

**La Moille Community Unit School District
No. 303**

**ALLEN GRADE SCHOOL
LA MOILLE JUNIOR HIGH SCHOOL
LA MOILLE HIGH SCHOOL**



**2023 – 2024
STUDENT HANDBOOK**

Student Handbook

ALLEN GRADE SCHOOL LA MOILLE JR./SR. HIGH SCHOOL

This book is based on the most accurate information available at the time that it was published. Check school postings for changes during the year.

This handbook is not inclusive of all regulations and policies of La Moille C.U.S.D. #303. Staff, teachers, and administration's discretion will be imposed at appropriate times. This handbook is not intended to create a contract but is simply intended to generally describe the school and its present policies and procedures. The handbook is intended to be read in conformity with the La Moille C.U.S.D. #303 Policy Manual. In the event of any conflict between Handbook and the Policy Manual, the La Moille C.U.S.D. #303 Policy Manual shall control, which can be found on the school website - <https://www.lamoilleschools.org/>, under the District/Board of Education tab.

ADMINISTRATION

Lisa Gifford, Superintendent
Anne Johnson, Allen Grade School Principal
Emily Leffelman, La Moille Jr./Sr. High Principal

DISTRICT PHONE NUMBERS

| | |
|-------------------------------|----------|
| Administration Office | 638-2018 |
| La Moille Jr./Sr. High School | 638-2144 |
| Allen Grade School | 638-2233 |
| Bus Barn | 638-2550 |

MISSION STATEMENT

...is to provide a safe, quality education that promotes critical thinking, problem solving, and effective communication. We strive to inspire life-long learners who are respectful and responsible citizens of a changing world.

VISION STATEMENT

...is to provide the opportunity for all students to achieve academic and personal excellence. We will challenge and engage our students in a caring, collaborative, learning community through meaningful programs meeting the highest educational standards.

CORE VALUES: "ROAR"

| | |
|------------------------------|--|
| <u>R</u>espect | for Education – Environment – Others – Ourselves |
| <u>O</u>penness | with Students - Parents - Educators - Community |
| <u>A</u>uthenticity | in Teaching – Learning – Modeling |
| <u>R</u>esponsibility | for Actions – Learning – Assessment |

Table of Contents

| | |
|---|-------|
| 2023-2024 School Year Calendar | 5 |
| Registration Fees | 5 |
| Sports Participation Fees | 5 |
| Milk & Lunch Prices | 5 |
| Lunch Charges | 6 |
| Notice from our Nurse | 6 |
| Immunizations, Dental Exams & Eye Exams | 6 |
| Residency Requirement | 6 |
| Assurance Statement | 6 |
| Education Philosophy | 7 |
| Administering Medicine to Students | 7 |
| Naloxone Policy | 8 |
| Attendance Policy - K-12 | 9 |
| Building Security | 10 |
| Bus Transportation <ul style="list-style-type: none"> • Instructions to School Bus Riders • Bus Policies and Procedures | 11-12 |
| Discipline Policy - Administration <ul style="list-style-type: none"> • Guidelines for Appropriate Classroom Behavior • Procedure for Disruptive Students • Academic Dishonesty • Discipline System • Major Offenses • Expulsion and Suspension • Suspension Procedures • Expulsion Procedures • Harassment • Sexual Harassment Policy • Sexual Abuse • Hazing Policy • Physical Contact/Touching Others • Smoking/Tobacco Products • Use of Drugs, Alcohol and Other Controlled Substances • Weapons Possession Policy | 13-17 |
| Dress & Appearance | 18 |
| Drug and Alcohol Free Workplace | 18 |
| Electronic Network Access | 19-20 |
| Equal Educational Opportunities, Sex Equity <ul style="list-style-type: none"> • Nondiscrimination Policy - Title IX | 21 |
| Extracurricular Activities & Sports <ul style="list-style-type: none"> • Eligibility Policy • Spectator Conduct at School Events | 21-22 |
| Fire Alarms and 911 Calls | 22 |
| Fire & Tornado Drill Instructions | 22 |

| | |
|--|-------|
| General Student Guidelines | 22-23 |
| Physical Education Class <ul style="list-style-type: none"> Physical Education Exemption Policy | 24 |
| Progress Reports | 24 |
| Security Cameras | 24 |
| Special Education | 24-25 |
| Student Information Policy <ul style="list-style-type: none"> Family Education Rights & Privacy Act Student Accounts or Profile on Social Networking Websites Student Records | 25 |
| Uniform Grievance Procedure | 26 |
| Winter Weather Safety Plan | 26 |
| | |
| Allen Grade School | |
| Schedules | 27 |
| Daily Routine | 27 |
| K-6 Honor Roll | 27 |
| Late Work Policy | 27 |
| Promotion & Retention | 27 |
| | |
| La Moille Jr./Sr. High School | |
| Dance Policy - High School | 28 |
| Driver Education Policy | 28 |
| Graduation Requirements | 29 |
| 7-8 Honor Roll/9-12 Honor Roll | 29 |
| Late Work Policy | 29 |
| Lockers | 29 |
| National Honor Society | 30 |
| Semester Exams | 30 |
| Student Crisis/Wellness Resources | 30 |
| Emergency Crisis Response Plan Letter to Parents | 31 |
| Notice to Parents/Guardians of Students Enrolled in Family Life & Sex Education Classes | 32 |
| Notice to Parents/Guardians Regarding Section 504 Rights | 33 |
| La Moille CUSD #303 Activity Code | 34-37 |
| Authorization and Permission for Administration of Medication Form | 38-39 |

GENERAL INFORMATION & DISTRICT POLICIES

2023 – 2024 SCHOOL YEAR CALENDAR

| | | |
|-------------|----------------------|--|
| Monday | August 14 | Teachers' Institute - No classes |
| Tuesday | August 15 | First full day of school |
| Wednesday | August 16,23,30 | 2:00 p.m. dismissal – Teachers' meetings |
| Monday | September 4 | Labor Day – School holiday |
| Wednesday | September 6,13,20,27 | 2:00 p.m. dismissal – Teachers' meetings |
| Wednesday | October 4,11,18,25 | 2:00 p.m. dismissal – Teachers' meetings |
| Friday | October 6 | Teachers' Institute – No classes |
| Monday | October 9 | Columbus Day – School holiday |
| Friday | October 13 | End of 1 st Quarter |
| Friday | October 20 | Parent-Teacher Conferences – No classes |
| Wednesday | November 1,8,15,29 | 2:00 p.m. dismissal – Teachers' meetings |
| Tuesday | November 21 | 2:00 p.m. dismissal for Thanksgiving break |
| Wed. – Fri. | November 22-24 | Thanksgiving break |
| Wednesday | December 6,13,20 | 2:00 p.m. dismissal – Teachers' meetings |
| Thursday | December 21 | End of 2 nd Quarter |
| Thursday | December 21 | 2:00 p.m. dismissal for Christmas break |
| Monday | January 8 | Teachers' Institute – No classes |
| Tuesday | January 9 | Classes resume from Christmas break |
| Wednesday | January 10,17,24,31 | 2:00 p.m. dismissal – Teachers' meetings |
| Monday | January 15 | Martin Luther King Day – School holiday |
| Wednesday | February 7,14,21,28 | 2:00 p.m. dismissal – Teachers' meetings |
| Monday | February 19 | President's Day – School holiday |
| Wednesday | March 6,13,20,27 | 2:00 p.m. dismissal – Teachers' meetings |
| Friday | March 8 | End of 3 rd Quarter |
| Friday | March 28 | 2:00 p.m. dismissal for Spring break |
| Fri-Fri | March 29-April 5 | Spring Break |
| Monday | April 8 | Classes resume from Spring break |
| Wednesday | April 10,17,24 | 2:00 p.m. dismissal – Teachers' meetings |
| Wednesday | May 1,8,15,22 | 2:00 p.m. dismissal – Teachers' meetings |
| Wednesday | May 22 | Tentative Last Day of School |
| Monday | May 27 | Memorial Day – School holiday |

REGISTRATION FEES

Current charges for registration fees and activity card are:

\$25.00 K – Grade 3

\$35.00 Grades 4 – 8

\$40.00 High School

| | | |
|-------------|----------------------------------|--|
| Other fees: | Driver's Ed fee: | \$50.00 |
| | Art fee (H.S. students only): | \$25.00 |
| | Technology Fees for Grades 4-12: | \$25 per Student (\$50 cap per family) |
| | PE clothes for Grades 6-12: | \$8.00 |
| | Sports fee: | \$20/\$25 (details below) |

You are responsible for all laptops, textbooks and workbooks issued. All textbooks are to be returned to the school at the end of the school year or at the time of withdrawal or dismissal from school. Each teacher will check all books and damages noted will result in extra charges. The District reserves the right to withhold report cards, transcripts, and/or diplomas until all fees or damages have been paid and/or books returned.

SPORTS PARTICIPATION FEES

Any student who chooses to participate in extracurricular sports at the high school level will be charged a participation fee of \$25.00 per sport (with a maximum of \$125.00 per family). Any student who chooses to participate in any extra-curricular sport in grades 5-8 will be charged an annual fee of \$20.00 regardless of the number of sports the student chooses to participate in.

MILK & LUNCH PRICES

| | | | |
|-------------------|------------------------|---------------|------------------------|
| Milk | \$0.50 (sack lunch) | Student Lunch | \$3.00 (milk included) |
| Morning Milk | \$43.50 (per semester) | Adult Lunch | \$4.00 (milk included) |
| Student Breakfast | \$2.00 (milk included) | | |

LUNCH CHARGES

If a student must charge a meal, they will not have limitations on the foods they select. Ala carte items and/or extra lunch items may not be charged. Students need to either have cash in hand or have money on account for those items.

If a family needs assistance with paying for their children's meals or debt, please contact the district office. Applications for free or reduced price lunches are available from any of the school offices or the district office. Families can receive assistance with applying for free or reduced price meals by contacting the district office at (815) 638-2018.

NOTICE FROM OUR NURSE

LCUSD #303 requires written documentation from your physician, in accordance with board policy 7:285, on all student allergies and medical conditions. This will allow the nurse and district to better care for your student during school hours. Parent(s) will be required to meet with the school nurse and fill out HIPPA release form to obtain the medical documentation required to assist the school nurse in making medical 504 plans, health care plan and emergency care plan.

IMMUNIZATIONS, DENTAL EXAMS, AND EYE EXAMS

Proof of health examination and proof of immunization against preventable communicable disease are required upon entry to kindergarten, upon entering sixth and ninth grades, and upon first entry into any school. Proof of dental examination is required upon entry to kindergarten, second, and sixth grade. Illinois law now requires proof of an eye examination by an optometrist or physician who provides complete eye exams upon entry to kindergarten or upon first entry into any school. The school staff will apprise parents of their obligations in these areas and will furnish the necessary forms and keep records of compliance. In accordance with a provision of The School Code of Illinois, students objecting to inoculations on religious grounds shall not be required to submit themselves thereto, if they present to the School Board a statement of such objection signed by a parent or guardian of the student. If the student's physical condition is such that any one or more of the immunizing agents should not be administered, the examining physician shall state so on the health examination form. The Administration is authorized to prohibit a student from attending school until requirements for such immunizations and health examinations have been met. If the physical exam and immunizations have not been completed by October 15, the student will not be allowed to attend school until proof of physical exam and immunizations have been submitted.

RESIDENCY REQUIREMENT

(Affidavits for non-resident students)

Full-time non-resident District employees who are legal guardians can register their child(ren) tuition free based on the approved waiver by the Illinois Legislator (April 28, 2015).

The following groups of students in the La Moille School District must show proof of residency:

1. All kindergarten children
2. All new registrations – this shall include students who have recently moved into the district from other communities.

Parent/legal guardian must provide two of the following as proof of residence:

1. Unpaid utility bill or deposit receipt indicating address
2. Lease agreement or purchase/sales agreement
3. Driver's license or State identification
4. Voter registration
5. Social Services Papers – Social Security, General Assistance, or Aid for Families with Dependent Children
6. Rent receipt including verification of landlord's address and phone number

Parents/legal guardians who register their child(ren) after the beginning of the school year, insisting upon student enrollment in a particular school based on a verbal claim of residency, shall be allowed to register and be given a ten-day grace period to produce proof of residence.

If a student's change of residence is due to the military service obligation of the student's legal custodian, he/she may, with a written request from the legal custodian, maintain his/her residency as determined prior to the military obligation.

ASSURANCE STATEMENT

All educational opportunities at La Moille High School will be offered without regard to race, color, national origin, sex or handicap. The Superintendent of Schools has been designated by the Board of Education to coordinate activities and to investigate complaints for Title IX and Section 504.

EDUCATIONAL PHILOSOPHY

The Board of Education of La Moille Community Unit School District No. 303 is committed to offering educational programs that provide each student the opportunity to develop the mental, physical and emotional capabilities necessary to a successful life. The following goals are crucial to the educational mission of all of District 303 schools.

Students will...

- Attain their optimum level of skill in the language arts, social studies, science and mathematics.
- Attain their optimum proficiency in listening, speaking and writing skills.
- Develop an ethical sense, which will help them manifest tolerance, kindness and justice to all others.
- Develop an appreciation for their role in the family and in civic groups.
- Develop skills for effective participation in the democratic process.
- Develop knowledge and understanding of their natural environment.
- Develop economic competence as a consumer.
- Develop saleable skills and vocational competence.
- Explore and develop an appreciation of the arts.
- Develop wise use of leisure time.
- Develop zeal for continuous learning and self-improvement.
- Be exposed to the world of work.

ADMINISTERING MEDICINE TO STUDENTS

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/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 and otherwise follow the District's procedures on dispensing medication. Forms can be found in the back of the handbook or on our website.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, 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 or epinephrine auto-injector or the storage of any medication by school personnel. 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 auto-injector and/or medication, or the storage of any medication by school personnel.

NALOXONE POLICY

Purpose: The purpose of this policy is to establish guidelines and procedures governing the utilization of the opioid antagonist, naloxone, administered by trained members of the La Moille Community Unit School District #303.

Policy: It is the policy of the La Moille C.U.S.D. #303 that Allen Grade School and La Moille Junior/Senior High School shall provide and maintain on-site in each school facility, upon availability, the opioid antagonist, naloxone or medically approved substitute. To treat a case of suspected opioid overdose in a school setting, any trained nurse-teacher-administrator-coach-guidance counselor-or custodian may administer an opioid antagonist, during an emergency, to any student or staff suspected of having an opioid-related drug overdose, whether or not there is a previous history of opioid abuse.

No school or trained La Moille C.U.S.D. #303 staff members shall be liable for civil damages which may result from acts of omissions relating to the administration of opioid antagonists, which may constitute ordinary negligence; nor shall the school personnel be subject to criminal prosecution which may result from acts or omissions in the good faith administration of an opioid antagonist. This immunity does not apply to acts or omissions constituting gross negligence or willful or wanton conduct. No school or La Moille C.U.S.D. #303 staff members shall be subject to penalty or disciplinary action for refusing to be trained in the administration of an opioid antagonist.

Training: The school nurse or volunteer employees of the District shall be trained in the use of naloxone annually.

Procurement of Naloxone: The school nurse or a member of the La Moille C.U.S.D. #303 administration will be responsible for the procurement of naloxone. The Illinois Department of Public Health issues an Illinois Naloxone Standing Order yearly. Standing orders must be updated annually.

Storage: Naloxone will be clearly marked and stored in an accessible place at the discretion of the school nurse. The school nurse will ensure that all other relevant staff are aware of the naloxone storage location. Naloxone will be stored in accordance with manufacturer's instructions to avoid extreme cold, heat, and direct sunlight. Inspection of the naloxone shall be conducted regularly which includes checking the expiration date found on the box.

Use of Naloxone: In case of a suspected opioid overdose, the school nurse or other trained staff shall follow the protocols outlined in the naloxone training:

1. Call 911.
2. Administer rescue breathing.
3. Prepare and administer naloxone.
4. Alert the school administration if they have not been previously alerted.
5. Continue rescue breathing.
6. Give another dose of naloxone in 3 minutes if there is no response or minimal breathing or responsiveness.
7. Naloxone wears off in 30-60 minutes, which necessitates definitive medical care.
8. Comfort them. Withdrawal can be unpleasant.
9. Encourage survivors to seek treatment.

Follow-up: After administration of naloxone, the school nurse will follow the Illinois Department of Public Health reporting protocols.

The school nurse will:

1. Ensure that the overdose victim was transported to the emergency department.
2. Notify appropriate student services.
3. Provide substance abuse prevention resources to the overdose victim and family, as appropriate.

For more information and/or concerns, please contact:

Cindy Martin RN, School Nurse
La Moille C.U.S.D. #303
E-mail: cmartin@lamoilleschools.org

References: IDPH. Illinois Department of Public Health. Opioids/Naloxone.
<https://dph.illinois.gov/topics-services/opioids/naloxone.html>

ATTENDANCE POLICY

The administration and teachers of La Moille Community Schools urge all parents and students to be aware of the value of regular school attendance. Attendance and academic achievement are closely related. Students are urged to attend school regularly.

If a student's total absences reach nine unexcused (9), the student shall be referred to the Administration. The Administration will review special circumstances, such as a medical condition and/or emergencies with a doctor's authorization on a case-to-case basis.

| | |
|---------------------------|--|
| <u>PERFECT ATTENDANCE</u> | To qualify for perfect attendance, a student must attend a full day of school every day that school is in session. |
|---------------------------|--|

| | |
|------------------|--|
| <u>TARDINESS</u> | Unexcused tardiness to school and classes is a violation of school rules. Continued tardiness will result in a parent-administration conference to find a solution to the problem. |
|------------------|--|

| <u>ABSENCES</u> | |
|--------------------|---|
| <i>Excused</i> | Excused absences allow the student the privilege of making up work missed due to absenteeism. Parents must contact their child's respective school's office when absent. ** It is the student's responsibility to make up for missed school work due to absence, following teacher protocol. ***Prearranged Absence: Steps for Approval <ol style="list-style-type: none"> 1. Parents/Guardians must complete a Pre-Arranged Absence Form and submit it to the building administrator at least 2 weeks in advance of the absence. 2. Students are responsible for making up their work through prior arrangements with the teacher before the absence. Students may get work prior to vacation. |
| <i>Unexcused</i> | An unexcused absence is an absence from class, which in the discretion of the administration is not for a legitimate purpose. Students have the responsibility to complete and turn in all make-up assignments upon their return. The student must make arrangements to get his or her assignments. |
| <i>Partial Day</i> | Students shall not be permitted to leave the school grounds while classes are in session without permission. <ol style="list-style-type: none"> 1. Upon late arrival or early departure, students are to sign in/sign out of the office. 2. Students must attend school a minimum of 3 academic clock hours, which must include all PM classes, on the day an activity is scheduled in order to participate in any extra-curricular activity with a medical excuse or administrative permission. |

****Mental Health Day Best Practices

Per Public Act 102-0321, which impacts Illinois School Code, 105 ILCS 5/26-1, all students can be excused for temporary absence for up to 5 days for mental health.

To utilize a Mental Health Day, the student's parent/guardian will report the absence to the office.

1. After a student has used the second Mental Health Day, administration and the guidance department will meet with the student on the day of return to the building.
2. After a student utilizes a third Mental Health Day, administration and the guidance department will meet with the student and parents/guardians on the day of return to the building. During the meeting the counselor will check on the mental health status of the student and will discuss counseling services and resources with the parents/guardians and student.
3. Each subsequent day the student uses as a Mental Health Day, a meeting will be required on the day of return where referral to counseling services will be initiated.
4. Once the allotted five (5) Mental Health Days have been used then the student's absences would return to the regular attendance policies as established in the La Moille Student Handbook.
5. Mental Health Days are excused absences, students will be allowed to make-up missed work.

BUILDING SECURITY

La Moille C.U.S.D. #303 has an Emergency Crisis Response Plan that is updated yearly. The plan is available for inspection and letters will be sent home in the fall and spring. A sample letter is found in the back of this handbook.

The La Moille Community Unit School District No. 303 believes that all of its schools should adhere to uniform safety and security standards. Just as all District-operated schools strive for academic excellence for their children by setting instructional standards, so too should they strive to provide their children with a learning environment that is as safe and secure as possible. With this goal in mind, the following building security measures are employed in each of the District's educational facilities.

1. All school building exterior doors will be locked at all times. Signs will be posted at each external door directing visitors to a "Main Entrance." The Main Entrance will be equipped with either an electronic lock or a buzzer. Visitors will be directed to ring a buzzer to gain entry. Upon a buzzer request, school office staff will make a determination regarding the visitor's admission to the building.
2. Signs will be posted throughout the school building that state "All Visitors Must Report to the Office."
3. All visitors must sign in on a log form in the school office at the time of their entry into the building and obtain a "Visitor Badge," which must be worn at all times during their visit. Visitors conducting activities during the school day are required to have approval from administration. The District reserves the right to provide an escort to the visitor's destination.
4. All visitors must sign out on a log form in the school office at the time of their departure from the building and return their visitor badge.
5. Any person interested in visiting a classroom should call or email the school principal or a designee to inform the school of the impending visit, specifying the date and time of the visit. Teachers will be advised of the planned visitation. Classroom visits should not be allowed to distract from the teacher's instruction of the students. Student progress, student problems, or other subjects for possible discussion between parent and teacher should be held, to the extent possible, outside school hours or during the teacher's conference/preparation period.
6. The District will presume that either parent of the student has authority to obtain the release of the student unless the principal has been provided with a certified copy of a legally binding instrument, such as a court order or decree of divorce, separation, or custody that provides evidence to the contrary. Any early release of a student will be logged by school office personnel or via a sign-in/out log form.
7. All classrooms will be equipped with some form of two way communication with the school office, and have doors that are capable of being locked from the inside.
8. All schools have monitored security cameras for the safety of students.

BUS TRANSPORTATION

Transportation to and from school is a privilege provided for students in La Moille Community Unit No. 303. Your bus driver is responsible for all students on his/her bus. Cooperation will promote a safer and more enjoyable experience for all. Bus drivers should be afforded all of the courtesies and respect due to any district staff member. Bus drivers have the authority to refer students to the principal for disciplinary action. All buses are equipped with security cameras for the security and safety of all our students. Video cameras on school buses will be used to monitor student behavior, to maintain order on the school buses, and to promote and maintain a safe environment. The content of the video digital files will be used in student disciplinary proceedings. Video digital files will be retained only if necessary for use in a student disciplinary proceeding or other matter as deemed necessary by the administration. Disciplinary action may include the suspension of bus riding privileges.

Based on our Emergency Crisis Response Planning, bus evacuation procedures will be conducted on a yearly basis at the beginning of each academic year as part of this program.

Instructions to School Bus Riders

While in transit, school bus riders are under the jurisdiction of the school bus driver unless the local board of education designates another adult to supervise the riders.

It is recommended that all riders, parents of riders, and teachers become thoroughly familiar with the following recommendations governing school bus riders. This may be accomplished by giving each student a copy of "Instructions to School Bus Riders."

These instructions are **in addition** to the general rules and regulations required on all school grounds.

REMEMBER: These instructions should be followed to ensure the safety and well-being of all students on the bus and to assist the driver in the safe operation of the school bus vehicle

1. Students should follow the directions of the school bus driver the first time they are given.
2. Students should not be allowed to eat or drink while riding the school bus for safety reasons, unless permission is given.
3. Students should be discouraged from using cell phones and electronic devices while riding on the school bus. The driver has the authority to require cell phones and electronic devices to be turned off and put away for any reason. If the students are permitted to use these devices, there should be no audio heard by the driver or other passengers. (headphones or earbuds required)
4. Be on time at the designated school bus stop; help keep the bus on schedule.
5. Stay off the road at all times while waiting for the bus.
6. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
7. Do not leave your seat while the bus is in motion. Sit in the seats properly to ensure the safety of all passengers.
8. Be alert to a danger signal from the driver.
9. Remain on the bus in the event of a road emergency until instructions are given by the driver.
10. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out the bus windows.
11. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident.
12. Be absolutely quiet when approaching a railroad crossing stop.
13. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
14. Assist in keeping the bus safe and sanitary at all times. Throwing of any object is not permitted on the school bus. Do not use the area between the seat and the wall, or the floor as a trash can. Dispose of unwanted items in the trash can at the front of the bus ***as you exit the bus.***
15. Carry no animals on the bus.
16. Keep books, packages, coats, all other objects, and your legs out of the aisles.

17. Leave no books, lunches, or other articles on the bus unless instructed to do so.
18. Be courteous to fellow pupils and the bus driver.
19. Help look after the safety and comfort of smaller students.
20. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this except with proper authorization from a school official. **Refer to the “Bus Pass Policy” section for how to obtain authorization.**
21. Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway, where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
22. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone, teachers, or coaches appointed by the school.

REMEMBER: Your safety on the school bus depends on how well you conduct yourself on the bus and how the driver performs his or her responsibilities. There are consequences for breaking bus-riding rules, and you can lose your bus-riding privileges as a result of breaking the rules. The driver also has rules that must be followed, and unsafe driving practices or inappropriate conduct should be reported to the school superintendent or principal.

Bus Pass Policies and Procedures

A bus pass is required every time a student assigned to one of our regular school bus routes needs to be picked up or dropped off at any other established bus stop than the one they are assigned to. A bus pass is also required if a parent wishes for their student that is not assigned to a route to be transported to a designated bus stop for any reason. Acceptable reasons would include going home with a friend, going to daycare, or a guardian approved by the custodial parent (Only if the alternate stop is along the route a bus normally travels). Our district has two different bus passes available that will be discussed separately below. Both types require approval by the student's building principal or their designee, usually the building secretary or the transportation director.

1. Alternate Stop Bus Pass

This pass is designed for those students that will be regularly transported to a stop that is not their regular stop, as well as students who aren't assigned to a regular bus stop. Examples would include a student that is dropped off on a regular basis at daycare or another authorized guardian along the bus route's normal path. This pass must be filled out before the student is transported to this alternate bus stop for the first time. It will remain in effect until the end of the school year unless the parent requests it to be revoked earlier. This pass must be signed by the parent and the guardian and daycare facility where the student will be dropped. This pass requires approval by the students building principal or their designee, usually the building secretary or the transportation coordinator.

2. Single-Use Bus Pass

This pass is for a parent who wishes their student to be picked up from or dropped off at any established bus stop other than the one the student is assigned. These passes are required before the student will be allowed to board or exit the bus at a bus stop different from their assigned stop. This bus pass requires written authorization from the parent and the guardian, who will take responsibility for the student at the alternate stop. This pass requires approval by the students building principal or their designee, usually the building secretary or the transportation coordinator.

DISCIPLINE POLICY – ADMINISTRATION

Discipline will be administered according to the offense committed and the context in which the violation occurs. All disciplinary measures are intended to remedy inappropriate and unacceptable student behavior. Students are expected to behave in a manner appropriate for public situations, showing consideration for others, and complying with school and classroom regulations.

GUIDELINES FOR APPROPRIATE CLASSROOM BEHAVIOR

Guidelines for classroom behavior:

1. Be in the classroom and seated before the tardy bell rings.
2. Avoid talking after the bell rings.
3. Bring the necessary books and supplies to class.
4. Listen politely to the teacher's instructions and to other student's recitations.
5. Give and take criticism in a kindly spirit.
6. Refrain from interrupting lectures/discussions within the classroom.
7. Leave the room in good order at the end of the class.
8. No food, gum, candy or drinks, other than water in a clear container, are allowed in the classroom without specific teacher permission.

PROCEDURES FOR DISRUPTIVE STUDENTS

When a disruptive student is removed from class, they will report to the office, meet with the principal, and may receive an in-school suspension. Discipline notices may be issued to students who are disruptive or interfering with a safe, learning climate. If a student is removed from the class with a written teacher referral, when possible, the parent/guardian and student must meet with the classroom teacher and the principal prior to that student returning to class. Offenders may be subject to a variety of disciplinary measures up to and including suspension or expulsion.

ACADEMIC DISHONESTY

The integrity of any academic institution depends on the honesty of all those involved in the learning process. The faculty of La Moille C.U.S.D. #303 firmly believes that personal integrity is essential to academic success and that students will reach their full potential only by being honest with themselves and with others and by demonstrating that they can do quality work as a result of their own efforts. Students must learn to recognize the value of other people's work and give credit to the authors and artists whose work they cite. As such, in-text citations are required for all research work and papers submitted, written in the standard Modern Language Association (MLA) style or American Psychological Association (APA) style. Plagiarism is regarded as a very serious offense. Copying or paraphrasing material/text from the work of another student, from published sources, and/or from the Internet without proper documentation constitutes academic theft. The faculty further expects that students will not cheat, collude or lie when completing their assigned schoolwork.

The penalty for plagiarism, cheating, or collusion in any of the forms mentioned above will be:

- | | |
|--------------------------|--|
| 1 st Offense: | Student may earn a zero for the assignment Parent contact |
| 2 nd Offense: | Student will earn a zero for the assignment Possible disciplinary sanctions |
| 3 rd Offense: | Student will lose all credit for one semester (in the class the 3 rd offense occurred in) Possible disciplinary sanctions Parent/student/administrator/teacher conference |

Teachers reserve the right to not accept an examination, paper, or project submitted by a student that is suspect in some fashion. Students may be given an opportunity to redo the assignment in the teacher's presence, or complete some alternative assignment determined by the teacher. Student refusal to complete an assignment of this type will be considered an admission of guilt and the above penalties will be applied.

DISCIPLINE SYSTEM

A Discipline Notice may be written when a student violates the Code of Conduct. The discipline system operates on a yearly basis. A teacher, substitute teacher, administrator, or teacher's aide may issue Discipline Notices. Penalties for students become more serious if repeated Discipline Notices are received in the same school.

MAJOR OFFENSES

Students may be suspended from any school within the La Moille Community Unit District No. 303 for gross disobedience or misconduct. Suspensions include not only regular classes but also school sponsored and school related activities. The suspensions of a student will be made in accordance with rules described in the Illinois School Code.

The following is a partial list of considered acts of gross disobedience or misconduct:

1. Disobeying rules of student conduct or directives from staff members or school officials.
2. Students who engage in fighting using verbal or physical aggression towards a student or staff member.
3. Using an electronic device, without teacher permission. Using a cellular phone, video recording device, PDA, or other 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.
4. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes and vaping devices.
5. 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.
6. Using, possessing, distributing, purchasing, or selling any illegal, controlled substance (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law), anabolic steroid or prescription drug (when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription), inhalant capable of causing intoxication, hallucination, excitement, or dulling of the brain or nervous system, "look-alike" or counterfeit drugs, or drug paraphernalia.
7. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context with instruction.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an exam, and wrongfully obtaining test copies or scores.
10. Engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct.
11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property. Entering school property without proper authorization is prohibited.
12. In the absence of reasonable belief that an emergency exists: calling emergency responders, signaling or setting off alarms indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, bus or at any school activity.
13. Any type of harassment, including sexual harassment or teen dating violence.
14. Making an explicit threat on an internet website against a school employee, student, or any school-related personnel.
16. Operating an unmanned aircraft system or drone unless authorized by Superintendent or designee.
17. Being involved with any public school fraternity, sorority, or secret society, by being a member, promising to join, pledging to become a member or soliciting any other person to join, promise to join, or be pledged to become a member.
18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, such as assault, battery, arson, theft, gambling, eavesdropping, or hazing.
20. Engaging in or 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 (including on social media or internet) or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary measures may include but not be limited to:

- the notification of juvenile authorities or other law enforcement whenever the conduct involves illegal drugs, "look-alikes", alcohol, or weapons,
- suspension of bus riding privileges,
- assignment of all-day supervised study hall,
- immediate suspension,
- or in a serious and/or repeat infraction, recommendation to the Board of Education for expulsion from school.

EXPULSION AND SUSPENSIONS

The basic difference in suspension and expulsion are as follows:

1. A suspension is for a period not to exceed ten (10) school days; an expulsion is for a period not to exceed a maximum of two (2) school years as defined by the Illinois School Code.
2. The principal or the district superintendent may suspend a student; only the local Board of Education may

expel a student.

3. A student may be suspended prior to a hearing; a student may not be expelled until after a hearing.

SUSPENSION PROCEDURES

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges. Suspension begins with notice of suspension and excludes the student from any and all school activities, both on and off school property. A phone call constitutes notice of suspension to both student and parents.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

EXPULSION PROCEDURES

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, purpose of the hearing, and a short description of what will happen during the hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board, he/she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his/her parent(s)/guardian(s) may be represented by counsel, offer evidence, present and cross-examine witnesses, and otherwise present reasons why the student should not be expelled. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

HARASSMENT

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The District will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participated in such conduct. Complaints of harassment or intimidation are handled according to the provisions on sexual harassment as listed in the District's Policy Manual. The complete policy regarding bullying, intimidation, and harassment can be found at www.lamoilleschools.org under the District tab.

SEXUAL HARASSMENT POLICY

The policies of La Moille C.U.S.D. No. 303 are intended to provide an educational environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law. Examples of sexual harassment include but are not limited to the following behavior: touching, verbal comments of a sexual nature, name calling with sexual connotations, spreading rumors about someone else's sexual activities, gestures, jokes, pictures, leers, overly personal conversation, cornering or blocking another student's movement, pulling at clothes, attempting rape and/or rape. Students who feel aggrieved because of sexual harassment should contact the principal or guidance counselor.

Disciplinary action will be initiated against violators of this policy and may include, depending on the nature of the conduct, any of the following:

1. Formal warning, possible detentions, and/or all-day supervised in-school suspension.

2. One to ten days out-of-school suspension; parent conference required.
3. Police referral.
4. Recommendation to the Board of Education for expulsion.

SEXUAL ABUSE

The Superintendent will encourage all district educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

HAZING

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. Hazing means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

- Removal from the extra-curricular activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency.

Students engaging in hazing that endanger the mental or physical health or safety of another may also be subject to

- Suspension for up to 10 days
- Expulsion for the remainder of the school term

PHYSICAL CONTACT/TOUCHING OTHERS

Students, irrespective of gender, are not permitted to engage in types of physical contact or public displays of affection, which are not appropriate in public, embarrass others, lessen the climate of safety in school, and may undermine the educational mission of the school. Examples of kinds of behaviors which are not permitted are hugging, kissing, sexual touching, body embraces, sitting on laps, cornering movement's et al. If any of these behaviors occur at school or school functions, students may be subject to detentions or in the case of repeat offenses, in or out-of-school suspension. Depending on the circumstances, these types of behavior may also be considered sexual harassment (See Sexual Harassment Policy).

1st offense – Warning; 2nd offense – Parental contact; 3rd offense – Disciplinary action

SMOKING/TOBACCO PRODUCTS

Smoking or the use of any tobacco or nicotine materials, including without limitation, electronic cigarettes and vaping devices, is not permitted in the school building, on school grounds, on the buses, on field trips, or during a school function. Possible penalties for possession, use, and distribution are in-school suspensions, out of school suspensions, and/or administrative referral to the Board of Education.

USE OF DRUGS, ALCOHOL AND OTHER CONTROLLED SUBSTANCES

The possession and/or use of alcohol, marijuana, controlled substances, or other drugs which may affect the performance and/or health of the students within this School District, shall not be tolerated, and it is the policy of this Board of Education that the possession or use of the above items shall constitute a serious offense against the other pupils with this District. For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where 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; or (d) at any location on school property or at a school-sponsored event. The Board, therefore, adopts the following policy with regard to possession and/or use of drugs, alcohol, and other controlled substances:

A. DRUG ABUSE is the direct involvement, possession, or participation in consuming, using, selling, or giving alcoholic beverages, marijuana, look alike/counterfeit drugs, or other controlled substances during the school day or at school functions. Being in possession of drug paraphernalia is also a violation of school policy. When a student is found to be in possession of, or has used drugs or alcohol, the student may be dealt with as follows:

B. PROCEDURE IN SUSPECTED CASES OF DRUG ABUSE

Search and Seizure (Board Policy 7:140) In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as students and their personal effects. "School authorities" includes school liaison and police officers.

1. In the presence of a school official and one witness, the student shall be asked to empty pockets, purse, locker, glove compartment, basket, trunk, or any container thought to hold drugs, alcohol, or other controlled substance. If the student declines this request, an attempt will be made to reach the guardian or parent of the student and the student will be so advised.
2. A handheld metal detector wand may be used in accordance with Board Policy 7:140.
3. THC test kit may be used to test suspicious objects/devices found during Search and Seizure in accordance with Board Policy 7:140.
4. Should the parent or guardian be contacted, the school will request the parent or guardian give permission for the search. Upon request of the parent or guardian, the school shall delay search until the parent or guardian is present.
5. Should the student refuse after permission to search has been obtained, the parent and student will be advised that the police will be contacted to remove the student to the local police station for disposition of the situation.
6. Should a parent or guardian refuse the search request, or should the school fail in its attempt to contact a parent or guardian, the student and/or parent shall be advised that the local police will be called for disposition of the matter.
7. Should the police be notified, the school officials present shall act "en loco parentis" for the student until such time as the parent is present or until the student is removed from the school's premises.

As school lockers are the property of the school and not the student, lockers are subject to inspection without notification or permission. Upon finding any substance, the locker shall be sealed and the student brought to the office. The parents and police will be notified.

C. PENALTIES FOR POSSESSION

1. The direct involvement, possession, or participation in consuming or using the above mentioned substances may result in but not be limited to the following penalties: suspension for a period of up to 10 days, risk of expulsion from school, and police arrest.
2. In all cases where substances are found, the police shall be notified and requested to remove the student from the school campus and to institute criminal proceedings.

WEAPONS POSSESSION POLICY

Weapons or "look alike" of any kind are prohibited on the campus of any District school or facility. A handheld metal detector wand may be used in accordance with Board Policy 7:190. Weapons found will be subject to being confiscated. Persons on the La Moille Schools campus in possession of dangerous weapons or using any item in a way that is threatening towards others or may cause physical harm to persons or property may be subject to arrest. The following actions will be taken for any student found in possession of a weapon:

1. One to ten days out-of-school suspension and immediate removal from campus.
2. Police referral.
3. Recommendation to the Board of Education for expulsion, which could be for the remainder of the present year and all of the next school year.

DRESS AND APPEARANCE

The dress code of La Moille C.U.S.D. #303 is one, which allows students and their parents or guardians to select responsible styles of dress. However, students are required to meet the following standards for dress and grooming:

1. Students should not wear anything that will impair their health or safety.
2. Students should be neat and clean.
3. Students should not wear anything, which could jeopardize the safety of others or interfere with the educational mission of the school. For example:
 - a. No clothing is allowed which displays weapons, drug or alcohol advertisements or names, profane language, vulgar statements, satanic symbols, hate messages, sexual innuendo or double entendres, tobacco ads, death, suicide, or violent messages.
 - b. No masks, hoods, hats, other forms of head cover or sunglasses are worn in the building after the initial entry.
 - c. No jackets, coats, or types of outdoor apparel allowed in the building except when arriving or leaving.
 - d. Bare midriff or low-cut tops (no cleavage); halter-tops or spaghetti straps; short shorts, skirts or dresses (showing buttocks); or open mesh clothing are not permitted.
 - e. Holes in clothing in inappropriate places are not permitted
 - f. No undergarments should be showing at any time.
 - g. No wallets with chains are permitted to be worn during school hours or at any school-related event.
 - h. No backpacks or other related bags will be allowed in the classrooms. Computer bags will be allowed.
4. Shoes or sandals must be worn at all times.
5. Students are not to wear or display any clothing, jewelry, emblem, symbol, sign, signal, or other item commonly associated with membership in or affiliation with a gang or secret society.

Students who report to school inappropriately dressed or below acceptable standards for personal hygiene will be asked to remedy the area of concern by contacting their parents/guardian for change in clothes, change into P.E. shirt and/or shorts, reverse a vulgar shirt, etc.

DRUG AND ALCOHOL FREE WORKPLACE

It is the policy of La Moille C.U.S.D. No. 303 School Board that all District workplaces shall be free from drugs and alcohol. All employees shall be prohibited from:

1. The unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance while on District premises or while performing work for the District.
2. The distribution, consumption, possession of or being under the influence of alcohol while on District premises or while performing work for the District.
3. Smoking or any use of tobacco products is prohibited on school grounds.

ELECTRONIC NETWORK ACCESS

LaMoille CUSD 303 Acceptable Use Policy for Students Electronic Network, Internet and Technology Equipment Access

Introduction

All student access and use of the electronic network, Internet and technology equipment must be consistent with the district's goal of promoting educational excellence. This policy is intended to cover all available school technologies, including but not limited to networks, Wi-Fi, computers, mobile devices, email, the cloud, the Internet and similar equipment, networks and access. This may include the use of personally-owned devices on the school campus.

Devices Provided

| K-2 | 3-11 | 12 |
|------------------------------|--|---------------------------------|
| iPad iPad case Charger | Chromebook Chromebook Sleeve Charger | Laptop Laptop bag Charger |

Usage Guidelines

- 1. Acceptable Use** - Access to the electronic network must be for the purpose of education and research related to school curriculum, assignments and/or assessments, and must also be consistent with the district's educational goals and objectives.
- 2. Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a revocation of those privileges and may also include disciplinary action as outlined in Board of Education policy and the Student Handbook. The Superintendent or designee will make all decisions regarding whether or not a user has violated these procedures and the district may deny, revoke, or suspend student access at any time it deems this to be necessary for the safety and welfare of others.
- 3. Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law
 - Unauthorized downloading of software, regardless of whether it is copyrighted or virus free
 - Downloading of copyrighted material for other than personal use
 - Using the network for private financial or commercial gain
 - Hacking or gaining unauthorized access to files, resources, or entities
 - Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph
 - Using another user's account or password
 - Posting material authored or created by another without his/her consent
 - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material, or is in any violation of any Board policy regarding misconduct, including but not limited to bullying, intimidation, harassment or threats. This also applies to individualized screensavers placed on school issued devices.
 - Using the network while access privileges are suspended or revoked.
 - Deleting data, hiding, or attempting to interfere with the discovery of a violation of this policy.
- 4. 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:
 - Be polite.
 - Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - Do not reveal personal information, including the addresses or telephone numbers or social media accounts of the user, other or other students or people.
 - Recognize that email and social media accounts are not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
 - Do not use the network in any way that would disrupt its use by other users.
 - Consider all communications and information of other people to be private property.
- 5. 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. 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 or Internet. Further, the district does not take any responsibility for any information that may be lost, damaged, altered or unavailable when using its services or the Internet.
- 6. Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any violation of this policy, including such incurred through copyright violation.
- 7. Security** - Network security is a high priority. If the user can identify a security problem in the network or on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in immediate revocation of user privileges. Any user identified as a security risk may be denied access to the network and may face other disciplinary actions.
- 8. Vandalism** - Vandalism will result in revocation of privileges and other disciplinary action. Vandalism is defined as destruction of equipment or any malicious attempt to harm or destroy the data of another user, the Internet, district web pages or social media accounts, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

9. Responsibility for Costs Incurred - The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, social media or application charges, download fees, bandwidth use and/or equipment or line costs. Any and all such unauthorized charges or fees shall be the responsibility of the user. Fees associated with loss or damage of devices are as follows:

| | iPad | Chromebook | Laptop |
|--------------------|-------|------------|--------|
| Device replacement | \$295 | \$250 | \$250 |
| Screen Replacement | \$110 | \$60 | \$110 |
| Cord replacement | \$25 | \$20 | \$20 |
| Case Replacement | \$20 | \$9 | \$15 |

10. Damaged, Lost or Stolen Devices

- Damaged, lost or stolen devices should be reported to the office right away.
- If stolen, the filing of a police report by the parent/guardian is mandatory for insurance claim processing. In the absence of a police report, the parent/guardian will assume responsibility for the full replacement cost.
- If lost, the parent/guardian will assume responsibility for the full replacement cost.
- All devices are tagged with an asset label. The label is not to be tampered with or removed. This information will help the retrieval of lost or stolen devices.
- Students who unenroll from the district during the school year must return the device, along with any issued accessories, at the time they leave the district. The device and all accessories should be returned to the school's Main Office. Failure to return a device in a timely fashion may result in legal action.

11. Copyright Web Publishing Rules - Copyright law and district policy prohibit the re-publishing of text or graphics found on the web or on district websites or file servers without explicit written permission.

- For each re-publication of a graphic or a text file on a website, file server, social media account or other 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.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission in written form. The manager of the website displaying the material may not be considered a source of permission.

12. 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 as a tool that is to be used for educational purposes only.

- 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.
- 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.
- 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.
- Any message received from an unknown sender via the Internet should either be immediately deleted or reported to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted
- Use of the district's email system constitutes consent to these regulations.

13. Internet Safety

- Internet access is limited to only those acceptable uses as detailed in these procedures. Students may not engage in unacceptable uses, as detailed in these procedures.
- To ensure that the students abide by the terms and conditions for Internet access contained in this policy, the district will provide for the education of students about appropriate online behavior, including interacting with other individuals on social networking and cyberbullying awareness and response.
- The district provides Internet filtering 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. While the district may employ filters to limit access to certain kinds of sites and to prevent unwanted or inappropriate materials from being accessed or transmitted, there is no guarantee that all objectionable material will be caught or filtered. Limiting this kind of material is the joint responsibility of all users accessing the district's network.
- An administrator or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or designee.

14. Off Campus Computer Use Using a home-based or off-campus computer such that the use results in material and/or substantial disruption and/or threat at or to the school will constitute grounds to investigate whether the use violates applicable law or school rules. Should such misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation.

15. Social Media The district may provide access to social media, blogs, Internet forums, wikis or similar online networks for the purpose of educational needs. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, etc. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments to facilitate communication with teachers and other students.

16. No Expectation of Privacy Students have a limited expectation of privacy with regard to the contents of their network files, and online and/or network activity may be monitored while using the district's network. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the District Acceptable Use Policy or other district policies.

EQUAL EDUCATIONAL OPPORTUNITIES, SEX EQUITY

No student shall, based on his or her sex be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage, or opportunity. The principal will act as the complaint coordinator for Title IX and equal educational opportunities, sex equity and any other discrimination issues.

Students and parents shall be notified annually of their right to initiate a grievance or complaint of illegal discrimination; the principal shall send a copy of the District's written grievance procedure to the complainant. The principal shall investigate the nature and validity of the grievance with those responsible for the program or activity cited by the complainant. The principal may seek advice from related state agencies or legal counsel. Within sixty days of receiving the grievance, the principal shall render a written decision, including the steps to be taken for further appeal of that decision. The written decision may be appealed to the School Board by submitting a written request for a hearing before the Board, addressed to the Office of the Superintendent. The decision of the School Board may be appealed to the Regional Superintendent of Schools pursuant to Section 3-10 of The School Code of Illinois and thereafter, to the State Superintendent of Education pursuant to Section 2-3.8 of The School Code of Illinois, as provided in Section 200-90 (B) of the Sex Equity Rules.

NONDISCRIMINATION POLICY – TITLE IX

As described in Title IX of the 1972 Educational Amendment and Illinois Public Act 79-597 Title II (A) of the Americans with Disabilities Act, La Moille Community Unit School District No. 303 shall treat all persons equally without regard to race, color, creed, national origin, sex, or handicaps related to the function to be performed. This commitment is related to employment practices, the education of children, and relations with the community at large. The District will be in compliance with Illinois Public Act 79-597 and Title IX of the 1972 Educational Amendments and Title II (A) of the Americans with Disabilities Act. Specifically, La Moille C.U.S.D. #303 shall:

- Employ and promote individuals solely on the basis of their qualifications and without regard to those characteristics outlined above.
- Provide for a continuous examination of all parts of the curriculum to make sure that it emphasizes positive human relationships.
- Assign and educate each child without regard to race, color, creed, national origin, sex, or handicaps unrelated to the function to be performed, recognizing that children may be grouped for special education purposes in order to meet special educational needs which children may have.
- Maintain an atmosphere in which all persons can develop aptitudes and skills for effective cooperative living including respect for the individual, regardless of economic status, intellectual ability, race, creed, color, religion, sex, or age.
- Respect cultural differences; respect of the right of others to seek and maintain their own identities, respect economic, and social rights of others.
- Conduct a sex equity evaluation (survey) every four years. The evaluation instrument is available on the District website.

EXTRA-CURRICULAR ACTIVITIES & SPORTS

Extracurricular activities are those activities which are organized and sponsored by the school district. Participation in school sponsored extracurricular activities is a privilege, not a right. Students in grades 5-12 and their parent(s) are required to read and sign the La Moille C.U.S.D. #303 Activity Code. Athletes and/or cheerleaders may not participate until proper physical and participation forms are on file and the sport's participation fee has been paid.

Students must attend school a minimum of 3 ½ academic clock hours which must include all PM classes, on the day an activity is scheduled in order to participate in any extra-curricular activity, including practices, unless a doctor's note or excuse has been provided to the office. For extraordinary circumstances, the administration will make the decision on the student's participation.

ELIGIBILITY POLICY

In order to participate in extracurricular activities, students must meet basic academic requirements. Students who participate in activities must additionally comply with rules regarding academic eligibility.

Eligibility for extracurricular participation of students having an individualized education program, or receiving reasonable accommodations pursuant to Section 504 of the Rehabilitation Act of 1973, shall be subject to this policy, unless otherwise determined by the student's educational team.

1. Students may fail one class and still be eligible for all extracurricular activities.
2. Passing work shall be defined as a grade (D) that is on any given date a student would transfer to another school, passing grades for the course would immediately be certified on the student's transcript to the school to which the student transfers.
3. Only those courses in which the student is enrolled for credit will be considered for purposes of determining eligibility to participate in extracurricular activities.

4. Eligibility will be on a week-to-week basis. Eligibility lists are turned in by the teachers each Monday. The coaching staff is then notified of students who are academically ineligible. Students are then held out of school activities for one week (Tuesday through Monday).
5. It shall be the responsibility of the athletic director to determine the eligibility of students involved in extracurricular activities and to advise coaches/sponsors regarding students that are ineligible for participation on a weekly basis.

SPECTATOR CONDUCT AT SCHOOL EVENTS

Any individual, including an adult, who behaves in an unsportsmanlike or disruptive manner during any school event or meeting, including Board meetings, at any location used for a School Board meeting, school athletic event, or other school-sponsored event, may be ejected from the event or meeting. The individual is also subject to being denied admission to school events or meetings for up to one calendar year. Examples of unsportsmanlike or disruptive conduct include, but are not limited to:

- Using vulgar or obscene language
- Possessing or being under the influence of any alcoholic beverage or illegal substance
- Possessing a weapon or any object that can reasonably be considered , or looks like, a weapon
- Fighting or otherwise striking or threatening another person
- Failing to obey the instructions of a security officer or School District employee
- Engaging in any activity that is illegal or disruptive

Procedures to Deny Future Admission to School Events or Meetings

Before any individual may be denied admission to school events or meetings as provided in this policy, the individual has a right to a hearing before the Board. The Superintendent or designee must provide the individual with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the School Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing
2. A description of the unsportsmanlike or disruptive conduct
3. The proposed time period that admission to school events will be denied
4. Instructions on how to waive a hearing

FIRE ALARMS AND 911 CALLS

La Moille C.U.S.D. #303 has an Emergency Crisis Response Plan that is updated yearly. The plan is available for inspection and letters will be sent home regarding procedures, unification and other school safety policies. A sample letter is found in the back of this handbook.

False 911 calls, fire alarms, or tampering with the defibrillator cases are serious offenses and will be dealt with as such. A student who commits such acts will be subject to suspension and arrest, and the Board of Education may recommend criminal charges against that student.

FIRE & TORNADO DRILL INSTRUCTIONS

We will have several fire and tornado drills each year. The purpose of these drills is to prevent the likelihood of casualty in case of fire or a tornado. Students should follow the drill sheets posted in all rooms in each building. When the fire bell rings, walk quickly to the exit you have been instructed to use. Do not return to the building until the regular bell rings. The same rules apply to a tornado drill, however you are to report to your assigned area and stand quietly until the all clear is given.

GENERAL STUDENT GUIDELINES

1. **DAILY ATTENDANCE:** Prompt daily attendance is expected for the student to gain the most from the school year. State law requires this. Any absence requires a note from parents, court, or doctor. Please phone the school on the morning that your child is absent. An excused absence entitles the student to make up work missed that day. An unexcused absence will result in zero academic credit for the day.
2. **COURTESY TO OTHERS:** Show respect for and follow directions from all district staff members at all times.
3. **PASSES:** Students in grades 6-12 are issued passbooks which must be carried at all times. Initial passbooks are issued free of charge. Replacement passbooks must be purchased by students.

4. **HOMEWORK:** All class and homework assignments are expected to be completed and returned in accordance with teacher-determined guidelines. Parents are asked to set aside a quiet time in the home each day for students to complete their homework assignments. Computer malfunctions are not an excuse for late homework.
5. **PROFANITY:** Foul language, obscene gestures, and obscene notes are prohibited.
6. **LEAVING SCHOOL:** Students are required to stay on school grounds from their arrival until dismissal. If a parent needs to have a child dismissed early, the school office must be notified in advance.
7. **PERSONAL PROPERTY:** The school is not responsible for money or valuables brought to school by students that are damaged, lost or stolen. Students are strongly encouraged not to bring an excessive amount of money or valuables to school. If a student discovers something is missing and theft is suspected, the incident should be reported as soon as possible to the teacher in charge and/or the office. No trading cards are permitted at school. *Additional item restrictions may be added at the discretion of administration.*
8. **FIGHTING:** No fighting is allowed. Parents will be notified if such behavior occurs. Fighting will result in an in-school or an out-of-school suspension. The district reserves the right to file a criminal complaint.
9. **SCHOOL PROPERTY:** Pupils who are responsible for damage to school property will be expected to pay for any damages they caused. (This includes textbooks and library books). The district reserves the right to file a criminal complaint.
10. **PHONE PRIVILEGES:** Limited to emergencies – Students may be allowed to use classroom phones with teacher approval.
11. **STUDENTS LOCKERS:** All students with assigned lockers are expected to use school-issued locks. Lockers should be kept locked, and students are strongly advised against telling anyone their combination. Students will incur a replacement fee for lost or damaged locks.
12. **DRIVING PRIVILEGES:** Driving in an unsafe, erratic, or irresponsible manner on or adjacent to school property may result in revocation of parking privileges or referral to law enforcement. Faculty parking spaces are always off-limits to students.
13. **PERSONAL ELECTRONIC DEVICES:** Using a cellular telephone, video recording device, or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to cheat, to take photographs in locker rooms or bathrooms, or otherwise violate student conduct rules are also prohibited. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. The school and school district are not responsible for the loss, theft, or damage to any electronic device brought to school.
- Electronic Devices include but are not limited to: iPods, Cell Phones, Smart Watches, iPads, e-readers, Headphones/Earpod.
 - K-12 Personal electronic devices should be turned off and out of sight during the school day, including study hall and lunch, unless approved by the Building Principal.

Electronic Devices are approved for use under the following circumstances:

- Following a student's Individualized Education Plan (IEP) or 504 Plan.
- During lunch for Juniors and Seniors with good academic standing of class grades of As and Bs. *The eligibility will be run every Monday and will end on Friday. Grades will not be pulled mid week.*
- Headphones/Earpods may be used for educational audio purposes only with permission granted by the supervising teacher.
- In the event of an emergency that threatens the safety of students, staff, or other individuals.

Consequences for violations:

- 1st offense – warning with phone/device sent to office to be picked up by the student at the end of the day
- 2nd offense – phone/device sent to office to be picked up by parent/guardian
- 3rd offense – upon arrival at school, phone to be turned into the office until the end of the day, for the remainder of the semester

**At any time unauthorized recording or photography during school hours or at school event that violates the right of others may result in immediate disciplinary action, including suspension. Additional offenses will require a meeting with administration, school board, and/or police to determine a course of action.

PHYSICAL EDUCATION CLASS

Children in Kindergarten through Grade 8 must have gym shoes to take part in physical education classes. Students in Grades 6 through 12 must also have a school approved gym uniform. The school will sell gym shirts and shorts to the student at the school's cost (\$8.00 shirt/\$8.00 shorts). Students in Grades 6 through 12 will be provided with a combination lock to be used on their locker in the dressing room. Please do not bring your own locks. Parents of students are encouraged to remind their children to take their gym clothes home weekly to be washed.

PHYSICAL EDUCATION EXEMPTION POLICY

The policy of the La Moille Community Unit No. 303 provides that students may request exemption from physical education for the following reasons:

1. An eleventh or twelfth grade student is determined to be an ongoing participant in interscholastic athletics, or any high school student who is enrolled in a for-credit marching band program as certified by appropriate district personnel.
2. The student provides written evidence from an institution of higher education that a specific course not included in existing state and local school minimum graduation standards are required for admission. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course.
3. The student lacks sufficient course credits or one or more courses required by state or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits due to other courses will be eligible to apply for this exemption.
4. Doctor's excuse. (If a student is unable to participate for more than 1 week, that student should be assigned to a study hall.)

Each request for exemption from physical education instruction is to be verified and eligibility determined on a case-by-case basis by school district staff. Every student excused from physical education course requirements will be provided with a schedule, which meets minimum school day requirements. Approval of exemptions will be for one semester only but may be renewed for additional semesters if circumstances warrant it. If students drop a sport for any reason, they will no longer be exempt from P.E. Students who choose to be exempt from PE will not receive any credit or grade for this class; it will be waived on the transcript.

PROGRESS REPORTS

Each teacher is responsible for developing a procedure for keeping parents/guardians informed about student progress between grading periods. Progress reports will be available for every student at the midpoint of each quarter on the TeacherEase website. The student's current grade and percentage will be posted on all progress reports with areas of deficiency identified. Student's receiving a "D" or "F" in a subject will have his/her progress report mailed to parents.

SECURITY CAMERAS

For the safety and protection of the LaMoille community, your presence may be monitored and recorded by surveillance equipment.

SPECIAL EDUCATION

For students with disabilities at La Moille Community Unit School District #303, in cooperation with the Bureau-Marshall-Putnam Special Education Cooperative offers a full range of programs and services for students with special needs. Students who have physical, mental, or social emotional difficulties which cause problems with learning in school may be eligible for special education. Referral for an evaluation to determine eligibility for special education may be made by the students themselves, their parents, or school personnel. Within 14 school days, the district will determine whether an evaluation is warranted after receiving a request for an evaluation. With parental consent, the special education staff including the teachers, school psychologist, school social worker, and other professionals carries out the evaluation. If a student is found to need special education, an Individualized Educational Plan (IEP) is developed by the staff and the student's parents/guardians. 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 school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provision of the School Code, may qualify for services under Section 504 of the federal

Rehabilitation Act of 1973 if the child (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.

A student with an IEP has a right to his/her temporary files. These files will be destroyed five years after graduation or permanent withdrawal from school. Temporary files may consist of psychological evaluations, social histories, disciplinary information, and reports of multidisciplinary staffing. A student's file does not include the student's permanent record such as academic transcripts, grades, and class rank. The file may be transferred to the student or to the custody of the parents if the student has succeeded to the rights of the parents. These files may be useful for social security or welfare benefits. Parents or guardians desiring to secure these files may call the district office to arrange an appointment to obtain a copy of their student's records. If the student is eighteen years of age or older, signature of the student is required before student record information is released. Unclaimed temporary records will be destroyed 60 days from the date of this notice. (End of the first week of October.)

STUDENT INFORMATION POLICY

The La Moille C.U.S.D. #303 policy concerning the sharing of student information with third parties is available upon request at the District office.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Family Education Rights Privacy Act (FERPA) requires La Moille C.U.S.D. #303 to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

When these activities are scheduled, a notice will be sent to parents/guardians allowing them the option to excuse their child(ren) from the activity. The entire policy is available for review in the Administration Office.

STUDENT ACCOUNTS OR PROFILE ON SOCIAL NETWORKING WEBSITES

School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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. During 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.

STUDENT RECORDS

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

Illinois School Student Records Act requires that (1) temporary records be retained for at least five years after a student's transfer, withdrawal, or graduation, and (2) permanent records be retained for at least 60 years after a student's transfer, withdrawal, or graduation. 105 ILCS 10/4(e) and (f). The parent(s)/guardian(s), or the student if he or she is at least 18 years of age at the time of the request, may request a copy of a record at any time prior to the date of destruction.

UNIFORM GRIEVANCE PROCEDURE

Students or their parents/guardians, employees, or community members may file a complaint in accordance with this grievance procedure if they believe the School Board, its employees, or agents have violated their rights guaranteed by the State or federal constitution, State or federal statute, or Board policy including:

1. Title II of the Americans with Disabilities Act;
2. Individuals with Disabilities Education Act (IDEA) of 1999;
3. Title IX of the Education Amendment of 1972;
4. Title VII of the Civil Rights Act of 1964
5. Section 504 of the Rehabilitation Act of 1973;
6. Claims of sexual harassment under the Illinois Human Rights Act.

The complaint manager will endeavor to respond to and resolve complaints without the need to resort to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The complaint managers for the district are Katie Shevokas and Lisa Gifford. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadlines related to the pursuit of other remedies.

1. Filing a Complaint

A person (hereinafter complainant) who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with any district complaint manager and may request a complaint manager of the same sex. The complaint manager may request the complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parents/guardians of a student. The complaint manager may assist the complainant in filing a grievance.

2. Investigation

The complaint manager will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. The complaint or identity of the complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the complainant. The complaint manager shall file written report of his/her findings with the superintendent. If a complaint contains allegations involving the superintendent, the written report shall be filed with the School Board, which shall render a decision in accordance with section 3 of this policy. The superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

After receipt of the complaint manager's report, the superintendent shall render a written decision, which shall be provided to the complainant. In the event the complainant is not satisfied with the decision, the complainant may appeal the decision to the School Board by making a written request to the complaint manager. The complaint manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the School Board. Thereafter, the School Board shall render a written decision, which shall be provided to the complainant. This grievance procedure shall not be construed to create an independent right to a School Board hearing.

WINTER WEATHER SAFETY PLAN

1. School Closure Announcements - If school will close or dismiss early because of severe weather conditions (i.e. snow, extreme cold), an "All Call" will go out before 6 a.m. in most cases. Parents are responsible for updating the school district on contact information. You may also go to the district website www.lamoilleschools.org for updates or tune in to one of the following radio stations for the announcement of school closing:

2. Outside Recess - As a general rule, elementary students have the opportunity for sunshine and fresh air through outdoor recess every day. Indoor recess will occasionally be necessary in the gym for inclement weather and/or safety concerns. The District will follow guidelines set by the Illinois State Board of Education.

ALLEN GRADE SCHOOL

DAILY SCHEDULES

| | |
|---------|-------------------------------|
| 7:30 AM | Student permitted in building |
| 8:00 AM | Teachers on Duty |
| 8:10 AM | Classes Begin |
| 2:00 PM | School Dismissed (W) |
| 3:07 PM | School Dismissed (M,Tu,Th,F) |

Morning supervision is not present until 7:30 AM at Allen School. Students should not be on school grounds before stated supervision times.

DAILY ROUTINE

1. Children will not be allowed to enter the school building until the designated time unless requested by a teacher.
2. On pleasant days children will play outdoors before school, at recess, and at noon.
3. No child will be allowed to leave the playground at noon for any reason unless he/she brings a note from home asking permission to leave.
4. Bicycles must be wheeled on and off the school grounds.
5. Tackle football will not be permitted on the playground.
6. Snowballs cannot be thrown on the school grounds.
7. Students will be expected to conduct themselves in a manner that is respectful to teachers, school personnel, and other students.
8. Students are required to leave school grounds immediately at the end of day unless otherwise requested by a coach or teacher.
9. Students should use crosswalks when crossing streets.

K-6 HONOR ROLL

An Honor Roll is prepared at the end of each quarter. A student's grades in all subjects are applied for consideration to the honor roll.

- Any student receiving a "D" or "F" in a subject shall not be eligible for Honor Roll status.
- Students receiving a cumulative grade point average of 3.51 to 4.0 (on a 4.0 scale) will be named to the High Honor Roll.
- Students receiving a cumulative grade point average of 3.0 to 3.50 (on a 4.0 scale) will be named to the Honor Roll.

LATE WORK POLICY

The teachers will determine the amount of time and percentages of points lost for students in attendance who fail to submit work by the scheduled date. It is the responsibility of the student to meet all deadlines.

GRADES K-8 PROMOTION & RETENTION

Grades K-2: A student will be promoted to the next grade level if the student has received one or less "Unsatisfactory" marks for each academic area.

If a student is in danger of failing, the Principal and parent must be notified at the beginning of the second semester. At that time, the teacher, Principal, and other specialists will discuss options for improving the student's academic level. No student will be promoted to the next higher grade level based upon age or other social reasons not related to academic achievement. The procedure for averaging semester grades to determine a student's promotion is as follows:

4= Exceeds 3 = Meets 2 = Approaching 1 = Needs Improvement

Grades 3-8: A student will be promoted to the next grade level if the student has received one or less F's on his/her report card for final grades in these six academic areas: Reading, Language Arts (English, Spelling), Math, Social Science, Science/Health, and Physical Education. The average percentage of the two semester grades must be a 60% or above.

If a student is in danger of failing, the Principal and parent must be notified at the beginning of the second semester. At that time, the teacher, Principal, and other specialists will discuss options for improving the student's academic level. No student will be promoted to the next higher grade level based upon age or other social reasons not related to academic achievement.

A = 90 – 100% B = 80 – 89% C = 70 – 79% D = 60 – 69% F = 59% or lower

LA MOILLE JUNIOR/SENIOR HIGH SCHOOL

Being a member of the La Moille High School student body means each student has an obligation and responsibility for the reputation of their school, their class, and any organizations to which they belong. The teams and cheerleaders in all sports deserve your support.

La Moille High School Loyalty Song

On La Moille...On La Moille...
Fling your colors high...
Our whole school is backing you
let's pass that team right by...
On La Moille...On La Moille...
Ever loyal be...
So fight... for La Moille Lions to victory!

HIGH SCHOOL DANCE POLICY

There are many special dances sponsored by various organizations in the school. These dances are held for the enjoyment of all La Moille High School students. The following guidelines will be followed with regards to dances.

- No one 21 years of age or older will be admitted.
- No junior high school student will be admitted.
- La Moille students can bring a non-La Moille guest to Homecoming, Sadie, and Prom. The La Moille student must register their date with the principal and have their date complete and return the appropriate form on the required day preceding the dance.
- Students will remain in the dance area until they are ready to leave and will not be readmitted if they leave.
- All school rules are in effect during dances including the prohibition of tobacco, alcohol, and other drugs.
- In order for a student to attend a dance, he/she must be in attendance by 11:00 am of the day of the dance or if there is no school by 11:00 am of the previous school day and remain in attendance until the end of the day.
- Students are discouraged from scheduling elective medical appointments the day of or the day prior to a dance if it is a non-school day because if a student is not in school by 11:00 am, he/she will not be admitted to the dance.
- The principal may make exceptions, but this will only be done in rare cases where extenuating circumstances are evident.
- The La Moille administration has the right not to admit any student who is not in good standing. Handbook/activity code violations, failing grades and excessive absences may constitute a student who is not in good standing. Homecoming, Sadie, and Prom guests must be pre-approved and in good standing. La Moille administration has the right and responsibility to exclude any student or guest from attending a dance if it believes that this individual poses a safety risk or is disruptive to the educational environment.

DRIVER EDUCATION POLICY

Effective January 1, 1994, Illinois House Bill 418 (PA88-188) Public and Private School students who desire to take drivers education courses must receive a passing grade in at least eight High School courses during the previous two semesters prior to taking driver education (Each course must be worth ½ unit of academic credit.) The School Superintendent in exceptional situations may waive this requirement.

FEES for DRIVERS EDUCATION : \$50.00 payable to La Moille High School at registration., \$20.00 payable to the Secretary of State at the time when students apply for their Learner's Permit.

GRADUATION REQUIREMENTS

A minimum of twenty-four (24) credits are required for graduation from La Moille High School. A credit equals one full year (two semesters) of successful study in a class. Half credits equal one semester of successful study in a class.. Students who elect to take Algebra I in 8th grade and pass the course will receive H.S. credit but will be required to complete 24 credits in high school to graduate including 3 additional math courses. Participation in the graduation ceremony is an earned honor. Three credits for science (sequence of physical and biology and a third student choice based on what is offered)

The requirements for graduation include coursework from each of the following areas:

| | |
|----------------|--|
| English | 4.0 units |
| Math | 3.0 units (one must include Geometry content) |
| Science | 3.0 units (one physical and one biological science) |
| Social Studies | 3.0 units Must include U.S. History, Civics, and pass the U.S. & Illinois State Constitution exam. |
| Physical Ed. | 4.0 units Required unless exemptions apply (see counselor) |
| Driver's Ed. | 0.5 units May be waived due to physical impairment; see guidance counselor for assistance. |
| Business Life | 0.5 units |
| Health | 0.5 units |
| Keyboarding | 0.5 units |
| Electives | 7.0 units 1 credit must be in Art, Music, Foreign Language or Vocational education. |
| TOTAL: | 24.0 units |

7-12 HONOR ROLL

7-8 HONOR ROLL

An Honor Roll is prepared at the end of each quarter. A student's grades in all subjects are applied for consideration to the honor roll.

- Any student receiving a "D" or "F" in a subject shall not be eligible for Honor Roll status.
- Students receiving a cumulative grade point average of 3.51 to 4.0 (on a 4.0 scale) will be named to the High Honor Roll.

Students receiving a cumulative grade point average of 3.0 to 3.50 (on a 4.0 scale) will be named to the Honor Roll.

9-12 HONOR ROLL

An Honor Roll is prepared at the end of each semester. To be eligible, a student must be enrolled in no less than four academic credits each semester. A student's grades in all subjects are applied for consideration to the honor roll.

- Any student receiving a "D" or "F" in a subject shall not be eligible for Honor Roll status.
- Students receiving a cumulative grade point average of 3.51 to 4.0 (on a 4.0 scale) will be named to the La Moille High School High Honor Roll.
- Students receiving a cumulative grade point average of 3.0 to 3.50 (on a 4.0 scale) will be named to the La Moille High School Honor Roll.

LATE WORK POLICY

The teachers will determine the amount of time and percentages of points lost for students in attendance who fail to submit work by the scheduled date. It is the responsibility of the student to meet all deadlines.

LOCKERS

All lockers are the property of La Moille High School. No "right to privacy" claimed by a student is recognized with regards to lockers. The Board of Education authorizes the school administration to conduct periodic searches of student lockers and may include searches using a drug-detecting dog. The following rules will be strictly enforced:

- Students will be assigned a locker with a combination lock at the beginning of the school term.
- Students are responsible for keeping their combination confidential.
- Lockers are a place to keep books, papers, coats, etc., but the school is not responsible for any lost or stolen items.
- No open drink/food are allowed in school lockers or locker rooms. Water is the only liquid permissible.

NATIONAL HONOR SOCIETY

Selection Procedure

1. The selection procedure should be determined by the faculty council and must be published.
2. The principal appoints the chapter adviser and the five-member faculty council and reserves the right to approve all activities and decisions of the chapter. The chapter advisor will be an ex-officio, non-voting, sixth member of the faculty council. The advisor shall oversee at least one community service activity during each school year.
3. The faculty council shall consist of five voting faculty members appointed annually by the principal.
4. Students' academic records should be reviewed to determine scholastic eligibility.
5. Students who are eligible scholastically should be notified and told that for further consideration for selection to the NHS Chapter they may complete the Student Activity Information Form.
6. If additional faculty input would be beneficial, all faculty members could be invited to make comments on candidates. However, the five appointed members of the faculty council must make the actual selections.
7. The Student Activity Information Form should be reviewed by the faculty council, along with any other verifiable information about each candidate. Some faculty councils may wish to interview candidates personally. Candidates receiving a majority vote of the faculty council should be inducted into the chapter.
8. Parents will be notified by mail of their students' eligibility for NHS membership. Parents will also be notified by mail if their student is selected for NHS membership.

SEMESTER EXAMS

Semester exams will be given to all High School students at the end of each semester. Students are not required to be in the school building during exams if they are not taking an exam. Students are required to be in attendance during the entire testing period. Semester Exam Exemptions will be shared by the building principal in advance.

STUDENT CRISIS/WELLNESS RESOURCES

Police/Fire/Medical/Personal Emergency? **DIAL 911**

Any other human service, community resource, civic/public/social service, disaster help, or assistance with social services, housing, food, support groups, or don't know how to find something? **DIAL 211**

(Help and resources are available at any time in any language by dialing 211)

24/7 Suicide/Crisis Hotline: Call 1-800-273-8255 or text "ANSWERS" to 839863

Personal Crisis/Safety Issue/Need Help? Text "START" to 741741 or dial 211

(The text is free, and the text to that number will not appear on a phone bill's list of calls.)

Poisoning or drug/alcohol overdose? 911 & 1-800-222-1222

Sexual assault/rape? 1-800-892-3375-or 1-800-656-4673 or 911

Need a Safe Place? Call 815-433-3953/text "SAFE" & location to 69866 or dial 211

Abused/neglected, or subjected to violence? Call 1-800-252-2873, 1-800-799-7233, 911

Dating abuse/date rape? 1-866-331-9474 or text "LOVEIS" to 22522 or dial 211

Drug/alcohol problem? Want help? 815-391-1000 or dial 211

EMERGENCY CRISIS RESPONSE PLAN LETTER TO PARENT

August 2023

Dear Parents/ Guardians,

Should an emergency or disaster situation ever arise in our area while school is in session or in one of our schools, we want you to be aware that we have made preparations to respond effectively to such situations.

Should we have a major disaster or an emergency event during school hours, your student(s) will be cared for at La Moille Jr. High/High School and Allen Grade School or at a pre-established unification place. Our School District has a detailed Emergency Crisis Response Plan which has been formulated with local first responders to respond to a major catastrophe or an emergency event.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at school or at a unification site until they are picked up by an identified, responsible adult who has been identified as such on the school emergency registration database (TeacherEase) which is required to be filled out by parent/ guardian at the time of registration. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - He/she is 18 years of age or older.
 - He/she is usually home during the day.
 - He/she could walk to school, if necessary.
 - He/she is known to your child.
 - He/she is both aware and able to assume this responsibility.
3. Turn your radio to local stations for emergency announcements. If students are to be kept at school or unification site, radio stations will be notified. In addition, information regarding day-to-day school operations will be available by calling the District Office or going to our webpage: www.lamoilleschools.org We have the Blackboard Connect Call Out System that will telephone you on major events, schedule changes, and notifications. This system will also notify you in the event of an emergency. You will receive notification via this system so please keep your phone numbers updated.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the School District Emergency Registration Form. During an extreme emergency, students will be released at designated reunion sites located on school campuses or a predetermined unification site. Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian.

In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

In case students need to be moved to another location near the school area or one of our buildings becomes unusable, students will be transported to an off-site location. Shelter-in-Place procedures will be implemented to provide in place protection. All students and staff will clear the grounds, report to their rooms or designated area to go to a unification place. In the event we have to seek "Shelter-in-Place" in another building, notification will be made as to the location of the pre-established place. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible. When the dangerous incident has subsided, an all-clear signal will be given. Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Thank you.

Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes

Classes or Courses on Sex Education, Family Life Instruction, Instruction on Diseases, Recognizing and Avoiding Sexual Abuse, or Donor Programs for Organ/Tissue, Blood Donor, and Transplantation

For your information, State law requires that all sex education instruction must be age appropriate, evidence-based, and medically accurate. 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 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 Request

According to State law, no student is required to take or participate in these 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

Student (please print)

Parent/Guardian (please print)

Parent/Guardian Signature

Date

Notice to Parents/Guardians Regarding Section 504 Rights

Date: August 2023

Dear Parent/Guardian:

Re: Section 504 Rights

Section 504 of the Rehabilitation Act of 1973, commonly referred to as Section 504, is a nondiscrimination statute enacted by the U.S. Congress. The Act's purpose is to: (1) protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Dept. of Education (ED), and (2) ensure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under Section 504 is a student who: has a record of having, or is regarded as having, a physical or mental impairment which substantially limits a major life activity as defined by 34 C.F.R. {104.3.

This notice describes the rights ensured by Section 504 to those disabled students who do not qualify for special education and related services under the Individuals With Disabilities Education Act (IDEA). The intent of this notice is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any decisions in reference to Section 504.

Please keep this explanation for future reference.

Parents/Guardians and/or students have the right to:

1. Be informed by the School District of your rights and procedural safeguards under Section 504 in an understandable language. 34 C.F.R. Part 104. The purpose of this notice is to advise parents/guardians and/or students of these rights.
2. A free appropriate public education designed to meet a student's individual educational needs as adequately as the needs of non-disabled students are met. 34 C.F.R. {104.33.
3. Free educational services except for those fees that are imposed on non-disabled students or their parents/guardians. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 C.F.R.
4. A placement in the least restrictive environment to the maximum extent appropriate to meet the student's needs. 34 C.F.R. U04.34.
5. Facilities, services, and activities comparable to those provided for non-disabled students. 34 C.F.R. }104.34.
6. An evaluation prior to an initial Section 504 placement and any subsequent significant change in placement. 34 C.F.R. S104.35,
7. Testing and other evaluation procedures conforming to the requirements of 34 C.F.R. } 104.35 as to validation, administration, areas of evaluation, etc. The District shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical conditions, social and cultural background, adaptive behavior, physical or medical. reports, student grades, progress reports, parent/guardian observations, anecdotal reports and standardized test scores. 34 C.F. .R. 5104.35.
8. Placement decisions made by a group of persons, i.e., a Section 504 committee, including the parent(s)/guardian(s) and persons knowledgeable about the student, the meaning of the evaluation data, the placement options, and the legal requirements for the least restrictive environment and comparable facilities. 34 C.F.R. 5104.35(c).
9. Periodic reevaluation of students who have been provided special education and related services. 34 C.F.R.
10. A notice prior to any action by the District in regard to the identification, evaluation, or placement of the student. 34 C.F.R. } 104.36.
11. Examine relevant records. 34 C.F.R. 5104.36.
12. An impartial hearing regarding the student's identification, evaluation, or educational placement including an opportunity for parental participation in the hearing and representation by an attorney, and a review procedure, 34 C.F.R. {104.36.
13. File a grievance under Board policy 2:260, Uniform Grievance Procedure, regarding any complaints that allege action prohibited by Section 504.
14. File a complaint with the District's Section 504 coordinator or designee concerning Section 504 matters other than your student's identification, evaluation and/or placement. The Section 504 coordinator or designee will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.

To file a complaint with the Office of Civil Rights: The Illinois regional Office of Civil Rights is located in Chicago at:

Chicago Office for Civil Rights
U.S. Department of Education Citigroup Center
500 West Madison Street, Suite 1475
Chicago, IL 60661
Phone: 312/730-1560
Fax: 312/730-1567
TDD: 877/521/2172
Email: OCR.Chicago@ed.gov

If you would like more information about the differences between Section 504 and IDEA, see Protecting Students with Disabilities FAQ about Section 504 and the Education of Children with Disabilities, available at: www2.ed.gov/about/offices/list/ocr/504faq.html.

Sincerely,
Lisa Gifford
Superintendent

La Moille Community Unit No. 303 Activity Code

This is a statement of Board guidelines for the benefit of students, parents, sponsors, and coaches. This guideline is not intended to, nor does it create or confer any contractual rights on any person. Nor does this guideline limit the authority of coaches, sponsors, or administrators to set rules of conduct, including suspension, for offenses not listed in these guidelines, such as missing practice, disrupting team activities, or other actions which would tend to disrupt the team or the school's educational environment. Nor does this guideline alter the procedure to be followed under federal and state laws relating to children with disabilities. School discipline for offenses related to the school will not be limited by any decision to invoke these guidelines, which are intended only to maintain discipline within voluntary, extra-curricular activities.

Any student participating in one or more extra-curricular activities at any time during the school year shall be governed by this policy, beginning with the first day in the first extra-curricular activity for which the student participates and continuing through the last day of the student's senior year. For those programs which begin practice prior to the first day of school, this policy shall be in effect during those times. Should the student violate the rules and regulations and not be participating in an extracurricular activity at the time, the student suspension will affect the next activity in which he/she is participating.

All offenses against this activity code are accumulated over the student's seven years of extra-curricular activity participation. This policy is in effect 365 days a year and 24 hours a day.

Section I: Eligibility Requirements

1. Students may fail one class and still be eligible for all extracurricular activities.
2. Passing work shall be defined as work of such a grade (D) that is on any given date a student would transfer to another school, passing grades for the course would immediately be certified on the students transcript to the school to which the student transfers.
3. Weekly grades are to be updated by teachers by Thursday at midnight. Grades are then checked and recorded by administrators. Teachers will be informed about students. Students will be issued a warning for all weekend assignments to be completed. Administrators will make a final grade check on Monday. The coaching staff is then notified of students' grades and any students who are academically ineligible. Students are then held out of school activities for one week (Tuesday through Monday). **Upon a 4th week determination of ineligibility in any one sports season, players will be removed from the team to concentrate on academics.**
4. The grading scale for La Moille Community Unit No. 303 is as follows: 90-100% - A, 80-89% - B, 70-79% - C, 60-69% - D, and less than 60% is an F.

Section II: Activity Policy

- Principle 1 – A student representing La Moille Community Unit No. 303 must exemplify the highest standards of moral integrity and good citizenship, both in and out of school and in the community therefore; students shall refrain from activities that could lead to charges or conviction of a misdemeanor offense. Any arrest or conviction of a student participant by law enforcement officials or a court of law for participating in or aiding in any crime will be in violation of the activities policy. Violations may be treated with a written reprimand, temporary suspension or dismissal from the team/activity after a review by the student's present coach/sponsor (or next coach/sponsor if the student is not presently in an activity).
- Principle 2 – Any student involved in extracurricular activities who admits, is seen by or reported by district staff, parent(s) of the student for possession or consumption of alcohol, illegal drugs, or tobacco or is determined to have been in possession or consumed alcohol, illegal drugs or tobacco based on a report from law enforcement officials, court officers, or a newspaper account will be disciplined in the following manner:

Athletic Activities: Football, Cheerleading, Volleyball, Golf, Cross Country, Bass Fishing, Wrestling, Basketball, Track, Baseball, Softball

First Offense: Any student violating this code shall service a suspension of one quarter (1/4) of the athletic season in which he/she is currently participating. The number of games/matches/performances that constitute one quarter (1/4) of each activity is specified in Principle 3. If a student is serving a suspension period during a sports season and he/she quits the team or is removed by the coach/sponsor (injuries and illnesses are an exception), the athlete will be considered to not have served any portion of his/her suspension during that sports season. If an insufficient number of events remain to be considered one quarter (1/4) of a season the suspension shall be continued to the next athletic season in which the student participates. The suspension for the next athletic season will be for whatever "percentage" of a suspension was not fulfilled in the previous sport. The suspension shall be considered effective with the postmark date on the certified letter, return receipt requested, sent to the parents. Should the violation occur when school is

out for the summer or any other time when the student is not an active member of an athletic team the penalty will begin with the first week of the next athletic season in which the student takes part.

Second Offense: Students violating the code a second time shall serve a suspension beginning immediately, and the stated penalty in each subsequent athletic and non-athletic activity in which a student participates for one calendar year from the date of the offense. These suspensions shall be considered effective with the postmark date on the certified letter, return receipt requested, sent to the parents.

Third Offense: Students violating the code a third time shall be suspended immediately from ALL extra-curricular activities (Athletic and Non-Athletic) for the remainder of their school careers. The suspension shall be considered effective with the postmark date on the certified letter, return receipt requested, sent to the parents. At the conclusion of one calendar year from the effective date of the suspension, the student may apply for reinstatement. To become eligible for reinstatement, the student must have completed the components in sub-paragraph "A" and have maintained a minimum of a 2.0 GPA for the two previous semesters. A written request for reinstatement shall be submitted to the Athletic Director. The request should outline the changes/improvements made by the student to warrant consideration and a list of activities in which the student plans to participate. A letter of recommendation from a teacher or administrator shall accompany the request for reinstatement. Once the Athletic Director verifies that the above conditions have been met he shall present this to the Board of Education to vote on the request. If the majority of the Board present approves the reinstatement, said student will be eligible for all activities. Any further violations of the code will result in the reversal of the reinstatement. Said student will be permanently suspended from ALL activities for the remainder of his/her career.

Non-Athletic Activities: Scholastic Bowl, Play/Drama, Student Council, FFA, NHS

First Offense: Any student violating this code shall serve a suspension of one quarter (1/4) of the activity season in which he/she is currently participating. The number of matches/performances that constitute one quarter (1/4) of each activity season is specified in Principle 3. If a student is serving a suspension period during an activity and he/she quits the activity or is removed by the sponsor (illnesses are an exception) the student will be considered not to have served any portion of his/her suspension during that activity. If an insufficient number of events remain to be considered one quarter (1/4) of a season the suspension shall be continued to the next activity season in which the student participates. The suspension from the next activity season will be for whatever "percentage" of a suspension was not fulfilled in the previous sport. The suspension shall be considered effective with the postmark date on the certified letter, return receipt requested, sent to the parents. Should the violation occur when school is out for the summer or any time when the student is not an active member of an activity the penalty will begin with the first week of the next activity season in which the student takes part.

Second Offense: Students violating the code a second time shall serve a suspension beginning immediately, and the stated penalty in each subsequent athletic and non-athletic activity in which a student participates for one calendar year. These suspensions shall be considered effective with the postmark date on the certified letter, return receipt requested, sent to the parents.

Third Offense: Students violating the code a third time shall be suspended immediately from ALL extra-curricular activities (Athletic and Non-Athletic) for the remainder of their school careers. The suspension shall be considered effective with the postmark date on the certified letter, return receipt requested, sent to the parents. At the conclusion of one calendar year from the effective date of the suspension, the student may apply for reinstatement. To become eligible for reinstatement, the student must have completed the components in sub-paragraph "A" and have maintained a minimum of a 2.0 GPA for the two previous semesters. A written request for reinstatement shall be submitted to the Athletic Director. The request should outline the changes/improvements made by the student to warrant consideration and a list of activities in which the student plans to participate. A letter of recommendation from a teacher or administrator shall accompany the request for reinstatement.

Once the Athletic Director verifies that the above conditions have been met he shall present this to the Board of Education to vote on the request. If the majority of the Board present approves the reinstatement, said student will be eligible for all activities. Any further violations of the code will result in the reversal of the reinstatement. Said student will be permanently suspended from ALL activities for the remainder of his/her career.

Sub-paragraph A: In the case of all offenses the student must complete a chemical dependency assessment that will be set up by the student and the parent/guardian unless the violation was involvement with tobacco. Verification of the chemical dependency assessment appointment must be submitted to the Principal. Cost of the chemical dependency assessment will be borne of the parent/guardian. Failure to submit documentation to the Principal of an appointment and attendance at a school approved substance use agency will result in the immediate dismissal from the team/organization/group for the remainder of the season/year as appropriate. The student will also forfeit the right to any and all awards for the season/year.

Athletic and Non-Athletic Penalty Specifics:

Football - 1st offense is suspension of $\frac{1}{4}$ of season or 2 $\frac{1}{4}$ consecutive individual contests, including the state series.

Volleyball - 1st offense is suspension of $\frac{1}{4}$ of season or 5 consecutive individual contests, including the state series.

Golf - 1st offense is suspension of $\frac{1}{4}$ of season or 5 consecutive individual contests, including the state series. A regular season tournament will count as 2 individual contests.

Cross Country - 1st offense is suspension of $\frac{1}{4}$ of season or 5 consecutive individual contests, including the state series. A regular season tournament will count as 2 individual contests.

Wrestling - 1st offense is suspension of $\frac{1}{4}$ of season or 6 consecutive individual contests, including the state series. A regular season tournament will count as 2 individual contests.

Basketball - 1st offense is suspension of $\frac{1}{4}$ of season or 6 consecutive individual contests, including the state series. A regular season tournament will count as 2 individual contests.

Cheerleader - 1st offense is suspension of $\frac{1}{4}$ of season or:football – 2 $\frac{1}{4}$ consecutive individual events including the state series, Basketball – 6 consecutive individual events including the state series.

Track & Field - 1st offense is suspension of $\frac{1}{4}$ of season or 4 consecutive individual contests, including the state series.

Baseball/Softball - 1st offense is suspension of $\frac{1}{4}$ of season or 6 consecutive individual contests, including the state series.

Scholastic Bowl - 1st offense is suspension for $\frac{1}{4}$ of season or 2 consecutive individual contests, including the state series.

Play - 1st offense student will sit out one performance. 2nd offense said student will be removed and replaced.

Student Council - 21 day suspension from all council activities.

National Honor Society –

1.From the national handbook – A member is never automatically dismissed for failing to maintain standards. Members are liable for dismissal if they do not maintain the standards of scholarship, leadership, service and character that were used as the basis for their selection. They are allowed limited warnings during their membership, but in the case of a flagrant violation of school rules or civil laws, a warning is not necessarily required. (For minor offenses, the advisor may suspend certain chapter privileges.)

2.The advisor will review the standing of members for compliance with NHS standards. The advisor should inform the errant member in writing the nature of the violation and the time period given for improvement. If the student does not make the improvement in the specified time, that student is liable for whatever disciplinary measures are considered appropriate by the faculty council.

3. If the faculty decides that dismissal may be warranted, the member is allowed to present a case before the council.

4. If a member is dismissed, written notice of the decision should be sent to both the member and parents. The member must surrender the NHS emblem and membership card to the chapter advisor. If the member is unwilling to do this the matter should be treated as a school disciplinary matter.

Principle 3 – Appeals – If within five (5) days of the ruling, the participant convinces the coach/sponsor or Athletic Director that there is just cause for an appeal, the Athletic Director will arrange for the participants to meet with a Discipline Committee for the purpose of appealing the ruling. This will apply to all violations.

Principle 4-

- A. Any student unexcused will not be allowed to participate in an event that day (including a practice) or at the next activity after the absence has been determined to be unexcused.
- B. Any student with an unexcused absence will not be allowed to participate the day following the absence (or at least the next regularly scheduled practice or contest) during a vacation period. The Athletic Director, in cooperation with the Principal and Superintendent, reserves the right to make judgments not specifically listed.
- C. A student, who is legitimately absent, excused with a proper phone call to the school office on the day of the absence, may participate the following day or during a vacation period.
- D. Students must attend a minimum of 3 ½ academic clock hours (10:00 a.m. on shortened schedule and 11:00 a.m. on regular schedule), which must include all PM classes, on the day an activity is scheduled in order to participate in any extracurricular activity. If a doctor's note/excuse has been provided to the office, or other extraordinary circumstances occur, administration will rule on the decision.
- E. Permission to miss any scheduled practice should be secured from the head coach/sponsor in advance, if possible. An unexcused absence may cause dismissal from the squad.
- F. An athlete who goes to the doctor for any injury must obtain a written release from the doctor before returning to participate. Concussion procedures are established by the IHSA.
- G. Changing activities within a season is subject to agreement by the coaches/sponsors involved and may not take place after the first interscholastic contest in that season (includes Drill Team squad).
- H. Quitting an activity is permitted, however, a student will be ineligible to participate in another sport during that same season. A student is automatically ineligible for the next sports season until the current season officially ends (includes Drill Team squad).
- I. Students who are ineligible will not be allowed to participate in exhibition games, matches, or regular season/tournament contests. Students will not be allowed to practice during ineligibility without the signed consent for the teacher of the ineligible class. Students must report every day until 3:25p.m. for homework help prior to practice. Signed sheets must be delivered to coaches daily.
- J. These following rules apply only to cases where IHSA rules are not in force. In a case where students are involved in a class where they are receiving a grade for their participation in extracurricular activities and are either academically ineligible or in violation of the activity code, those students will be able to participate in said activities with reduction in participation of ¼ of the activity per violation with their grades impacted by their lack of full participation.

La Moille Community Unit 303 Activity Code

Student Name (please print) _____

By signing this document we certify that we have read the entire Activity Code and understand its contents.

Student Signature _____ Date _____

Parent/Guarding Signature _____ Date _____

This policy must be signed and returned to the school before participating in an activity. This includes practice sessions.

La Moille C.U.S.D. #303 School Medication Authorization Form

To be completed by the child's parent(s)/guardian(s).

This form is to be used for medication other than medical cannabis. (See 7:270-E2, School Medication Authorization Form - Medical Cannabis.)

A new form must be completed every school year for each medication. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.

Student's Name: _____ Birth Date: _____
Address: _____
Home Phone: _____ Cell Phone: _____ Emergency Phone: _____
School: _____ Grade: _____ Teacher: _____

To be completed by the student's physician, physician assistant with prescriptive authority, or advanced practice RN with prescriptive authority:

Prescriber's Printed Name: _____
Office Address: _____
Office Phone: _____ Emergency Phone: _____

Medication name: _____
Purpose: _____
Dosage: _____ Frequency: _____
Time medication is to be administered or under what circumstances: _____

Prescription date: _____ Order date: _____ Discontinuation date: _____

Diagnosis requiring medication: _____
Is it necessary for this medication to be administered during the school day? Yes No
Expected side effects, if any: _____
Time interval for re-evaluation: _____
Other medications student is receiving: _____

Prescriber's Signature _____ Date _____

For only Parent(s)/Guardian(s) of students requiring asthma inhalers and/or epinephrine injectors:

Is the asthma inhaler and/or epinephrine injector required under a qualifying plan pursuant to 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20?

Yes No

Parent(s)/Guardian(s) please attach prescription label (asthma inhaler) and/or written statement (epinephrine injector) here:

For asthma inhalers, attach the prescription label with the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medication is to be administered. 105 ILCS 5/22-30(b)(2)(i).
For an epinephrine injector, attach a written statement from the student's physician, physician assistant, or advanced practice registered nurse containing the name and purpose of the epinephrine, injector; the prescribed dosage; and the time or times at which or the special circumstances that the epinephrine injector should be administered. 105 ILCS 5/22-30(b)(2)(ii)(A)-(C).

For only parents/guardians of students who need to self-administer medication required under a qualifying plan:

I grant permission for my child to self-administer his or her medication required under an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action and Treatment Authorization Form, a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or a plan pursuant to the federal Individuals with Disabilities Education Act. 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20.

Medication(s) other than asthma inhalers and/or epinephrine injectors (complete section above) required under a qualifying plan that student is permitted to self-administer:

Prescription date: _____ Order date: _____ Discontinuation date: _____

Diagnosis requiring medication: _____

Is it necessary for this medication to be administered during the school day? Yes No

Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medications student is receiving : _____

Prescriber's Signature

Date

If the medication is an asthma inhaler or epinephrine injector, be also sure to complete the section above and attach the required label and/or written statement as required above.

Please initial to indicate (1) receipt of this information, and (2) authorization for your child to self-administer medication under a qualifying plan.

Parent/Guardian Initials

For only parents/guardians of students who need to carry and use their asthma medication or an epinephrine injector:

I authorize the School District and its employees and agents, to allow my child to self-carry and self-administer his or her asthma medication and/or epinephrine injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-carry and self-administration of asthma medication or epinephrine injector. 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799, eff. 1-1-19.

Please initial to indicate (1) receipt of this information, and (2) authorization for your child to carry and use his or her asthma medication or epinephrine injector.

Parent/Guardian Initials

For all parents/guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine injectors, opioid antagonists, or asthma medication to my child when there is a good faith belief that my child is having an anaphylactic reaction, opioid overdose, or asthma episode, whether such reactions are known to me or not, and if applicable, undesignated glucagon when authorized by my child's diabetes care plan and if my child's glucagon is not available on-site of has expired. 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799; 105 ILCS 145/27, added by P.A. 101-428. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

Parent/Guardian Printed Name

Address (if different from Student's above): _____

Home Phone: _____ Cell Phone: _____ Emergency Phone: _____

Parent/Guardian Signature

Date