discipline policies, those policies shall apply, and may include the use of "restrictive" and/or "non-restrictive" interventions.

Monitoring the Use of Restrictive Behavioral Interventions – The use of "restrictive" behavioral interventions shall be monitored as follows:

1. When expulsion is the intervention under consideration, the Board of Education shall monitor each such intervention;
2. When the intervention under consideration is: being dropped from a course, in-school or out-of-school suspension, the Building Principal shall ensure that the intervention shall not constitute a change in placement, unless its use is preceded by a "manifestation determination", as described above.
3. When the intervention under consideration is: inhibiting devices, manual restraints, search of the student's person, time-outs (isolation/quiet room), or mechanical restraints (excluding restraint prescribed by physician or used as a safety procedure for transportation), the teacher or Building Principal shall ensure that the intervention is administered in such a fashion such as to ensure the student's right to placement in the least restrictive educational environment; and considers the student's physical freedom and social interaction.
4. See "Behavioral Intervention Policy Committee" below.

Emergency Situations – If a situation occurs in which immediate intervention is needed to protect students, staff, other individuals or the physical site from harm, school personnel may impose an intervention that has not been delineated in the behavioral management plan, as reflected in an IEP.

When such an emergency intervention has been utilized, the parents of the student shall be notified as soon as possible. A description of the intervention applied shall be documented and placed in the student's temporary file.

Procedure Protection – All of the procedural protections available to students with disabilities and their parents under the Individuals with Disabilities Education Act (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing and/or developing behavioral interventions.

Behavioral Intervention Policy Committee – Herscher Community Unit School District No. 2 shall maintain a Behavioral Intervention Policy Committee to monitor, review and make recommendations regarding the policy to the Board of Education. This committee shall meet on a regular basis and shall consist of parents of students with disabilities and other parents, teachers, administrators, advocates for persons with disabilities, and individuals with knowledge or expertise in the development and implementation of behavioral interventions for persons with disabilities.

ISBE Guidelines – This policy has been developed based on a review of the document entitled Behavioral Intervention in Schools: Guidelines for Development of District Policies for Students with Disabilities. Copies of these guidelines may be requested from the Illinois State Board of Education, 100 N. First Street, Springfield, Illinois 62777-0001.

DEFINITIONS:
Behavioral Intervention – Interventions by which Herscher Community Unit School District No. 2 school personnel attempt to alter inappropriate student behavior. Change in Placement – Change in placement occurs when an IEP is altered so that a "substantial programmatic modification" is made, or when the new educational program is not comparable to the existing program. Placement does not change where slight modifications are made in the program. Thus, the introduction of new activities and change of classroom location or building, generally do not constitute placement changes. Likewise, suspensions in aggregate of 10 days or less do not constitute a change in placement.

Non-Restrictive Behavior Interventions – "Non-Restrictive" Behavioral Interventions are techniques which do not restrict a student from access to the regular school day, the regular school program, or to the same educational opportunities enjoyed by the student body at-large. Non-Restrictive behavioral interventions may include, but are not limited to, individual student counseling, rewards systems (behavioral modification techniques), formal behavioral reports to parents, peer mentoring, in-school suspension or time-out sessions in which the student is permitted to continue with his/her regular school work, and detentions which do not prevent the student form access to before-school, after-school or Saturday school activities.

Restrictive Behavioral Interventions – "Restrictive" Behavioral Interventions are techniques which restrict a student from access to the regular school day, the regular school program, or restrict the student from the same education opportunities enjoyed by the student body at-large. Restrictive Behavioral Interventions would include, but are not limited to: out-of-school suspension, in-school suspension, or time-out sessions in which the student is not permitted to continue his/her schoolwork, and detentions which prevent the participating student from access to before-school, after-school or Saturday school activities.

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

No person shall harass, intimidate or bully another based upon perceived race, color, national origin, immigration status, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

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

Generally, there are three distinguishing features of bullying; it is deliberate/intentional, it happens more than once, and there is marked imbalance of power, which may be physical, intellectual, emotional, or social between the individuals involved. A person is bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more persons.

Bullying is NOT a single act of teasing. In addition, it is distinct from the normal conflicts of childhood. It is NOT bullying when two students choose to engage each other physically or verbally. Thus, while all acts of bullying are aggressive, not all aggressive acts are bullying.

Accusations of bullying and cyberbullying will be investigated, and based upon the findings disciplinary actions may be issued. Any act or involvement/knowledge that creates a disruption to the learning environment may also be disciplined.

Examples of prohibited conduct include, 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.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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

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 from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, homelessness, or actual or marital status, parenting 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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) the creation of a webpage

or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying; (2) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

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.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.[1]

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

NONDISCRIMINATION COORDINATOR:
Dr. Richard Decman, Superintendent
501 N Main St – PO Box 504, Herscher IL 60941
815-426-2162

COMPLAINT MANAGERS:
Jill Fulton, Special Services Coordinator
501 N Main St – PO Box 504, Herscher IL 60941
815-426-2162

Pete Falk, Curriculum Director
501 N Main St – PO Box 504, Herscher IL 60941
815-426-2162

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

1

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 in 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. Video and audio cameras may be active on busses 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: Michelle Armstrong, Transportation Director.

CELLULAR DEVICES – Students must keep cellular devices in their lockers and powered off during the school day. Violations of this policy will result in disciplinary action taken against the student by the administration.

CHRONIC BEHAVIOR – Chronic Misbehavior is an accumulation of behaviors that are considered less than gross misconduct or gross disobedience. However, these behaviors occur with such frequency as to demonstrate gross disobedience for the basic rules necessary for the effective functioning of the school. Students demonstrating chronic misbehavior may receive external school suspensions and/or a referral to the Board of Education for recommendation for expulsion.

CORPORAL PUNISHMENT - Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

DAMAGE TO SCHOOL PROPERTY – Students are required to pay for any damage or loss caused by their actions and may face disciplinary action.

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.

DISCIPLINE OF STUDENTS WITH DISABILITIES - The school 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.

DRUGS, ALCOHOL AND TOBACCO - Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

ELECTRONIC READER POLICY

Electronic readers, commonly referred to as e-readers, are devices whose intended purpose is the storage and retrieval of books, periodicals, and magazines. This policy refers to e-readers only, not to other electronic devices such as iPads, laptops, iPods, cellular devices, and other electronic devices. The opportunity to bring e-readers to school is a privilege that requires extra caution and responsibility both on the part of the students and the parents

e-reader Policy:

A student who violates any portion of the e-reader Policy may immediately lose the privilege to use their e-reader at school for a length of time commensurate with the nature of the violation. If a student is found to have their e-reader during this time; they will be subject to further disciplinary action.

1. e-readers are to be used for the reading of school approved materials and not for other purposes such as communication, video, entertainment, music, gaming, and other activities.
2. All material on the e-reader must comply with the policies of the Parent-Student Handbook.
3. All e-readers must have cellular and network capabilities disabled (turned off/airplane mode) while the device is at school.
4. e-readers must be used at appropriate times in accordance with teacher instructions. The e-reader must neither be a distraction for the student or those around him/her nor be a source of any classroom disruption
5. The student is responsible for knowing how to properly and effectively use their e-reader and this should not be a burden for the teachers.
6. Herscher School District is not responsible for lost, stolen, or damaged e-readers.

FIREARMS, KNIVES, BRASS KNUCKLES and 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 Unites 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.

HARASSMENT – No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from 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; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, 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.

NOTICE OF SUSPENSION POLICY – Cause for student suspension and/or expulsion includes violation by the student of the following disciplinary standard(s) set forth in the Herscher Board of Education Policy.

1. Willful disobedience of reasonable directives of the staff or administration.
2. Possession or use of drugs or “look-alike drugs”, alcohol or tobacco.
3. Willful injury and/or threat of injury to a staff member or student(s).
4. Willful and/or repeated destruction or defacement of the school building or other school property
5. Use of profanity in the presence of a staff member or another student.
6. Possession of a dangerous or potentially dangerous weapon, including “look-alike weapons”
7. Such other behavior as the principal deems to seriously disrupt the maintenance of a constructive instructional climate. Parents have a right to request a review of the decision by the administration to suspend a student. This review will be conducted either by the Board of Education or by a hearing officer appointed by it. At this review, the parent and student may appear and discuss the suspension with the person(s) conducting the review. The Board of Education may take such action as it finds appropriate.

If the administration recommends a student for expulsion, the parent will be notified of his/her right to attend the expulsion hearing, to confront and cross-examine witnesses, and to be represented by counsel. The hearing shall be conducted by the Board of Education or by a hearing officer appointed by it. After the hearing, the Board may take such action as it finds appropriate. To request a review you should telephone or write to the appropriate principal:

Molly Wepprecht, Principal	**Cara Eckerlsey, Principal**	**Mark Taylor, Principal**
Bonfield Grade School	**Herscher Intermediate School**	**Limestone Middle School**
PO Box 69	**PO Box 504**	**963 N 5000 W Rd**
Bonfield IL 60913	**Herscher IL 60941**	**Kankakee IL 60901**
Ph: (815) 933-6995	**Ph: (815) 426-2242**	**Ph: (815) 933-2243**
Grades: PreK, K, 1st	**Grades: 2nd, 3rd, 4th**	**Grades: 5th, 6th, 7th, 8th**

PERSONAL ITEMS FROM HOME – Radios, MP3s, CD players, tape decks, cameras, hand-held video games, radio/remote toys, collectibles/trading items, laser pointers, etc. are not to be brought to school or taken on field trips unless approved by the administration or their designee. The school takes no responsibility for these types of items that may become lost, stolen, or broken.

PROHIBITED STUDENT CONDUCT - Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials,

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages; including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.

3. Using, possessing, distributing, purchasing, or selling:

- Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
- Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
- Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
- 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.
- 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.
- 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. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

12. Engaging in teen dating violence.

13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

16. Being absent without a recognized excuse.

17. Being involved with any public school fraternity, sorority, or secret society.

18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and

the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

The 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.
5. During periods of remote learning.

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 Behind 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.

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

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

QUESTIONING OF STUDENTS SUSPECTED OF COMMITTING CRIMINAL ACTIVITY - Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's

parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Sexual Harassment Prohibited (Title IX)- Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or

3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

NONDISCRIMINATION COORDINATOR:

Dr. Richard Decman, Superintendent

501 N Main St – PO Box 504, Herscher IL 60941

815-426-2162

Title IX Coordinator:

Dr. Pete Falk

501 N. Main St. – PO Box 504, Herscher, IL 60941

815-426-2162

COMPLAINT MANAGERS:

Jill Fulton, Special Services Coordinator

501 N Main St – PO Box 504, Herscher IL 60941

815-426-2162

Dr. Pete Falk, Curriculum Director

501 N Main St – PO Box 504, Herscher IL 60941

815-426-2162

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

SOCIAL PROBATION – Students that have not put forth an effort to behave in the correct manner during the school day or at school sponsored activities, as evidenced by their discipline record, teacher reports and the administration will be placed on Social Probation. While on Social Probation, student's behavior will be monitored by teachers, the Assistant Principal and the Principal. During this time, students may be excluded from attending or participating in social events, extracurricular events, or other events so deemed by the administration.

STANDARDS OF APPEARANCE/DRESS CODE – The following restrictions pertain to all students. Shorts, hemmed cut-offs, shirts, culottes, jams etc., should be worn at the appropriate length. Long underwear type leggings, apparel that is torn, ripped or disheveled clothing and any apparel that is determined to be too revealing or draws undue attention due to style, fabric or length is not acceptable. Also considered inappropriate is attire (jewelry and clothing) that depicts slogans or statements that promote alcohol, drugs and/or statements of sexual expression, implies the occult, affiliates one with a gang or contains slogans or words deemed vulgar or obscene.

Students may not wear clothing which may be hazardous to their well being in lab work or physical education activities. Coats and jackets may not be worn to class unless the administration has given their approval. Hats are not to be worn in the school building for classes or after school activities. Once again, exceptions may be made when deemed necessary by the administration.

Parents or legal guardians may be notified when a student's appearance is judged to be detrimental and not appropriate for participation in school activities.

When we take trips to another school or go on a field trip, we pride ourselves on our students' appearance and conduct. For these trips we ask that students dress appropriately for the occasion. For each such occasion, the teachers will instruct students on appropriate dress.

Repeated failure to comply with the Dress Code may result in discipline, including but not limited to detention, no privilege list, and in-school suspension.

STUDENT DISCIPLINARY RECORD – A disciplinary record of all students who are referred to the office is maintained by the administration. Students who are guilty of minor and/or frequent offenses which interrupt normal classroom activities, as well as students who are guilty of serious offenses, are subject to any of the following measures: oral reprimand, detention, no privilege list, written report to parents by teacher and/or administration, program change, in-school suspension, out-of-school suspension, referral to Superintendent and/or Board of Education, and expulsion from school by the Board of Education.

HEALTH

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

ADMINISTERING MEDICATION TO STUDENTS – When a child requires daily or regular medication such as insulin shots or medication for diseases that are kept under control by such medication, the responsibility for administering such medication rests solely upon the parents. Asthma inhalers may be carried by the student during the day provided the student's physician has indicated on the Medical Consent Form that the student is capable of self administering the medication. School employees should not undertake to administer such medication as a matter of policy. Because of the increased demands upon the school and the primary responsibility of parents in this matter, the school will administer medication for less serious medical situations on a very limited basis according to the guidelines listed below. Medications prescribed to be taken 3 or 4 times a day can be given to students by their parents outside of school if the parent carefully plans a schedule such as before school, after school, meal time and bed time.

1. Written orders are to be provided to the school on the District's MEDICATION CONSENT FORM. The physician will fill out and sign the lower portion of the form detailing the following: 1) type of illness or disease 2) dosage 3) necessity for the medication 4) name of the medication 5) benefits of the medication 6) physician's phone number (office hours and emergency) 7) side effects 8) time interval in which medication is to be taken.

The parents must complete and sign the upper portion of the MEDICATION CONSENT FORM and submit it to the school.

2. The completed and signed MEDICATION CONSENT FORM as completed by the physician and the parent/guardian shall be placed in the pupil's file. These orders are to be renewed periodically. Copies of the MEDICATION CONSENT FORM can be obtained by students and/or parents from each school building office.

3. Medication must be brought to school by the parent or guardian of the child. Medication must be in a container appropriately labeled by the pharmacy or physician. DO NOT SEND MEDICATION TO THE SCHOOL WITH YOUR CHILD.
4. A locked cabinet in the office will be provided for storage of the medication.
5. Opportunities should be provided for communication with the pupil, parent and physician regarding the efficacy of the medication administered during school hours.

NOTE: THE ABOVE INFORMATION MUST ACCOMPANY ANY MEDICATION BROUGHT TO SCHOOL.

The school has no alternative but to reject requests for administering medication until the information is provided to the school.

SELF-ADMINISTRATION OF MEDICATION - A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.
Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school. Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.
The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

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

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

CARE OF STUDENTS WITH DIABETES- If you 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:

1) 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.
2) Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3) Sign the Diabetes Care Plan.
4) Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

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.

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before 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.

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. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. 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 and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) 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 or 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.

PREVENTION OF ANAPHYLAXIS - While it is not possible for the School or District to completely eliminate the risks 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.

STUDENT BLOOD INCIDENTS – All district employees have received training in dealing with bloodborne pathogen incidents. District employees will utilize precautions in cases involving blood borne pathogens.

STUDENT MEDICATION POLICY – The Board of Education recognized that the administration of medication to students during the school day is necessary in some instances to enable students to attend school during normal school hours. The Board of Education further recognized that is has a duty to treat or obtain medical assistance to treat student medical emergencies which occur during the school day or during school sponsored activities. The Board of Education hereby states its intention to comply with the laws of Illinois concerning the administration of student medication and treatment of student medical emergencies. The Administration may promulgate regulations consistent with this policy to facilitate its implementation.

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

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

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

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

TREATS & SNACKS [K-8] - Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. It is recommended that all treats and snacks be store bought and prepackaged in individual servings. 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.

SCHOOL and STUDENT INFORMATION

ANNUAL REPORT CARD - Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.hcusd2.org.

CHILD CUSTODY – Court documents should be on file in the office of the school the child attends pertaining to custody, orders of protection, restraining orders, temporary guardianship, or other parenting arrangements of children attending school.

DELIVERIES TO STUDENTS IN SCHOOL – Efforts to send flowers and/or balloons to students during the school day will adhere to the following:

1. All deliveries must be made to the school office between 2:00-2:30 p.m.
2. Arrangements must be made to pick up flowers/balloons at the school.

DIRECTORY INFORMATION CHANGES – Changes in information necessary for record keeping should be reported to the office. Examples of such necessary information are home telephone number and address, emergency phone numbers of parents and their place of employment.

ENGLISH LEARNERS - The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact your building principal.

EQUAL OPPORTUNITY AND SEX EQUITY - Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should first contact their building principal.

FEES, FINES & CHARGES: WAIVER OF STUDENT FEES – The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. 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 student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act. Fees are expected remain in good standing throughout the school year for participation in extracurricular events, including promotion exercises.

The Curriculum Director will give additional consideration where one or more of the following factors are present: an illness in the family; unusual expenses such as fire, flood, storm damage, etc.; unemployment; emergency situations; or when one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the Curriculum Director, will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the Curriculum Director's office at 815-426-2162.

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

REGISTRATION FEES

Grades Kindergarten-4 Textbook Fee……..…..…$95.00
Grades 5-8 Textbook Fee…….$130.00

FAITH'S LAW NOTIFICATION

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

FERPA NOTICE -STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copyrights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

· Name

· Address

· Grade level
· Birth date
· Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
· Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
· Academic awards, degrees, and honors
· Information in relation to school-sponsored activities, organizations, and athletics
· Major field of study
· Period of attendance in school

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.3

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

8. 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.

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

GENERAL SCHOOL INFORMATION - This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection at the Board office, located at: 501 N Main Street, Herscher Illinois 60941.

The School Board governs the school district, and is elected by the community.

Current School Board members are:

Patrick Daly
Jason Hastings
Kamber Johnston
Jacki Reick
Mark Regis
Dustin Wright
Sally Sullivan

District Administrative Staff:

Dr. Richard S. Decman, Superintendent
Jill Fulton, Special Services Coordinator
Peter Falk, Curriculum Director

Brett Miller, Herscher High School Principal
Cara Eckersley, Herscher Intermediate School Principal
Molly Wepprecht, Bonfield Grade School Principal
Mark Taylor, Limestone Middle School Principal

HOMELESS CHILD'S RIGHT TO EDUCATION - When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either: 1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired;

or 2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

. Educational organizations and schools;
. Food bank and meal programs;
. Local service organizations (Goodwill, Salvation Army, etc.);
. Family shelters; and/or
. Medical services.

HOT LUNCH PROGRAM – The hot lunch program is available to all PK-8 students. A monthly lunch menu will be posted online, and can be subject to change at the discretion the food service provider. The price of a student lunch will be published on July 1st based on the rate that is set.

We ask your cooperation in keeping an adequate balance in your child's lunch account. Negative balances are subject to collection. If a negative balance of ten (10) dollars or more is accumulated students will not be able to go through the hot lunch line. A sack lunch will be provided for the student at a cost of one (1) dollar.

Applications for Free/Reduced Lunch are available through school administration.

INSTRUCTIONAL MATERIAL –Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy. Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

LOCKERS – Lockers are assigned to students at the beginning of each school year. Lockers are the property of the school district and are made available for student use. Students will also be given a lock at the beginning of the year to use on their lockers. Students must use the locks provided by the school on their lockers and students are responsible for the cost of replacing the lock if it is damaged or stolen. The school administration reserves the right to open and search any locker for justifiable health, safety and security reasons. There will also be periodic locker checks. The display of inappropriate materials in or on school lockers is not allowed. Students are not allowed to share lockers unless there is approval from the administration because of extenuating circumstances. Students should always keep their lockers locked, and should never share their combination with anyone. Students are responsible for any illegal substances found in the locker assigned to them. Drug dogs may be brought into the building periodically to ensure a drug-free environment for staff and students. If you believe someone is using your locker, notify the school to change the locker or lock.

LOST AND FOUND – Any textbook or other article in the building, on school bus, or on school grounds should be taken to the school office promptly. Found articles will be kept in the school office. Articles not claimed by the end of each semester will be properly distributed at that time. Jewelry and watches are kept separately from the lost and found boxes. To claim jewelry, watches and other valuable articles, it is necessary to ask for it in the office. All valuable articles will need to be described when claimed. We RECOMMEND that names be placed on ALL ARTICLES brought to school to aide in returning them to their owners.

PARENT INVOLVEMENT – The school annually has a meeting for all Parents/Guardians, which takes place in the fall of each school year. At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. Description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to building principal.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to building principal.

The state's resources on parental involvement can be located at http://illinoisparents.org/. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

PARENT TEACHER CONFERENCES/COMMUNICATION – Communication between parents and school personnel is encouraged. District parent teacher conferences are held during the fall of the school year and all parents are encouraged to attend their child's conference. If parents wish additional conferences/communication during the school year, this can be scheduled through the office via United States mail or e-mail with the proper staff member. Classes should not be interrupted to schedule or hold these conferences.

PESTICIDE APPLICATION NOTICE - The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Bryan Carlson, Maintenance Director, 501 N Main Street PO Box 504, Herscher IL 60941 (815) 426-2162.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

PHYSICAL EDUCATION – Showers are available for all students in junior high as part of the physical education programs. Appropriate P.E. uniforms are ordered through the school. Students will be required to purchase their uniforms at registration. Clothing and shoes appropriate for P.E. must be provided by the student. For safety and security, no jewelry will be allowed to be worn during physical education classes. The only exception will be post earrings that do not hang below the ear.

PHYSICAL EDUCATION EXEMPTION - In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

PICTURE/VIDEO RELEASE – At various times images will be taken of students while they are in instructional settings at the school. These images may be used in district publications including electronic formats and may also be released to the local news media. Parents should notify the school in writing if they do NOT want their child's images used for such purposes.

PUNS DATABASE INFORMATION FOR STUDENTS AND PARENTS/GUARDIANS - The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.
You may also contact the following District employee for assistance:

Jill Fulton, Special Services Coordinator

501 N Main St – PO Box 504, Herscher IL 60941

815-426-2162

SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY - A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

SEX EDUCATION INSTRUCTION – Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

SEX OFFENDER NOTIFICATION LAW-

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer
Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer
Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCES GUIDE - The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

STUDENT PRIVACY - The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

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:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. 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.

Selling or Marketing Students' Personal Information Is Prohibited
No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.
The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

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.

TEACHER QUALIFICATIONS - Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

* Whether the teacher has met State certification requirements;
* Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;

* The teacher's college major;
* Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
* Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

TELEPHONES (Student Use) – The phone in the office is for business only. The office will not call a student to the phone during school hours unless it is an emergency. Students are only to use the phone for emergency situations. The administration will make the decision on what is an emergency situation.

UNSAFE SCHOOL CHOICE OPTION - The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.