

Student – Parent Handbook



Griggsville-Perry School District #4 2025-2026

(217) 833-2352 Elementary/High School

(217) 236-9161 Middle School

(217) 833-2352 Central Office

(217-833-5005 Transportation

www.griggsvilleperry.org

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2025-2026 Griggsville-Perry School District Calendar Summary

August

- 11th-12th – Teacher Institutes (No students)
- 13th – First Day of Attendance 2 PM Dismissal
- 14th - 2 PM Dismissal
- 15th - 2 PM Dismissal
- 22nd - 2 PM Dismissal

September

- 1st- No School (Labor Day)
- 3rd - SIP Day (12 PM Dismissal)
- 19th - SIP Day (12:00 Dismissal)
- 29th - 2 PM Dismissal

October

- 7th - Parent Teacher Conferences: 4-7 PM (2 PM Dismissal)
- 9th - Parent Teacher Conferences: 4-7 PM (2 PM Dismissal)
- 10th - No School
- 13th – No School (Columbus Day)
- 28th - 2 PM Dismissal

November

- 12th – SIP Day 12:00 p.m. Dismissal
- 25th - 2 PM Dismissal
- 26th - 28th – No School (Thanksgiving)

December

- 10th—SIP Day (12:00 Dismissal)
- 16th-- 19th 2:00 p.m. Dismissal
- 22nd to 31st – No School

January

- 1st - No School (New Years Day)
- 2nd - No School
- 5th – Teacher Institute (No Students)
- 6th - Classes Resume
- 6th - 7th - 2 PM Dismissals
- 19th – No School (MLK Jr. Day)

February

- 4th – SIP Day (12 PM Dismissal)
- 16th – No School (Presidents' Day)
- 25th - 2 PM Dismissal

March

- 2nd - No School
- 20th – Emergency Day (No school unless snow day used)
- 25th – SIP Day (Noon Dismissal)

April

- 2nd - 2 PM Dismissal
- 3rd- 6th - No School
- 7th - 8th: Emergency days (No school unless snow days used)
- 29th - 2 PM Dismissal

May

- 1st – Emergency Day (No school unless snow days used)
- 8th - Emergency Day (No school unless snow days used)
- 18th – 21st - 2:00 Dismissal
- 21st - 8th Grade Promotion 7 PM; Last Day of student attendance
- 22nd - Teacher Institute - No Students
- 22nd - High School Graduation 7 PM

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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 viewing at the unit office.

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

Derek Kurfman- President
Wes Dunham – Vice President
Cathy Wilson - Secretary
Eric Kunzeman- Member
Julie Craig- Member
Cynthia Waters- Member
Steven Watkins - Member

Regular board meetings will be held on the third Wednesday of every month in the unit office building at 7:00 p.m.

The School Board has hired the following administrative staff to operate the school:

Bill Capps, Superintendent
Jillian Theis, Elementary School Principal
Genny Stauffer, Middle School Principal
Doug Morris, High School Principal
Jeff Wilson, Middle School Athletic Director
Garrett White, High School Athletic Director

The schools are located and may be contacted at:

Griggsville-Perry Elementary/High School
202 N Stanford
PO Box 439
Griggsville, IL 62340
(217) 833-2352

Griggsville-Perry Middle School
201 E. North Street
Perry, IL 62362
(217) 236-9161

Griggsville-Perry District Office
202 N Stanford
PO Box 439
Griggsville, IL 62340
(217) 833-2352

School District Philosophy and Mission Statement

The Griggsville-Perry schools, in active partnership with parents and community, are committed to providing an educational program dedicated to teaching and learning within a caring environment. A knowledgeable and dedicated staff who will emphasize strong self-esteem and academic achievement will accomplish this. This achievement, as well as the essential skills that students shall master to become responsible citizens, will be our priority.

Disclaimer

The Illinois Compiled Statute grants the right for school districts to adopt and enforce all necessary rules for the management and government of schools (105 ILCS 5/10-20.5). This handbook does not create a contractual relationship with any party. It is a summary of district policy and procedures and is not all-inclusive. The handbook may be changed during the school year without notice. There will be situations that will require administrative consideration, judgment, and action not covered by this handbook or district policy. In such circumstances, only

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prudence and the Illinois School Code shall limit administrative response. The building administration may establish written rules and regulations that are not included herein and that are not inconsistent with those established by the Board of Education and the Superintendent of Schools.

This handbook will be distributed to all parents and guardians within 15 days of the beginning of the school year or upon the student's enrollment.

All school personnel in charge of students are authorized to impose appropriate disciplinary measures (other than suspensions, expulsion, corporal punishment, or in-school suspension) when students misbehave. They may use reasonable force as needed to maintain the safety for other students, school personnel, their person, or for the purpose of self-defense or defense of property. Teachers may remove students from the classroom for excessive disruptive behavior.

Upon Board adoption, this handbook shall supersede any conflicting policies or procedures.

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, sexual orientation, physical or mental handicap, disability, or status as homeless.

Academic Requirements for Promotion from the Middle School

5th and 6th grade students must be passing four of the five core academic classes at the end of each year to be promoted to the next grade level. Grades will be calculated by dividing the total points earned by the total points possible for a course. Students failing two or more of the five core academic classes will be retained. The five core academic classes are as follows: Language Arts, Reading, Math, History/Geography/Social Studies, and Science.

7th and 8th grade students must be passing four of the five core academic classes at the end of each year to be promoted to the next grade level. Grades will be calculated by dividing the total points earned by the total points possible for a course. Students failing two or more of the five core academic classes will be retained. The five core academic classes are as follows: Language Arts, Reading, Math, History/Geography/Social Studies, and Science.

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

Final promotion/retention decisions are at the discretion of administration.

Academic Requirements for Promotion for High School Graduation

Beginning in the 24-25 school year, the following will be used for graduation credit requirements:

Class of 2025 - 26 credits required

Class of 2026 - 25 credits required

Class of 2027 and beyond - 24 credits required.

All Griggsville-Perry High School Graduates must meet the following requirements:

- | | |
|---|---|
| • English | 4 |
| • Math | 4 |
| o Students who fail to meet state required multi-measures for college math standards must take Transitional Math or another approved math course their senior year. See school counselor for complete list of multi-measures. | |
| • Science (1 may be agriculture science) | 3 |
| • Social Studies (1 must be American History) | 3 |
| • Health | ½ |

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- Resource Management ½
- PE 4
- Fine Arts/ Foreign Language/Graphic Design 2
- Vocational Education 1
- Government ½
- Community Service Hours
 - Class of 2025 and beyond – 24 Hours
- Fine Arts: Spanish, and Speech, Media, Graphic Design and L.I.F.E
- Driver's Education: Book phase of Driver's Education class must be taken.
- Office help is restricted to juniors or seniors who are on track to graduate.

For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

College-bound students should check with the high school guidance counselor on the specific graduation requirements needed for entrance into secondary education institutions.

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

Acceptable Use of the District's Electronic Networks

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

Terms and Conditions

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use – Access to the District's electronic networks must be: (a) for the purpose of education or research,

Privileges – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use – The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;

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3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

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

Indemnification – By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

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

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

Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

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

Use of Email – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

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

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

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Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Access to Classroom for Special Education Observation or Evaluation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to education facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

Access to Student Social Networking Passwords & Websites

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

Accidents and Injuries

Any accident at school should be reported immediately to the teacher in charge. The teacher/school nurse will see that first aid is given if necessary, and an Accident Report will be filled out. In order for student insurance to pay, the injuries must be reported immediately.

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.

Accreditation

The Griggsville-Perry Unit School District is a member of the North Central Association of Colleges and Secondary schools and is recognized by the Illinois State Board of Education, Public School Approval Section. This recognition gives our graduates the privilege of entering any college or university, provided they have taken the high school subjects, which are required by the University or College for admission.

Animals on School Property

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

Asbestos

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular business hours. The superintendent is the Asbestos Program Manager and all inquiries regarding the plan should be directed to the superintendent's office. They have developed an asbestos management plan for our facilities, which includes: this notification letter, education and training of our employees, and a set of plans and procedures designated to minimize the disturbance of the asbestos-containing materials, and plans for regular surveillance of the

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asbestos-containing materials. We have begun implementing the asbestos management plan. We are intent on not only complying with, but also exceeding federal, state, and local regulations in this area. We plan to take whatever steps are necessary to insure your children and our employees have a healthy, safe environment in which to learn and work.

Athletic & Non-Athletic Eligibility, Including Extracurricular Activities Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

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.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy; and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.
7. Students missing class time for extracurricular events are responsible for obtaining any assignments given during the time they are to be gone with the regular scheduled due date to apply.

Academic Eligibility

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain a passing grade in all classes. Any student failing to meet academic requirements will be suspended from the sport or activity for seven calendar days or until all academic requirements are met, whichever is longer. At the high school level, a student must be passing 6 out of 7 courses at the end of a semester to participate in athletics/activities the following semester. Junior High eligibility does not transfer with a student to the high school level. Weekly eligibility reports will be run on Fridays to determine eligibility for the following week.

Illinois High School Association/Illinois Elementary School Association

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

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Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after 9:30 AM is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

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

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. Parents/Guardians may sign his/her student out with the coach at the event provided the parent/guardian appears and accepts custody of the student. Parents may allow another designated adult to sign their child out only with advanced written permission. Oral requests will not be honored and oral permissions are not valid.

Code of Conduct

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;

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12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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 detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Due Process Procedures

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

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of events, performances, activities or competitions;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
 - b. Sanctions for alcohol and other drug violations, including vaping, tobacco, nicotine in any form, mood-altering or performance-enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:
 - c. First violation
 - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
 - The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).
 - d. Second violation

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- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
 - The student may be required to practice with the group (unless suspended or expelled from school).
- e. Third violation
- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.
7. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or the Principal's designee.

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

Drug and Alcohol Testing Program

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent/guardian must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Drugs, Alcohol and Tobacco

Except with the 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

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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 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.

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes later 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 to an athlete from the beginning of the athlete's first tryout or practice in the first sport the athlete attempts until the completion of the school year or the completion of the athlete's season whichever comes later.

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.griggsvilleperry.org.

Absences/Tardy

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

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, 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[1], attend a civic event,[2] or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a

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parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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.

A student will be allowed to take up to 5 mental health days per school year. A student's parent/guardian must call and notify the office of this specific absence. Students will be referred for a mental health counseling session upon their second mental health day per school year. Mental health days 3-5 will require students to receive mental services provided by school counselors or referral to outside services.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 217-833-2352 (Elementary and High School) or 217-261-9161 (Middle School) before 8:30 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Students are allowed 4 days/occurrences of absence per semester for which illness can be excused with a parent phone call and/or note. If a student reaches four parent contact absences (a partial day occurrence or full day occurrence will both be counted for the purposes of personal illness/parent contact days as 1 day of absence), all subsequent absences without a doctor's medical excuse will be considered as unexcused. Five unexcused absences will result in referral to the county truancy board.

If a student is sent home by the District Nurse/School, the absence will not be counted towards the 4 days of parent excusals.

Medically excused absences will not be counted toward attendance limits. In order for an absence to be medically excused, the parent/legal guardian must provide the school with a written doctor's excuse signed by the doctor or nurse practitioner within 48 hours of the student's return (weekend days excluded), with the date(s) of absence listed. Absences for doctor visits for parents, siblings or other relatives will be unexcused unless prior approval from the building administrator is received.

A student is considered tardy after the 8:30 a.m. bell rings. All tardy students must report to the office for an admittance slip. Five (5) start-of-day tardies will result in one unexcused absence day. This day will only be counted towards truancy counts.

A report of start-of-day tardies will be run at the conclusion of each week by school administration. High school students who accumulate 3 start of day tardies will be issued an after-school detention.

Students who are absent from school are not allowed to attend evening events, unless the absence was pre-arranged or school related business.

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Awarding Credit – High School

Students are awarded credit for successful completion of courses. ½ credit is awarded for each passed semester. High school students who fail during the school year must repeat the failed semester(s) in order to get credit. John Wood Community College (JWCC) offers a summer school for students. It is generally based on class standing (junior, senior, etc.). JWCC also offers classes during the school year. Several other options are available. Accredited online classes can be accepted for credit recovery. See the guidance counselor if further information is needed.

Board Policies

Griggsville-Perry Unit School District's board policies may be viewed at the superintendent's office.

Book Fee/Rental

Elementary K- 4th

- Registration/Book Fee - \$60.00 per student
- Activity Fee - \$20.00 per student

Junior High – 5th – 8th

- Registration/Book Fee - \$60.00 per student
- Activity Fee - \$20.00 per student
- P.E. Uniform - \$25.00 (6th grade or 1st year students)
- Participation Fee- \$50.00 per athlete/sport with \$100 maximum per athlete

The same PE uniforms will be used for 6th – 8th grade years. Students can keep their junior high P.E. uniform after their 8th grade year is complete.

High School 9th – 12th

- Registration/Book Fee - \$70.00 per student
- Activity fee - \$25.00 per student
- AG Fee - \$15.00 per student
- Driver's Education Fee - \$100.00 per student
- P.E. Uniform - \$25.00 (9th grade or 1st year students)
- Participation Fee - \$75.00 per athlete/sport with \$150.00 maximum per athlete with the exception of football fees

The same PE uniform will be used for 9th – 12th grade years. Students can keep their high school PE uniform after their 12th grade year is complete.

Fines, Fees, and 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 parents 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 applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;

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2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:²

- 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.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal.

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.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Participation Fees

Participation fees are to be paid prior to the beginning of each sport season that an athlete will be participating in. Athletes will not be eligible to participate until this Participation Fee is paid to the respective school office, unless prior arrangements are made through the superintendent. Payment of Participation Fees in no way guarantee an athlete will receive equal playing time throughout a sports season.

K-12th

Milk Break/Extra Milk - \$0.35

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. The building principal must approve exceptions in advance.

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

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

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.

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3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter a single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.
12. Never run back to the bus, even if you dropped or forgot something.

Additional resources follow:

National Highway Traffic Safety Administration - **School Bus Safety**

https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html

U.S. Department of Transportation - **School Bus Safety Campaign Material**

www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material

National Safety Council - **Tips for a Safe Ride**

www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus

Ill. State Police - **School Bus Safety**

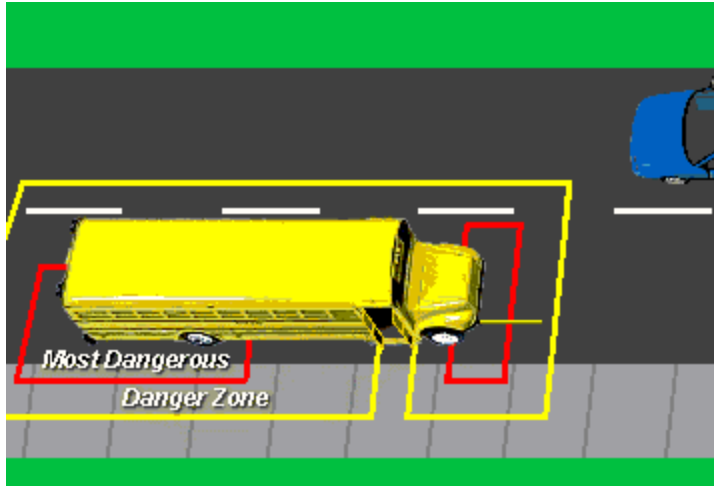
<https://isp.illinois.gov/StaticFiles/docs/TrafficResources/5-542.pdf>

Ill. State Board of Education - **School Bus Safety What Parents Should Know**

www.isbe.net/Documents/bus_safety_parents.pdf

Ill. State Board of Education - **Instructions To School Bus Riders**

www.isbe.net/Documents/bus_ride_instruct.pdf



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

For questions or concerns regarding school transportation issues, contact the building principal at (217) 833-2352 for the elementary and high school or (217) 236-9161 for the middle school.

Contact Kent Goewey at 217-833-5005 for route changes and if your child(ren) will not be riding the bus.

Bus Conduct

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

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

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.

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

Cafeteria Rules (K-8)

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- A Sharing Table will be established for the purpose of reducing food waste. Prepackaged food, unopened wrapped food and beverages, or food items with a peel may be placed in a specified location if a student does not want them. Items from home may not be placed on the Sharing Table.

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- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons, or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunchroom supervisor.

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

Cafeteria Rules (High School)

Lunch Rules

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

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, or drinks.
- Students shall not trade food.
- A Sharing Table will be established for the purpose of reducing food waste. Prepackaged food, unopened wrapped food and beverages, or food items with a peel may be placed in a specified location if a student does not want them. Items from home may not be placed on the Sharing Table.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- No food will be taken from the cafeteria area unless authorized by administration.
- Only school staff are allowed in the kitchen during school hours.

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

Candy, Food Items, Drinks

No food or drink of any kind is permitted in the classroom without prior permission from the principal. Soda machines will be turned off during class hours.

The sale of edible items such as candy, soda, doughnuts, cupcakes, cookies, etc., may not be conducted on school grounds without the permission of the Principal.

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Care of Students with Diabetes

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

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

Certificate of High School Completion (High School)

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Cheating/Plagiarism

Plagiarism is presenting another person's language or ideas as your own, often to give the impression you have written or thought something yourself when you have actually taken it from someone else. Plagiarism can occur as:

Global Plagiarism- Stealing language entirely from a single source and passing it off as your own.

Patchwork Plagiarism- Stealing ideas or language from two or three sources and passing them off as your own.

Incremental Plagiarism- Failing to give credit for particular parts of a text that are borrowed from other people. This often occurs in the form of uncredited quotes and paraphrases.

Consequence for cheating/plagiarism:

1st Offense - Assignment retake for 70% of original credit; parent notification; potential disciplinary action at administration discretion.

2nd Offense and beyond - will be a '0' on the assignment; parent notification; potential disciplinary action at administration discretion.

Staff will meet with the student to explain why the infraction is plagiarism on every offense.

Classification of Students

Students are classified according to the number of units of credits earned. The classifications are as follows:

- Freshman – all 1st year students
- Sophomores - all 2nd year students, who have earned a minimum of 6 credits
- Juniors – all 3rd year students who, earned a minimum of 12 credits
- Seniors – All students in their 4th year, who have earned a minimum of 19 credits & who will graduate provided they successfully complete the work for the current school year

Communicable Disease

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

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3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Credit for Proficiency, Non-District Experiences, and Course Substitutions

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit courses at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned at a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

College Visitation

Senior class members are allowed to take four days per year to visit a college, university, or technical school of their choice. Military testing or visits count as college visits. Junior class members are allowed to take three days per year to visit a college, university, or technical school of their choice. It is recommended that college visits should not take place the day before or the day after a vacation. Students are responsible for any assignments while they are absent. The counselor and the principal must pre-approve these visits.

Approval requires:

- A minimum of 1-week notice.
- Signed permission from a parent.
- Visit complete prior to May 1 unless approved by building principal
- Verification from college or absence is unexcused.
- Students must be academically eligible to take a college day.
- Failure to follow guidelines results in loss of future college days.

Proficiency Credit

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

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Substitutions for Required Courses

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

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

Registered apprenticeship program. A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information. Parents wishing for their child to be in the APP program will complete an application with the building principal.

Daily Schedule

Students should not arrive before 8:00 a.m. nor remain in the building after 3:30 p.m., unless they are under the direct supervision of school faculty. The school will become accessible for students at 8:00 a.m. or when the first bus arrives to drop off students. Students participating in athletics or other activities are to leave the building upon completion of their activities.

Dances/Proms

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate", defined as under the age of 20.

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

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

Griggsville-Perry School District reserves the right to use a breathalyzer or to call the police to test attendees at a dance. Any attendees failing or refusing such a test will be asked to leave the dance. A parent/guardian will be required to pick student(s) up from the event.

Junior High Dances

Junior high dances are exclusively for Griggsville-Perry students. No students from Griggsville-Perry High School or other local schools will be admitted. Dances will be planned for specific age groups only, such as fifth through eighth grade. Students not in those grades will not be allowed to attend.

High School Dances

Homecoming and Prom dates must be 9th grade or older but no older than 20. If a student has a date from another school, the principal must approve this. A list will be assembled of all students who will be attending the dance and the principal will check to see that all students coming from other schools are in good standing prior to the event. Griggsville-Perry School reserves the right to refuse entrance to a school-sponsored dance if a student is accompanied by a date who was not on the list and/or did not receive approval.

Homecoming Royalty

Attendants each from the junior, sophomore, and freshmen classes will be selected from their class by secret ballot. The attendant will select their escorts from their respective class. Students in grades 9 – 12 will vote for Homecoming King and Queen by secret ballot. Students must be eligible according to academic eligibility requirements. The administration will make the final decision.

Prom Queen/King Election

The senior class selects four candidates for Queen and four candidates for King by secret ballot. The junior and senior classes will select the Queen/King by secret ballot. Students must be eligible according to academic eligibility requirements. Administration will make final decision

Detentions

After School Detention

After school detention is held from 3:30 pm to 4:15 pm, unless otherwise assigned by administration.

Students will comply with detention rules or be subject to additional detention time. Any detention not served at assigned time will be doubled. If a doubled detention is not served at the assigned time, the student will be placed in in-school suspension and will still owe the original detention.

Saturday detentions can be assigned at the discretion of administration.

In-School Suspension

In-school suspension is held from 8:30 am – 3:15 pm.

Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

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Discipline of Special Education Students

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. 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.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

District Grading Scale

The following serves as a guideline that teachers follow regarding student test and course work:

Numeric Grade	Letter Grade	4.0 Scale	Weighted Scale
94-100%	A	4.0	5.0
90-93%	A-	3.7	4.7
88-89%	B+	3.3	4.3
84-87%	B	3.0	4.0
80-83%	B-	2.7	3.7
78-79%	C+	2.3	3.3
74-77%	C	2.0	3.0
70-73%	C-	1.7	
68-69%	D+	1.3	
64-67%	D	1.0	
60-63%	D-	0.7	
59% or below	F	0	

Weighted Classes/Grades

The following classes will be weighted for the purposes of GPA: Anatomy and Physiology, Anatomy and Physiology II, BIO 101 (General Biology), Environmental Biology, Physics, Chemistry I & II, Botany, Zoology, Calculus, Stats, AP English, Spanish III & IV, Pre-Calculus, Psychology, and Sociology.

Semester grades that fall below "C" for these classes will no longer be weighted. Point values for C- and lower will be the same as all other classes.

Drivers Education

Students wishing to do the driving portion of drivers education must have no more than 1 "F" as a semester grade during the previous academic semester prior to driving.

Elementary Grades

Reports showing the teacher's evaluation of each student's work are made periodically throughout the semester. After parents have carefully examined the report card, it should be signed and returned to the teacher promptly. Students in grades 2 through 12 will receive computer-generated report cards. Special education students shall receive goal progress sheets along with report cards. No letter grades will be given the first 9 weeks in kindergarten.

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In place of letter grades, a report of progress will be given. Midterm reports will be given for each student in grades 1 – 8.

In the elementary grades, subjects are graded as follows:

- Kindergarten is rated using Satisfactory/Unsatisfactory
- 1st – all subjects are graded S/U the first nine weeks. After that, letter grades are earned for Reading, Language, Phonics, Spelling, and Math. Science, Social Studies, Health, and Handwriting are graded S/U.
- 2nd – Handwriting is graded S/U. Letter grades are earned for Reading, Math, Spelling, Language, Science, and Social Studies.
- 3rd – All subjects receive letter grades.
- 4th – All subjects receive letter grades.

The teachers welcome conferences with parents to discuss a child's progress. Please call the teacher and arrange a convenient time for a conference, or send a note with your child. A formal Parent/Teacher conference is held in the fall for grades K- 12, and parents are urged to attend.

Middle School/High School

Reports of the students' work are made every nine weeks with "D" and "F" slips sent to parents after 4 ½ weeks of each grading period. Semester grades are averaged on a 2/5 for 1st nine weeks, 2/5 for 2nd nine weeks, and 1/5 for semester exams for high school students.

For high school students grade point averages will be calculated at the end of each semester to determine the student's class rank using semester grades for all classes.

Discrimination and Harassment on the Basis

of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

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Making a Report or Complaint: Investigation Process

Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

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Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

The coordinator for Griggsville-Perry Unit #4 is Superintendent Bill Capps.

Dress Code/Student Appearance

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

Students may not wear clothing that:

- Shows violent images or language.
- Shows images or language depicting drugs, alcohol, and gang symbols.
- Shows hate speech, profanity, or pornography.

Students may not wear:

- Hats, coats, bandannas, and sunglasses (coats at teacher's discretion during winter months). Hoods should be down when in the school buildings.
- Shirts, pants, or skirts that do not overlap at the waistline at all times, and pants should ride no lower than the student's natural waistline.
- Clothing with midriff or midchest showing. Crop tops are not allowed.
- Any clothing that reveals visible undergarments/excessive skin (visible bra straps are allowed).
- Strapless clothing.
- Backpacks in classrooms. (bags stored in classrooms at teacher's discretion).

Students should wear:

- Appropriate shoes at all times.
- Shorts/Skirts/Pants of an appropriate length for the school environment.

Consequences for breaking dress code:

- Students will receive one written warning via TeacherEase behavior log.
- Detentions will be issued for any further infractions.
- Students will be required to change clothing to adhere to the dress code.

***If there is any doubt about dress and appearance, the building principal will make the final decision.*

Early Graduation

Students will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the Principal at the end of the student's junior year. Application must be completed with the high school guidance counselor.

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

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

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The student and a parent will schedule a conference with the principal and the guidance counselor prior to the beginning of the students seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

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.

For further information, please contact the building principal.

PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or 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 employees for assistance:

Mrs. Jillian Theis
Elementary Principal
217-833-2352

Mrs. Genny Stauffer
Middle School Principal
217-231-9161

Mr. Doug Morris
High School Principal
217-833-2352

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Electronic Signaling Devices

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

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

Students are not allowed to use electronic devices upon entry to the school building.

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

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school. (Cell phones and smart watches.)

Consequences for cell phone violations will be as follows:

1st Violation- Lunch detention, parent notification, student must turn in device to school administration and retrieve at the end of the school day

2nd Violation - After School detention, parent notification, student must turn in device to school administration for the remainder of the school day and the following day from 8:30 - 3:15.

3rd Violation and beyond - Saturday detention, parent notification, student will turn phone into the office each day upon arrival for remainder of semester.

Cell phones must be turned off and in a student's locker while in the building during school hours.

Students who are found to be in possession of a cell phone during a required 'lock up' period will receive additional discipline for insubordination/not following school directives.

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

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 7:00 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

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Employee Conduct Standards

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.

English Language Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Bill Capps, Superintendent at 217-833-2352.

Entries & Withdrawals

Readmitting Students who have Dropped Out

School districts are now required to deny reenrollment to any student above age 17 who has dropped out of school and could not, because of age and lack of credits, graduate before his/her 21st birthday. Students who fall in this category will receive counseling and will be encouraged to attend an alternative education program.

Admission of Home-School or Private School Students

A home-school student or private-school student whose curriculum is not accredited with the Illinois Association of School Boards must meet the following criteria in order to enroll in the Griggsville-Perry CUSD #4 in grades 1 -12. Administrator and committee recommendation will place these students in the appropriate grade based on their achievement:

1. Score on a standardized test,
2. Evidence of successful completion of a curriculum that meets the Illinois Standards, or
3. Evidence of achievement at the grade level the student is entering (another standardized achievement test).

A committee composed of a general education teacher, special education teacher, guidance counselor, and building principal shall place a student who does not meet the above guidelines after reviewing the results of a standardized achievement test administered at the school.

Withdrawal from School

If a student withdraws from school for any reason, he/she should obtain a clearance slip from the office and pay all debts in order to be in good standing and have transcripts transferred. A student who owes money to the school will not receive his/her transcript or any recommendations from teachers until all debts are paid in full. Any withdrawal request should be made in writing by the parent.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact Superintendent Bill Capps, 202 N. Stanford, Griggsville, Illinois 62340 (217) 833-2352.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Exemption from Physical Education Requirement (K-8)

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.

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 deemed necessary by the student's IEP team.

Special activities in physical education will be provided for a student who's 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.

Exemption from Physical Education Requirement (High School)

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.

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

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District;

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3. Ongoing participation in an interscholastic athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

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

Special activities in physical education will be provided for a student who's 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;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedures.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities, and shall treat field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Fines, Fees & 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 parents 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 chrome books, iPads, technology equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

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- 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.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Student's 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.

Money should not be collected for any purpose without approval of the principal. Gifts for departing students, sponsors, coaches, etc. must be approved before any collections are permitted. All money to be collected for any purpose must go through the office personnel for the issue of a receipt. No coaches, students, or personnel with the exception of the appropriate office personnel shall collect or otherwise handle any money directly paid from students or parents.

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 at (217) 833-2352 (Elementary/High School) or (217) 236-9161 (Middle School).

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

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.

Fund Raising (High School)

During the year, classes and clubs often participate in fundraising activities, which enable them to sponsor the Junior-Senior Prom or go on various trips. Students who refuse to participate in class fund raising activities will be ineligible to attend the Senior Trip unless they pay their "fair share." This amount is determined by the class officers and Sponsor and approved by the administration.

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. Final promotion/retention decisions are at the discretion of administration.

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Graduation Behavior

It is the philosophy of the Board of Education that the 8th grade graduation and the high school commencement exercises be ceremonies of dignity and respect. Students may choose not to participate if they feel that these guidelines cannot be followed. Students who choose to participate should realize that the ceremony is a school function and that all school policies apply. The following procedures and rules apply to said ceremony:

1. The attire of graduates worn under gowns is to be proper and appropriate and shall follow the school dress code.
2. The high school principal will arrange for music for both the processional and recessional of graduates.
3. Candidates for graduation are required to display respect toward all presenters/speakers participating in the commencement program.
4. The use of all types of firecrackers, mechanical noisemakers, and all other types of paraphernalia commonly associated with spontaneous celebrations is prohibited during the ceremony.

All speeches must be approved by the Principal 48 hours before the graduation ceremony.

Diplomas will not be handed out during commencement exercises. Graduates will receive only diploma covers during the ceremony. Diplomas will be distributed immediately following the ceremony to all graduates who adhere to the guidelines. Any candidate for graduation failing to adhere to the guidelines will not receive his/her diploma the night of graduation. In this event, the candidate for graduation will receive his/her diplomas after appearing before the Board of Education with his/her parent/guardian at which time his/her conduct will be reviewed.

Guidance & Counseling (High School)

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

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

Guidance & Counseling (K – 8)

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

Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to no more than eight 90-minute sessions.

Guidelines for School-Sponsored Publications, Productions and Websites [HS]

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

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Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes and unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Building Principal and/or student media advisers may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

Guidelines for Student Distribution of Non-School-Sponsored Publications

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

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

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- e. It is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
- f. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

Head Lice

The school will observe the following procedures regarding head lice and/or nits.

1. Parents are required to notify the school nurse if they suspect their child has head lice and/or nits.
2. Students infested with head lice and/or nits will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation of head lice/nits.
4. A student excluded because of head lice/nits will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Children infested with head lice and/or nits are prohibited from riding the bus to school to be checked for head lice.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, 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 or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
 - a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and

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b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.

4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

For information on home or hospital instruction, contact Bill Capps (217) 833-2352.

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school or 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.

Home-schooled Students

Students entering the Griggsville-Perry School District, after a period of homeschooling, will be placed at the most appropriate grade level according to available data, including, but not limited to the following:

1. Placement testing,
2. Grades/records/documentation from the completed homeschooling program.
3. Home-schooled students are not allowed to participate in athletics/extra-curricular activities with the Griggsville-Perry School District.

Grade level placement will be at the discretion of the building administrator.

Homework

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

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe. Students will be allowed one day per excused absence to make up his/her work.

Honor Roll

- High Honors: Straight A's or A-'s.
- Honor Roll: A's and B's.

Students receiving all A's and B's (or equivalent i.e., weighted courses) will be placed on the honor roll for each 9 weeks.

High School Semester Exam Policy

High school students may be exempt from taking semester exams.

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High school students must meet ALL of the following requirements in order to receive an exemption from semester exams. Semester exams are on a class by class basis. Criteria must be met in each specific course to be exempt from the exam. Students must:

- receive an 80% or higher semester grade average
- accumulate 4 or less excused absences
- have NO unexcused absences
- have NO missing work
- No In School Suspension or Out of School Suspensions

Students may opt to take the tests even if they are not required if they wish to attempt to raise their grade. If students do not take the test, their grade for the semester will be the average of the two-quarter grades. Students who are exempt but take the tests anyway will not have their grades lowered if they do not do well on the test. Students who are required to take the tests and fail to do so will receive a zero grade for the semester exam, and that zero will be averaged as 20% of the final semester grade.

School administrators will have final say on absences counting towards the final exam policy.

Honors and Awards

High School

A student must attend the Griggsville-Perry School for a period of not less than two years to be eligible for any scholastic awards given at graduation. Students who graduate early will not be eligible for valedictorian and salutatorian, but will be given recognition at graduation.

Valedictorian and Salutatorian shall be determined after the 8th semester. There shall be no co-officers unless in cases of absolute ties.

Girl and Boy Citizen Awards

The faculty will nominate three girls and three boys from the junior or senior class. The nominees must have a "C" average and have a good record of attendance, reliability, and general school citizenship. The one girl and one boy receiving the highest number of votes from the student body are declared the girl citizen and the boy citizen of the school.

W. O. Cunningham Award

This award is sponsored by the family and relatives of W. O. Cunningham, a longtime resident of Griggsville. It's awarded to a senior who has excelled at GPHS, and will be determined by the secret vote of the high school faculty based on the following criteria: school citizenship (attitude, respect) 20%; participation in school and community activities 20%; scholarship 20%; potential for success 20%; and attendance and punctuality 20%. The formal presentation of this award will take place at graduation.

DAR Award

Daughters of the American Revolution Good Citizen Award. The National Society of the Daughter of the American Revolution sponsors this award. The Daughters of the American Revolution will honor one student (boy or girl) from each of the fifty states, selected from the senior classes of public high schools, as excelling in the following qualities which determine good citizenship: dependability – truthfulness, honesty, punctuality; service – cooperation, helpfulness, responsibility; leadership – personality, self-control, initiative; and patriotism- Unselfish loyalty to American ideals.

The faculty chooses the senior who best exemplifies outstanding qualities of leadership, dependability, service, and patriotism in their school, home, and community. From these three, the senior class chooses the school's one Good

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Citizen. The winning citizen will take a test to compete for National Scholarship awards of \$5,000, \$2,000, and \$1,000.

SAR Award

Sons of the American Revolution Good Citizens Award. The National Society of the Sons of the American Revolution sponsors this. The Sons of the American Revolution will hone one boy from each of the fifty states, selected from the senior class of public senior high schools, as excelling in the following qualities which determine good citizenship: dependability – truthfulness, honesty, punctuality; service- cooperation, helpfulness, responsibility; leadership – personality, self-control, initiative; patriotism – Unselfish loyalty to American ideals, The same process of selection used for the DAR award will apply to the SAR award; winner will receive a pin and certificate of award. The State and National Scholarships are available to the SAR award winner.

Athletic Awards and Trophies

Harry Laird Award - Awarded at Graduation

This award is given to a senior boy who has distinguished himself in athletics while at Griggsville-Perry High School. The recipient is graded on scholarship, leadership, cooperation, and athletic ability. Versatility in sports is necessary. A committee of four, consisting of a Board member, a fan, the principal, and the coach, selects the boy. Co-awards may be given.

Senior Female Athlete Award - Awarded at Graduation

This award is given to a female athlete who has excelled in athletics. The coaches vote upon the award. The award is based on leadership, athletic ability, and cooperation, involvement in sports, dependability, and attitude.

In the Middle School

High honors and second high honors in each grade level will be given an academic award.

8th Grade promotion Marshals and Ushers will be decided by class rank.

8th Grade Valedictorian and Salutatorian

Determined through class rank by the averaging of a student's final quarterly grades (4.0 scale) from their 8th grade year.

Attendance Awards: Students with perfect attendance during the year will receive a Perfect Attendance Trophy. Students who have been present 99% of the year (missed no more than 2 days) will receive an Outstanding Attendance Certificate.

Immunization, Health, Eye & 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. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

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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. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

Interviews with Law Enforcement

Interviews of students by law enforcement officials will be allowed after verification of credentials by the principal. An attempt will be made to contact the student's parent or guardian to inform them that the student is subject to an interview. Interviews will be conducted in a private setting. The principal or representative will be present during the interview if a parent is not available.

Invitations and Gifts (K-8)

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

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Kindergarten

Each spring, a day is set for registration of all children who expect to attend kindergarten the following September. The child must be five years old by September 1. A physical and immunizations are required by the State of Illinois for kindergarten students. Parent/Teacher conferences are held in the fall and again in the spring. Reports are sent home at the end of each semester. Rugs, books, sweaters, etc., must be labeled with the child's name. Students should come dressed to spend 15 minutes outside (including boots). Written excuses for absences and tardiness are required.

Lockers

Each pupil has been assigned a locker without cost (unless damaged) where all belongings are to be kept. Lockers are to be kept locked at all times to protect property. Middle School students (5th – 6th) will be assigned a locker with a lock. Students must keep valuables in lockers. The school will have little sympathy with lost property that was made readily accessible. Students should not bring large sums of money to school. Lockers are the property of the school district, which reserves the right to search all lockers at any time with/without the students' knowledge and/or presence. All lockers must be kept neat and orderly enough that the locker door can be kept closed when not accessed by the student. This is for safety as well as neatness in the hallways. If the locker is not kept in the proper manner, the student will be instructed to clean the locker either before school, at noon or after school.

Lost and Found

The school assumes no responsibility for lost property. Any student who finds an article should take it to the Principal's office, where the owner may claim it upon proper identification.

Mandated Reporter

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Medication at School

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

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

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/or self-administer diabetic testing supplies, equipment, and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

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Students with epilepsy may possess and/or 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.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

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.

Emergency Aid to Students

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

Membership in Class Organizations

1. Students are not required to be in class organizations. Membership is voluntary, but members are expected to pay dues, attend meetings, and participate in money making activities.
2. Students not paying dues, failing to attend meetings, or failing to participate in class activities will be dropped from the organization and will not be allowed to participate in class activities, such as the senior class trip.
3. Any student dropped from the organization may be re-admitted when back dues and other obligations are met.
4. Each class may have their own constitution that must be followed.

High School Class Membership

In order to stay a member of a High School class in good standing, a student must:

1. Pay dues as set by each class.

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2. Participate in activities connected with each class.
3. Behave at meetings and activities.
4. Attend school on a regular basis – no truancy.
5. Follow guidelines/constitution as may be set by each class organization.

Seniors Will Earn Senior Class Trip Whom:

1. Are paid class members at the end of each school year.
2. Will definitely be graduating.
3. Are eligible in every subject the week prior to and at the time of the trip.
4. The Principal and Sponsor will confer regarding issues that could prevent a student from attending the senior trip (such as behavior, attendance, etc.). Absences greater than 10 days will be reviewed. However, more than 10 days' absence will jeopardize eligibility for the trip.
5. Dues that are paid and fundraising monies become the property of the class and are non-refundable and non-transferable.

Organizational Trips

The Superintendent must approve all organizational trips, and the organization must pay all expenses. Guidelines for contests: FFA, and Speech, the school pays only entry fees and transportation. Students must be academically eligible at the time of the trip.

FFA

1. Dues must be paid each year in September by the deadline date.
2. Members must be enrolled in an Agriculture class. Graduates may retain membership for 3 years following graduation.
3. Chapter officers are elected in May. Greenhand officers are elected in September.
4. All officers must pass every class each 9 weeks and/or semester grading period. Receiving an F in these periods will result in immediate termination from office and the remaining officers will select a replacement for the remainder of the year.
5. With the exception of first year members, most chapter awards are determined in a period from banquet to banquet each year. The banquet is usually held in late April.
6. Members representing the FFA at contests or other activities will be determined at least one week prior to the event. Contest participants will be determined by interest level, skill and usually a chapter contest. Numerous contest opportunities are provided each year.
7. Academic eligibility will conform to school policy.
8. The officers and advisor shall rule on any questionable policy.

Science Club

1. Membership is open to juniors and seniors who are currently enrolled in a science class or previously a member in good standing.
2. Meetings will be held once a month during homeroom and evenings.
3. Members must be academically eligible in all classes to participate in an activity.

Scholastic Bowl – Middle School/High School

1. Be on time for practice. Let the coach know personally if you are unable to attend or will be late.
2. All practices, except holidays, or other school-excused activities, are mandatory.
3. Three excused absences are allowed from practice. After three, there will be a conference between the coach and the student to set priorities.
4. Students with two unexcused absences from practice or matches will be dropped from the team.
5. You are responsible for learning the material assigned to you. Students who are not willing to learn their student materials and prepare for the matches are not needed.

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6. Good grades are top priority. If you have trouble with a subject, ask for help early. Do not wait until the end of the quarter. Grades are checked weekly; a student must be eligible to participate in a match.
7. At all times, show respect to your coach, stats, officials, opponents, and your teammates. Remember that we are all working to be the best that we are capable of becoming.
8. All students are to ride to the match on the bus. Students must also return on the bus unless riding home with a parent/guardian. Coach must be informed in writing by a parent/guardian before a student leaves.
9. At all matches, sit together as a team, encourage teammates, and be a good representative of Griggsville-Perry High School and Griggsville-Perry Middle School. No foul language is allowed.

Missing Work

Make-Up Work (5th – High School)

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

All students (K-12) will have the opportunity to make up any missing class assignments until the specific date documented below. Missing work turned in after the due date will receive 50% of total points earned on the assignment. It is the responsibility of the student to request missing work from his/her teachers.

All first quarter assignments must be turned in by: October 10, 2025

All second quarter assignments must be turned in by: December 12, 2025

All third quarter assignments must be turned in by: March 6, 2026

All fourth quarter assignments must be turned in by: May 15, 2026

National Honor Society

The Griggsville-Perry Chapter of the National Honor Society is an elite organization of students who exhibit the highest qualities of scholarship, leadership, character, and service. In order to be considered for membership or be a member, a student must maintain a cumulative GPA of 3.7 (no rounding) or above by the end of his/her fourth semester. Potential candidates must be enrolled in or have completed two high school weighted classes. Only juniors and seniors are eligible for possible membership. Candidates who qualify academically are notified during their fifth semester, usually in October. To enter the National Honor Society, there will be a formal application process and members will be chosen by a panel of staff judges, following the recommendations of the National Honor Society. See counselor for more information.

Nondiscrimination based on Handicap/Disability

The Board of Education has designated the Superintendent to coordinate school district compliance with Section 504 of the Rehabilitation Act and its administrative regulations and with the American with Disabilities Act. The Superintendent may be contacted at Griggsville-Perry Unit School District, 202 N Stanford, Griggsville, Illinois 62340 or (217) 833-2352.

Office Hours

The principal's office is open all regular school days from 8:00 am until 4:00 pm. Students arriving earlier than 8:00 am will not be able to enter the building. Appointments may be made by phoning the school office at (217) 833-2352 – Elementary/High School or (217) 236-9161 – Middle School.

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Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.

1. The rules and procedures under which it operates.
2. An agreement to adhere to all Board policies and administrative procedures.
3. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
4. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
5. An agreement to maintain and protect its own finances.
6. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

Parent Responsibility Law

The Illinois Parental Responsibility Law provides a civil remedy to school districts, teachers, and students who suffer property damage or physical injury because of willful or malicious acts of minors (those under 18). Under this statute, a parent does not have to be proven guilty of a negligent or willful act in failing to restrain the child in order to be held financially responsible for the damage caused by the child.

Parental Involvement Compact (Title 1)

The school annually has a meeting for all Parents/Guardians, which takes place during open house, each fall.

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

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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. a 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 Bill Capps at (217) 833-2352.

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 Bill Capps at (217) 833-2352.

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.

Parking (High School)

Students may park their vehicles in the lot designated for students and located at the south side of the high school between the hours of 8:00 a.m. and 4:00 p.m. Vehicles must be parked straight, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action. Students are not allowed to go to or be in any cars/vehicles during school hours without permission of the administration.

The lots designated on the southwest side of the high school and in front of the high school/elementary are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

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The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. Contraband dogs, administration, and police officers regularly search school lots. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Parking (K-8)

The school has locations in front of the school available for school visitor parking.

Those dropping off and picking up children may do so in designated car rider pickup lines between 8:00 – 8:30 a.m. and 3:15 – 3:30 p.m.

Vehicles may not be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Personal Property Protection

A student's personal property is his/her own responsibility.

It is not advisable to:

1. Carry large sums of cash.
2. Leave lockers open or unlocked.
3. Tell others your locker combination.
4. Leave clothing, books, and other equipment in any open area unattended.
5. Leave wallets, purses, etc. on benches in locker rooms, cafeteria tables, hallway benches, etc.

It is advisable to:

1. Check large sums of cash into the office if necessary to bring it to school.
2. Mark equipment for easy identification.
3. Pay reasonable attention to personal property and schoolbooks assigned.

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: Bill Capps, 202 N Stanford, Griggsville, Illinois 62340 or (217) 833-2352.

Physical Education

Physical Education consists of individual as well as team sports. Excuses should be brought from the doctor if the child is to be excused from PE. Girls and boys, grades K-4 must wear tennis shoes. Shoes worn during PE may not

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be the same ones that are worn as street shoes. Some of the typical activities that are offered are rhythms of various kinds, movement experience, soccer, body mechanics, and a variety of recreational games. Grades are given at the end of each nine weeks. Students 6 – 12 must wear PE shorts and shirt and have a pair of gym shoes that are not worn as street shoes. Students in grade 5 do not dress out but must have a pair of gym shoes that are strictly for PE. It is suggested that students write their names across the back of PE shirts to avoid misplaced uniforms.

Boots or other shoes (flip flops, sandals, etc.) deemed unacceptable by administrators or supervisors may not be worn on the gym floor during recess times.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and 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, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, 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 non-school-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 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 the creation of a webpage or

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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. Cyberbullying also includes 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.

5. Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. 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.

Nondiscrimination Manager:
Bill Capps
202 N Stanford
Griggsville, IL 62340
(217) 833-2352
capps@griggsvilleperry.org

Complaint Manager:
Jillian Theis
202 N Stanford
Griggsville, IL 62340
(217) 833-2352
theisj@griggsvilleperry.org

Complaint Manager
Genny Stauffer
201 E. North Street
Perry, IL 62362
(217) 236-9161
staufferg@griggsvilleperry.org

Complaint Manager:
Doug Morris
202 N. Stanford
Griggsville, IL 62340
(217) 833-2352
morrisd@griggsvilleperry.org

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

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making 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*.

Prevention of Child Sexual Abuse

Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

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Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- [Sexually transmitted infections \(STIs\) or other genital infections](#)
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student

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- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student’s physical attributes, including excessively flattering comments

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- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chat line at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

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.

Proof of Residency

Griggsville-Perry Unit School students must show legal residency within the Griggsville-Perry Unit School District or pay tuition. Tuition for the 2025-2026 school year will be determined after the audit has been completed. It will be no less than \$11,000.00.

In accordance with state guidelines, Griggsville-Perry Unit School has adopted the following student residency policy.

Regular Education Students

In addition to satisfying all other requirements for enrollment, a student desiring to attend Griggsville-Perry Community Unit School District #4 must be a legal resident of the school district. The residence of the student parents/guardian is deemed the residence of the student.

For purposes of this section, legal custody is defined to mean:

1. Custody exercised by a natural or adoptive parent with whom the student resides;
2. Custody awarded by a court to a person with whom the student resides;
3. Custody exercised pursuant to a statutory short term guardianship; provided, however, that within 60 days of the student's enrollment, the court awards permanent guardianship and custody to a person with whom the student resides; custody exercised-by adult caretaker relative or the student who receives aid under the Illinois Public Aid Code for the student residing with the adult caretaker relative; and
4. Custody exercised by an adult who demonstrates that he has assumed, exercises legal responsibility for the student, and provides a regular fixed nighttime abode.

Special Education Students

The residence status of special education students desiring to enroll in the school district will be determined as follows:

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The residence of the parent/guardian is the school residence when:

1. The parent is the legal guardian and resides in Illinois;
2. The court appointed legal guardian resides in Illinois;
3. An Illinois public agency is the legal guardian of the student and the student resides in the parent's home or in the same school district as the parent;
4. Parents retain legal guardianship, but a court orders a residential placement;
5. If parents are separated or divorced and when only one parent has legal guardianship or custody, the school district in which the parent having legal guardianship or custody resides in is the resident district. When both parents retain legal guardianship or custody, the resident district is the district in which either parent who provides the student's primary regular fixed nighttime abode resides; if the election of resident district may be made only one time per school year.
6. If the parent/guardian lives outside of Illinois, that parent/guardian must pay the school district for the educational services.

The residence of the student is the school district of residence when:

1. Parent has legal guardianship but the parent's location is unknown;
2. A legal guardian has been appointed, but the guardian's location is unknown;
3. The student is 18 or older and no legal guardian has been appointed;
4. The student is a legally emancipated minor; or
5. An Illinois public agency has legal guardianship and has placed the child in a residential facility outside of the parent's school district.

Non-Residents

Resident students properly enrolled at the beginning of a school year who subsequently move out of the school district may complete that school year on a tuition-free basis during the students' senior year only.

Students who do not qualify as legal residents of the school district under the above criteria will be permitted to enroll only on a tuition-paying basis, with prior written approval of the Superintendent.

Review of Non-Residency Determination

If the Superintendent or other administrator determines that a student who has enrolled in the school is not a legal resident as defined above, the Superintendent shall notify the person who enrolled the student of the student's nonresident status and of the person's right to a hearing before the Board of Education or its appointed hearing officer in accordance with guidelines adopted by the Superintendent. If the person who enrolled the student requests a review by the Board of Education or by its hearing officer, the decision of the Board shall be final.

During the pending review of the administration's determination of non-residency, the student shall remain enrolled in the School District's educational programs at the request of the person who enrolled the student, subject to continuing obligation to pay tuition to the School District for the non-resident student.

Anyone who knowingly or willfully presents false information to the School District for enrolling a student on a tuition-free basis shall be referred to the State's Attorney Office for prosecution and may be subject to tuition charges dating back to the date of improper enrollment.

Non-Residency Review Hearing Procedures

If the Superintendent or other administrator determines that a student attending the School District educational programs is not a resident of the School District as defined in the District's Student Residency Policy, such Administrator shall send a Notice of Non-Residency to the person who enrolled the student via certified mail. Such notice shall state the amount of tuition due to the School District for attendance in the School District and shall inform the person of his right to seek a hearing with the Board of Education as hearing officer. A written request for such a

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review hearing must be mailed, certified mail, to the Superintendent within 10 calendar days of receipt of the Notice of Non-Residency.

Within 10 calendar days of receipt of the request for hearing, the Superintendent shall notify the person requesting the hearing, via certified mail, of the date, time and location of the hearing, which must occur not less than 10 calendar days, nor more than 20 calendar days after the notice of hearing, is given. The person who enrolled the student is entitled to representation, at his own expense, at such a hearing. The person who enrolled the student bears the burden of proving that the student is a legal resident of the School District.

If the Board's hearing officer conducts the hearing, the hearing officer shall issue a written report of his findings within five calendar days of the hearing. Such a report shall be mailed, certified mail, to the Board of Education and to the person who enrolled the student. Within five calendar days of receipt of the findings, the person who enrolled the student may file written objections to the finding to the Board of Education. Such objections must be mailed, via certified mail to the Superintendent.

Within 15 calendar days of the hearing, the Board of Education shall determine whether the student is a resident of the School District and the amount of any tuition due. The decision of the Board of Education shall be mailed to the person who enrolled the student. The decision of the Board of Education shall be final.

Radios, C.D. Players, MP3 Players, iPods, TV's, Cameras, Laser Lights, Playing Cards & Trading Cards

Students are not to use radios, CD players, MP3 players, iPods, earbuds or wireless devices, TV's, cameras, laser lights, trading cards during class time. Video games are not to be brought to school at all. Violation of this policy will result in the equipment being confiscated until the parent/guardian can pick it up.

Recruiters and College Visits

Recruiters for colleges, trade schools, and the military come to our school to see juniors and seniors.

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

Release Time for Religious Instruction & Observance

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

Students excused for religious reasons will be given an opportunity to make up for all missed work, including homework and tests, for equivalent academic credit.

Safe 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 the District has only one school or 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.

Safety Drill Procedures

Safety drills will occur at times established by the building administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. A warning to the students will not precede drills.

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Schedule Changes

Students need to fill out a schedule change request form, with teacher and counselor approval. No schedule changes will be made after two weeks of class beginning (unless emergency).

Students who wish to add a class after the first two weeks of school, must have teacher, parent, and administrative approval. Seniors cannot drop a required class. Final decisions at discretion of administration.

School Lunch Program

Griggsville-Perry School District participates in the Community Eligibility Program. The district provides healthy breakfasts and lunches each school day at no charge to enrolled students. Extra milks must be paid for at a cost of \$0.35 each.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in the program are available from the school office upon request.

School Volunteers

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

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

Search and Seizure

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

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

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

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

Students

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

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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.

Sex Discrimination

No student shall be refused admission into or be excluded from any course of instruction offered in the schools because of that person's sex. No student shall, solely because of that person's sex, be denied equal access to physical education and interscholastic athletic programs or comparable programs supported from school district funds. Comparable programs will be defined in guidelines promulgated by the State Board of Education in consultation with the Illinois High School Association.

Sex Education Instruction

For your information, State law requires that all sex education instruction be developmentally and age appropriate, evidence-based, medically accurate and complete. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

Request to Examine Instructional Material

A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please complete the following statement and return it to your child's classroom teacher within 5 days.

I request to examine the instructional materials and course outline for this class.

Class Attendance Waiver

According to State law, no student is required to take or participate in these sexual education classes or courses. There is no penalty for refusing to take or participate in such a course or program. If you do not want your child to participate in these classes or courses, please complete the following **class attendance waiver** statement and return it to your child's classroom teacher within 5 school days.

I request that the District waive the class attendance of my child in a class or courses on:

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

Instruction on donor programs for organ/tissue, blood donor, and transplantation

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Student (please print)

Parent/Guardian (please print)

Parent/Guardian Signature Date

Sex Offender & Violent Offender Community 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>

Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

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[1]; 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.

Sexual Harassment Prohibited (Title IX)

The School and District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

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A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

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 Report or Complaint

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

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.

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Nondiscrimination Coordinator:

Bill Capps
202 N. Stanford
Griggsville, IL 62340
217-833-2352
abellj@griggsvilleperry.org

Complaint Managers:

Jillian Theis
202 N. Stanford
Griggsville, IL 62340
217-833-2352
theisj@griggsvilleperry.org

Genny Stauffer
201 E. North St.
Perry, IL 62362
217-236-9161
staufferg@griggsvilleperry.org

Doug Morris
202 N. Stanford
Griggsville, IL 62340
217-833-2352
morrisd@griggsvilleperry.org

Investigation Process

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

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Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Students Who are Parents, Expectant Parents, or

Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

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Title IX Coordinator:

Bill Capps

202 N. Stanford

Griggsville, IL 62340

217-833-2352

capps@griggsvilleperry.org

Complaint Managers:

Jillian Theis

202 N. Stanford

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theisj@griggsvilleperry.org

Genny Stauffer

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staufferg@griggsvilleperry.org

Doug Morris

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Griggsville, IL 62340

217-833-2352

morrisd@griggsvilleperry.org

Sign-out Procedures

Students, who have medical/dental appointments, must bring their note to the office before the first period begins. The principal's secretary will give the student an "early dismissal slip" which will let the teacher know what time the student is to be released. The student should then turn the signed form into the office and sign out prior to leaving school. Parents must pick up students from the office. Students will not be allowed to wait on the front steps. Students are to sign back in upon returning to school. Failure to sign out will result in a discipline referral. Any student signing out for an appointment must bring a slip from the doctor or health professional for the absence to be excused. If a parent/guardian is not accompanying the student, the parent/guardian must have contacted the school the morning of the appointment.

No student, without written or verbal consent of the parent/guardian, shall be permitted to leave the school premises during the day. In all cases, students must receive permission from authorized school personnel, before they may leave school. Failure to do so will result in an office referral. In cases of illness or emergency, the principal will weigh each matter individually. Students are to sign out when they have permission to do so.

Smoking/Vaping

Smoking or possession/use of any tobacco product on school property is prohibited at any time. This policy also applies to extracurricular activities. This policy applies to students, parents, and spectators. We will be working with law enforcement personnel to ensure this policy is followed.

Standardized Testing

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Students and parents/guardians should be aware that students in grades 3 – 8 and 11 would take standardized tests during a window set up by the Illinois State Board of Education. 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 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.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

Student Athlete Concussions & Head Injuries

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

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

Student Biometric Information

The District collects biometric information from its students only for identification and/or fraud prevention purposes. Biometric information includes any information collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition, or iris or retinal scans. The School Code, requires written permission from the individual who has legal custody of the student, or from the student if he or she has reached the age of 18, before the District may collect biometric information from students.

When collecting biometric information, the School Code also requires the District to:

1. Store, transmit, and protect all biometric information from disclosure.
2. Prohibit the sale, lease, or other disclosure of biometric information to another person or entity unless: (a) prior written permission by parent/guardian is granted, or (b) the disclosure is required by court order.
3. Discontinue the use of a student's biometric information under either of the following conditions: (a) Upon the student's graduation or withdrawal from the school district; or (b) Upon receipt in writing of a request for discontinuation by the individual having legal custody of the student or by the student if he or she has reached the age of 18.
4. Destroy all of a student's biometric information within 30 days after the occurrence of either conditions 3(a) or 3(b) above.

Student Conduct/Discipline

Students attending Griggsville-Perry Schools are expected to reflect the standards of good citizenship by conducting themselves properly at all times. School and classroom rules have been established to provide all students with an

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atmosphere in which they can be successful in reaching their academic potential. Behavior, which creates a hostile environment that interferes with school learning, shall be cause for disciplinary action.

Education and discipline are best accomplished when there is cooperation between home and school. The following statements will serve as guidelines for students, parents, teachers, and administrators to provide an appropriate educational atmosphere. It is impossible to identify in this section of the student guidelines every type of infraction of rules and/or misconduct. Therefore, the type of and/or length of disciplinary action will be left to the administrator dealing directly with the breach of conduct. Teachers are responsible directly for the enforcement of rules in their classroom and administering a fitting punishment at that level, such as a referral to the office. Teachers, educational support staff, and administrators shall also assume the responsibility for the enforcement of the rules elsewhere on school property or school related activities at home or out of town. Misbehavior at any school function may result in immediate removal from school premises. Subsequent misbehavior at such events may result in the student losing the privilege of attending future events.

Violations in the conduct rules may result in the following types of measures: verbal warning, written warning, and detention, out of school suspension, which may range from one to 10 days, natural consequence of action, isolated instruction, and/or recommendation of expulsion from school or remainder of current term. All expulsions must be the action of the local Board of Education. Only the authority of the Board of Education may reinstate a student who is expelled. All but expulsions may be adjusted at the discretion of the administration.

Students are expected to conduct themselves in a manner that reflects respect for each other, for their teachers, staff members, and school facilities. Students may be disciplined for misconduct, which occurs on school buses, in school buildings or on school grounds at any time, on the way to and from school, at bus stops, at school-sponsored activities whether or not held on the grounds of the school district or while being transported to, and from school sponsored activities or events. Students may also be disciplined when the misconduct is directed against school employees, their families, or their property because of their status as employees.

The Board of Education has given the Principal or the Principal's designee the authority to take the proper and necessary action to discipline students engaged in inappropriate activity. Inappropriate activity is defined as any conduct, behavior, or activity that causes or may cause the administration to forecast substantial injury or disruption or interference with school activities or the rights of other students or school personnel.

Prohibited Student Conduct

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

- a. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
- b. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- c. Using, possessing, distributing, purchasing, selling or offering for sale:

Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).

Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.

Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.

Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or

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possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

"Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

1. 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.
2. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

2. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
3. Using or possessing an electronic paging device.
4. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
5. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
6. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
8. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property,

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retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

9. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
10. Engaging in teen dating violence.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

Entering school property or a school facility without proper authorization.

1. 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.
2. Being absent without a recognized excuse.
3. Being involved with any public school fraternity, sorority, or secret society.
4. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
5. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
6. 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.
7. 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.
8. 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.
9. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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

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

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

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
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; or
5. During periods of remote learning.

Disciplinary Measures

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

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

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

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as 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 or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

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

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

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

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Re-Engagement of Returning Students

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

Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items.

1. Political affiliations or beliefs of the student or the student's parent/guardian.

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2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals or 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 eligibility for participation in a program or for receiving financial assistance under such a program.

The student's parent/guardian may (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) 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.

Unless otherwise prohibited by law, 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, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

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

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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 copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. 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.¹**

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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these

individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

- Name
 - Address
 - Grade level
 - Birth date and place
 - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
 - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 - Academic awards, degrees, and honors
 - Information in relation to school-sponsored activities, organizations, and athletics
 - Major field of study
 - Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

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.²**

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.**

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

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

Student Rights and Responsibilities

Students, as citizens of the United States, are guaranteed certain individual rights as well as individual responsibilities. Parents, teachers, and administrators have a responsibility to protect the rights of the students while at school. Some responsibilities that are required of students while at school are:

1. To become aware of the school rules and policies and follow them.
2. To respect the rights and individuality of other students, teachers, and school administrators.
3. To refrain from obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual and present in the regular or assigned school programs and do your best.
6. To refrain from gross disobedience, misconduct, or behavior that materially or substantially disrupts the educational process.
7. To maintain the best level possible of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and/or school sponsored activities.

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at (217) 833-2352.

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 support 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.

Suicide and Depression Awareness and Prevention

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

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

Suspensions and Expulsions

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Suspension is defined to mean exclusion of a student from school or from riding the bus for a period not to exceed, at any one occurrence, 10 days by summary action of the superintendent or building administrator. Expulsion is defined to mean exclusion of a student from school or from riding the bus for a period, not longer than 2 years, by the Board of Education. Expulsion may be preceded by suspension.

Out of School Suspension

- a. Except as set forth in paragraph B below, the following due process procedures will be followed prior to suspension. The suspending school official will give the student an informal hearing to advise the student of the charges and the disciplinary charges being considered. The student will have an opportunity to respond to the charges with the suspending school official. The suspending school official will then make a decision and inform the student.
- b. Students whose presence pose a danger to person or property and/or disrupt the academic process may be immediately removed from school. In such cases, the requirements of notice and hearing as set forth in paragraph A will follow as soon as possible.
- c. Suspensions will be reported immediately to the parent/guardian by certified mail. The letter will include the date and time of the hearing, reasons for the suspension, and notice of the parent's right to review.
- d. A copy of the suspension notice will be sent to the Board of Education via the Superintendent.
- e. A request by the parents for a review hearing must be submitted in writing within 10 days of receipt of the suspension notice. The review hearing will take place within 10 school days of the receipt of the request or on a date mutually acceptable to all parties.
- f. If a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.
- g. Students who are in out-of-school suspension will not be allowed to participate in or attend any after-school events. If you are assigned out-of-school suspension on Friday, you will not be able to participate in extracurricular events over the weekend. Students must return to regular classes to be eligible.
- h. Students with two or more unexcused absences (excluding suspensions) or students suspended more than once will not be permitted to attend any field trips or extracurricular events. This includes all extracurricular events and sports: homecoming, prom, senior trip, 8th grade trip, art club trip, band trip, basketball, baseball, softball, cheerleading, and other events not mentioned.

Expulsion

When gross disobedience or misconduct results in expulsion, the student will be excluded from school prior to the expulsion hearing with the procedure as follows.

The Board of Education may expel a student for gross disobedience or misconduct. Such expulsion will take place only after a review hearing has been held by the Board of Education, the Board appointed hearing officer has submitted findings, and the Board has taken action.

The student and parent/guardian of the student will be notified by certified mail at least 5 days prior to the date of the hearing of the following: statement of the incident or incidents, date, time and place of the hearing (mutually convenient to all parties), and a copy of the review hearing procedures as set forth below.

Expulsion Review Hearing Procedures

The hearing will be held in closed session at the request of the parent/guardian or school administration.

The student will be afforded the following:

- The right to be represented by counsel (at the expense of the student or parent).
- The right to present evidence and call witnesses.
- The right to cross-examine opposing witnesses.

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A written decision will be issued to the student and parent/guardian within 10 days of the review hearing conducted by the Board of Education, including a statement of facts and the basis for the decision.

If the Board of Education finds that the action was unjustified or unreasonable (suspension or expulsion), the following procedures will be followed:

- The student's record will be expunged of all notations or remarks concerning the suspension/expulsion.
- The student's absence(s) will be recorded as "excused".
- All educational opportunities and/or services missed by the student will be afforded.
- Tutoring will be provided for the number of days suspended, if requested or deemed necessary.

Teacher Qualifications

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

Telephone Usage

The school office phone is for emergency calls only.

Theft

Any student found directly involved in the theft of property belonging to the school district, student or employee of the school district, will be subject to an office referral and consequences that the principal deems appropriate. In addition, if the amount of the theft exceeds \$50.00, the matter will be turned over to the police department.

Title I – Developmental Reading and Math

A yearly federal grant is written for Title I. The students served are outlined in this grant. The program is written for reading, math, and language arts instruction to help students who need a little extra help. Students are placed into the program based on IAR scores, teacher recommendations, STAR benchmarking scores, and/or other criteria. Computers and supplementary materials are used for some instruction. The program is correlated with classroom instruction. Students receiving services may be monitored using progress monitoring systems. Grades may be given to students. A parent advisory council (PAC) is made up of the teacher and parents of children in the program. The PAC meets one or more times a year and helps make suggestions for the program.

Treats and Snacks (K-8)

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school.

Treats and snacks must 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.

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Truancy

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

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 an expulsion from school.

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

Unsafe School – Transfer

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

Vandalism

The cooperation of the entire student body is required to keep the school and its equipment in the best of condition. Thoughtless or intentional damaging of school property will result in the student being held responsible for the replacement cost and/or repair and will be referred to the principal.

The school district will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

Video and Audio Monitoring System

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as

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the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Violent Offender Community Notification

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police website at <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender against Youth Registry on the Illinois Police's website at: <http://www.isp.state.il.us/cmvo/>.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on 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 trespassing 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.

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9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with 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 rollerblading, 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.