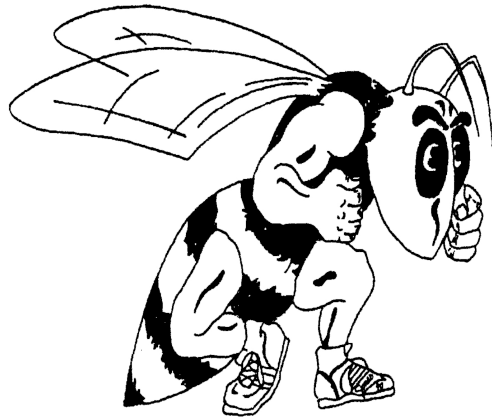


Scales Mound School Parent/Student Handbook



Elem/JH/HS

2023-2024

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INTRODUCTION

The community motto of Scales Mound, "At the Top of Illinois", applies aptly to our school's attitude about our educational mission. The staff of Scales Mound School is dedicated to providing our students with the best educational opportunity. With the support of our students, parents, and the community, we believe no educational goal is too high to reach. Students and parents are encouraged to use this Handbook as a resource for questions about the school program that may arise during the school year. This Parent/Student Handbook is intended to describe the school, its current practices, procedures, rules, and regulations. The Handbook is not intended to create contractual or other rights between the student and the school district. The policies contained in this Handbook represent some of the School Board's policies that may be modified by the Scales Mound Board of Education and changed at anytime. If after you have read it and still have unanswered questions, please feel free to contact the school at 845-2215, and we will be glad to answer them for you. Policies from the Scales Mound School Board are contained and may be accessed from the Scales Mound School District Office.

MISSION STATEMENT

From the top of Illinois, we are preparing today's learners for tomorrow's world by empowering all to reach their full potential.

BELIEFS

We believe our District is the heart of our community where pride, family, and tradition beat strong;
We believe in working together in a safe, healthy environment demonstrating respect, integrity, and teamwork; and
We believe in challenging innovative learners by promoting creative and critical thinkers.

BUILDING HOURS / ARRIVAL TIME

Students should not enter the school building prior to 7:30 a.m. unless they have permission to do so from a staff member. A sign-in/sign-out register is maintained in the office. Students arriving after 8:00 AM must sign in. Students leaving before 3:00 p.m. must sign out. If a student returns to school after signing out, he/she must sign in. **STUDENTS ARE NOT TO REMAIN IN THE BUILDING OR ON SCHOOL GROUNDS AFTER SCHOOL UNLESS SUPERVISED BY A STAFF MEMBER.** Students who want to stay to watch after school athletic events must leave campus and return at 3:30 to reenter the building.

EMERGENCY SCHOOL CLOSING

In the event that it is necessary to cancel school due to severe weather conditions, power failure, etc., notification will be made over the following radio stations:

KDTH/KATF	DUBUQUE	1370 AM	92.9 FM
KLYV	DUBUQUE		105.3 FM
WJOD	DUBUQUE		103.3 FM
WDBQ	DUBUQUE	1490 AM	107.5 FM
KXGE	DUBUQUE		102.3 FM
WFRL/WFPS	FREEMONT	1570 AM	92.1 FM
WEKZ/WFRL	MONROE	1260 AM	93.7 FM
WGRL/WPVL	PLATTEVILLE	1590 AM	107.1 FM
WCCI	SAVANNA		100.3 FM

ADMISSIONS/BIRTH CERTIFICATES – IASB POLICY 7:50

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school year. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

All students must register for school each year on the date/place designated.

Parents/guardians or students enrolling in the District for the first time must present:

1. A certified copy of the student’s birth certificate. If a birth certificate is not presented, the Superintendent or Principal shall notify in writing the person enrolling the student that within 30 days her or she must provide a certified copy of the student’s birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the student’s birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student’s temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student’s birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to the paragraph that appears inaccurate or suspicious in form or content.
2. Proof of Residence
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy.

ALCOHOL, TOBACCO, AND OTHER ILLEGAL SUBSTANCES

Scales Mound School is a “TOBACCO FREE ENVIRONMENT”. All tobacco use and possession, including cigarettes, ecigarettes, cigars, pipes, and chewing tobacco, is prohibited on campus. This policy includes all persons, students and adults, at all school functions. Students violating the policy will be subject to sanctions described in the Discipline Plan.

Members of teams, clubs, and organizations at Scales Mound High School are also governed under District’s academic standards and the Athletic Code of Conduct Activity and Athletic Guidelines. Students may receive additional consequences based upon these policies.

Any alcohol-related violation, including but not limited to, the possession, use, distribution of, or arriving under the influence of alcoholic beverages on campus, on school buses, or at school-sponsored activities is prohibited.

Any drug, steroid, or inhalant related violations, including but not limited to: the illicit use, possession without a medical prescription, or distribution of drugs on campus, on school buses, or at school-sponsored activities is prohibited. Look-alike drugs will be treated as drugs.

Students found in violation of this policy will face disciplinary measures and will be subject to rules in the Code of Conduct, and/or possible arrest.

**ATHLETIC CODE OF CONDUCT /ACTIVITY AND ATHLETIC GUIDELINES – IASB POLICY 6:190
(STUDENT CONDUCT CODE FOR EXTRA-CURRICULAR ACTIVITIES)**

All Scales Mound extra-curricular activities including athletics, clubs, dances, and recognition in various school activities are a privilege and not a right. Any student who chooses to be involved in these activities will be expected to follow the rules and regulations of this code and abide by the decisions of the governing bodies of the activity code.

The rules governing “activities and athletics” apply year around, regardless if school is in session. This includes the summer months, during the off-season, on weekends, and at home or in public.

The administration, the student activities committee and the Board of Education reserve the right to make reasonable modifications to the policies and consequences at their discretion.

I. PHILOSOPHY OF ACTIVITIES AND ATHLETICS

In matters pertaining to activities and athletics, Scales Mound Community Schools hold to the following beliefs:

1. Activities and athletics are an important part of the total school program.

2. Participation in a sound activities and athletic program contributes to the development of good health, physical skills, emotional stability, and social confidence.
3. Participation in activities and athletics should be part of the total educational experience for all youth.
4. An effective activities and athletic program should teach the participants the value of cooperation and the spirit of competition.
5. The ability to participate in a learning activity, to be able to perform, to experience defeat without making excuse, to experience victory without gloating, to learn self-discipline, to follow rules of the game, to exhibit good sportsmanship, and physical and emotional development, are all essential to the development of our youth.

II. GOALS OF THE STUDENT ACTIVITIES COMMITTEE (SAC)

1. With the goal of providing students a complete educational program, the Board of Education sponsors extracurricular programs that will enhance the educational experience for students in the school district. To ensure that these programs will be conducted and operated at the highest standards of quality, and that students will learn responsibility by participating in these activities, the Board has developed the Student Activities Committee (SAC).
2. The SAC shall serve as an advisory committee of the Board of Education on all matters pertaining to the student activities program at Scales Mound School. The Council shall make recommendations to the School Board through the Principal for improving the quality pertaining to the extracurricular program.
3. The entire Student Activities Committee will meet annually to discuss matters pertaining to improvements in the student activities programs.

III. SAC MEMBERSHIP

1. Sponsors of the following extracurricular organizations are full voting members of the Student Activities Committee:
 - Academic Bowl
 - Boys Basketball (varsity)
 - FFA
 - National Honor Society
 - SADD
 - Softball (varsity)
 - Student Council
 - Volleyball (varsity)
 - Musical/Play Director, and a
 - School Board representative

Only full voting members will be involved in disciplinary reviews and the issuing of sanctions. A quorum is required for any action to be taken by the committee. The voting members will review the policies governing extracurricular activities.

2. Sponsors of the following co-curricular programs shall be non-voting members of the Student Activities Committee. These members will be involved only in the review of policies governing extracurricular activities: Sponsors/Advisors of Senior, Junior, Sophomore, and Freshman classes, and the Principal.
3. The Chair of the Student Activities Committee will be the Athletic Director. The Athletic Director will be involved in disciplinary reviews, the issuing of sanctions and the review of policies governing extracurricular activities. The chairman will vote only in case of ties in regarding the sanctioning of a student.

IV. ATHLETIC COUNCIL

The Athletic Council shall serve as a subcommittee of the Student Activities Committee. On matters pertaining to athletes, the Athletic Council shall be responsible for enforcing training regulations and academic eligibility for athletes. The Athletic Council shall consist of the Principal, Athletic Director, head coaches in each sport, School Board member, and the team captain. Training rule violations and academic standards for student athletes will be subject to rules set down in the Scales Mound School Student/Parent Handbook.

V. STUDENT ACTIVITIES COMMITTEE JURISDICTION

All students who are members of extracurricular clubs and organizations, or elected class officers, shall be under the jurisdiction of the SAC in matters pertaining to:

1. Academic eligibility
2. Tobacco possession/use, alcohol possession/use, or illegal substance possession/use of drugs, steroids or inhalants; or violations or offense related to tobacco, alcohol, drugs, steroids, or inhalants
3. Proper conduct while participating in a club/organization activity
4. Criminal activity

VI. TRAINING RULES

1. Eligibility to participate in IHSA or school sponsored co-curricular competitions is based on students maintaining passing grades (not failing a class) in all courses based on semester grades in high school and quarterly grades in junior high. Eligibility is checked on a weekly basis from Monday to Monday (or the first day of attendance the following week if there is no school on Monday) and will include grades through at least Thursday of the prior week. A student receives a one-time probation (warning/grace week) for the first ineligibility each semester for high school and quarter for the junior high. Any student who does not meet these standards will be suspended from competition for a minimum of one week until the standards are met. The school play/musical and trap shooting will follow the academic guidelines as determined by those advisors.
 - Eligibility rules apply to high school students taking courses off campus.
 - Junior high students who are ineligible will not be allowed to go with the team on days of school attendance.
 - Students that are on the ineligibility list for three consecutive weeks during an athletic season (beginning with the first practice date as established by the I.H.S.A.) will be ineligible for the remainder of the season.
2. Any illegal substance offense(s) including but not limited to underage consumption of alcohol or tobacco use, transporting illegal substances or the use of inhalants shall be subject to the appropriate sanctions.
3. Attendance at a party or gathering where illegal activities are occurring is considered unfavorable conduct. You will be considered a participant should you fail to leave the premises immediately once you become aware of these illegal happenings. Confirmation of any criminal activity shall be subject to the appropriate sanctions.
4. Acts of gross misconduct or hazing or bullying as defined by board policy 7:180 and 7:240 AP1 by students who participate in clubs/organizations or athletic teams shall be under the SAC's jurisdiction and the student will be subject to actions taken by the SAC.
5. In order to promote a high quality extracurricular program, it is necessary to maintain rules for participants that promote healthy lifestyles, physical preparedness for athletic competition, and successful academic performance. A student violating any of the following rules and regulations will be subject to appropriate sanctions by the SAC:
 - a. Any tobacco related violations, including but not limited to the possession or use, is prohibited.
 - b. Any alcohol related violations, including but not limited to the possession, use, distribution of, or arriving under the influence of alcoholic beverages including, but not limited to: liquor, beer, near-beer, wine, wine coolers, spirits, on campus, on school buses, or at school-sponsored activities is prohibited.
 - c. Any drug, intoxicant, inhalant, e-cigarettes, look-a-like drugs or steroid related use or possession, including but not limited to, the illicit use, possession without a medical prescription, of distribution of drugs or steroids or other illegal substances on campus, on school buses, or at school sponsored activities is prohibited.
 - d. Being under the influence of drugs or smelling of alcohol or marijuana on campus, or any involvement in any drug or alcohol related offense on school buses, school property, or at any school sponsored activities is prohibited.
 - e. **TOBACCO, ALCOHOL AND DRUG USE IS A VIOLATION ANYWHERE AND AT ANYTIME.**

VII. HEARING PROCEDURES

Violations of the Athletic Code are limited to incidents verified by Scales Mound Staff, Board of Education, a law enforcement agency, or an admission of guilt. Direct reports or confirmation from law enforcement agencies of possible illegal activity will be investigated. Anonymous or secondhand reports of possible violations generally will not be investigated. Nevertheless, the student and parent will be notified leading to a potential admission of guilt. Based upon the evidence, the school administration will determine whether or not to pursue sanctions against the student. The administration may either refer the matter to the voting members of the SAC to determine if sanctions should be imposed, or render a direct decision. The Principal and/or Athletic Director will also determine to which clubs/organizations the student belongs in order to determine how the sanction might effect the student's participation in activities at school. All complaints will have a 30-calendar day time limit unless the action is associated with legal action or a law enforcement agency.

If sufficient evidence is found to support the complaint, a hearing with the SAC may be scheduled. The student will be presented a letter to take home to his/her parent/guardian as notification of the time and place of the hearing, the infraction under consideration, and possible sanctions to be imposed. The student involved and his/her parent/guardian will be invited to attend this hearing.

A quorum of the voting members of the SAC will be convened to hear the case. At the hearing, the chair of the SAC, and/or designee, will call the meeting to order, and he/she will summarize the format for the meeting. The principal, and/or designee, will state what the complaint against the student is, what information supports the complaint, and may make recommendations regarding the possible sanction. The student and/or parent/guardian will be given the opportunity to clarify information, refute any misinformation, or report any information not previously stated. Informal discussion by the SAC with the student and his/her parent/guardian is permitted to clarify all issues. At the completion of the hearing, the SAC will recommend either dismissal of the case or sanctions. The results of the hearing will be mailed to the parent/guardian via certified mail.

If the student and/or parent/guardian are unable to attend the hearing, the evidence will still be presented and the SAC will render a decision. If the SAC determines that sanctions should be administered and the student belongs to no clubs/organizations, the results of the decision will remain on file with the Chair of the SAC until such times as the student becomes involved in a school activity covered under the Activities Code.

VIII. SANCTIONS FOR POLICY VIOLATIONS

Sanctions will be imposed immediately after an SAC decision. When sanctions are imposed the parent or guardian will be notified by certified mail. Sanctions may affect any extracurricular activities. (Note: This does not include “co-curricular” organizations such as band, chorus, or class membership. It does, however apply to any elected position.) This includes attending club meetings; attendance at conferences and/or competitions; all club/class activities that are not open to the general public; all duties of club/class officers; and the ability to enter contests sponsored by either the national, state, or local organization. Sanctions may also include but are not limited to the following activities:

Activities Included in the Sanctions

1. Members of the court for prom, homecoming or any dance.
2. Officers of any school sponsored club or activity including student council and class officers.
3. National Honor Society (further sanctions may incur through the National Honor Society Committee)
4. All-Conference recognition (Sports)
5. School Sports (local recognition)
6. Committee Chairs in any school sponsored activities.
7. Musical or Play
8. WYSE

● *First Offense (Including but not limited to the following):*

Extra-Curricular: Restricted from participating in all clubs (non-athletic teams), school honors and all club functions for nine weeks (the equivalent of one quarter of a year-long position) from the date of the SAC decision and the student is required to attend a substance abuse program at no cost to the school, unless student uses the voluntary admissions clause.

Athletes: Suspended from interscholastic competition for one-quarter of the season and the student is required to attend a substance abuse program at no cost to the school, unless the student uses the voluntary admissions clause. In order to stay on the team, the high school athlete must continue to attend all practices; and be present for all contests with the team on the sidelines, but wear street clothes. Junior high students must pass all classes, must continue to attend all practices; will attend home games in street clothes and will not be able to attend away contests. In order to complete the suspension, the athlete must finish out the season.

Play: Any play participant who has a violation on file to be served will not be eligible to be cast in the school play.

If a violation occurs after casting has taken place, the individual will not be able to participate in the performance.

Voluntary Admission Clause

A student in violation of the Athletic Code rules for the first offense will have the opportunity to use the voluntary admission clause. The athlete and/or his/her parents may self-report a violation to school administration by 8:00 a.m. upon the first day school is operating after the violation. This includes regular summer hours. The consequences of the voluntary admission clause are less severe than a normal first offense violation. The student is suspended for 10% of the season and is required to attend a substance abuse program at no cost to the school. This is still considered to be a student’s first offense; another violation will put the student in the second offense category.

● *Second Offense (Including but not limited to the following):*

Second offense infractions require action by the Student Activities Committee. The Committee, composed of the sponsors of all student extracurricular activities and all head coaches, administration, and a School Board member, will convene to decide what actions should be taken. Parents are invited to attend the SAC meeting when action will be discussed.

Extra-Curricular: Suspended from interscholastic competition for one-year from the date of the infraction and the student must complete a substance abuse program at no cost to the school.

Athletes: Suspended from interscholastic competition for one-year from the date of the infraction and the student must complete a substance abuse program at no cost to the school.

● *Third offense (Including but not limited to the following):*

Third offense infractions require actions by the Student Activities Committee. The Committee, composed of the faculty sponsors of all student extracurricular activities and all head coaches, administration, and a School Board member, will convene to decide what actions should be taken. Parents are invited to attend the SAC meeting when action will be discussed.

Extra-Curricular: Suspended from interscholastic competition for the remainder of the student's high school career and the student must complete a substance abuse program at no cost to the school.

Athletes: Suspended from interscholastic competition for the remainder of the student's high school career and the student must complete a substance abuse program at no cost to the school.

Other important provisions concerning offenses:

1. A participant who is suspended for a year or more may appeal to the Student Activities Committee for a review of status after one calendar year of the suspension.
2. This policy is in force for two calendar years from the point of infraction.

Acts of Gross Misconduct:

Acts of gross misconduct by students who participate in extracurricular activities/athletics are subject to actions taken by the SAC. Depending on the severity of the act, the SAC may:

1. Suspend a student from the activity, and/or not allow recognition of the activity or activity related honors for a period of no longer than one full year.
2. On a second offense, a student may be removed from club/organization activities or not receive school recognition for no less than one year and up to three years. A student may appeal to the SAC for reinstatement after one year.

IX. THE APPEALS PROCESS FOR STUDENT ACTIVITY DECISIONS

If the Principal and the Athletic Director directly render a decision, the parent/guardian/student has the right to appeal the decision to the Student Activities Committee. This request should be made in writing and directed to the Athletic Director or the school Principal. This request should be made within 10 calendar days of the decision of the administration. If the parent/guardian is not satisfied with the decision of the Student Activities Committee, they may request a review by the Board of Education. The parent/guardian will submit a letter to the Superintendent of Schools stating their reasons why they feel that the Student Activities Committee's decision should be overturned based on the evidence. The Superintendent will share this letter with the Board of Education in closed session. The Board of Education will, at this time, decide if it wishes to hear the matter or let the decision of the SAC stand. If the Board of Education decides to hear the matter, the Superintendent of Schools will contact the parents and arrange for a special Board hearing. At the hearing, the Board of Education may decide to let the decision of the SAC stand, or they may overturn the decision of the SAC. The Board decision will be final.

X. REQUIREMENTS FOR EXTRACURRICULAR PARTICIPATION

An "athlete" is defined as a student who participates as a representative of Scales Mound Schools in an Illinois High School Association, Wisconsin High School Association, the U.S. Grant-Fever River Conference, or the Northwest Upstate Illini sanctioned interscholastic competition. Team members and managers are included in this category.

A "club member" is defined as a student who participates in any club, organization, or extracurricular activity that is sponsored by the Scales Mound Community Unit School District.

In order to promote a high quality academic program at Scales Mound, all participants in extracurricular activities must meet the following guidelines:

Students in extracurricular teams and clubs are required to adhere to standards of conduct for behavior, training rules, and academic eligibility described in the handbook for student-athletes. These rules apply to students on athletic and non-athletic teams and clubs. Students not meeting school requirements for eligibility may be restricted from attending or participating in team/club activities.

XI. ATHLETIC TEAMS PARTICIPATION FEES

Grades 6-12 \$25.00 per sport

Family Maximum for Athletic Fee Charges \$75.00

Charges for athletic fees cover all Scales Mound School District sports. They do not include participation fees for cooperative teams at Benton High School. Participants in programs held at Benton High School are required to pay the athletic fees charged by the co-op school (\$25). **THERE ARE NO REFUNDS ON ATHLETIC FEES FOR STUDENTS WHO DROP OUT OF A SPORT, OR WHO ARE PARTICIPATING IN CO-OP ACTIVITIES THROUGH OTHER SCHOOLS.**

XII. SPORTSMANSHIP CODE OF ETHICS

As a participant in athletics at Scales Mound High School, I recognize the privileges of representation and participation that come to an athlete and assume sincerely the responsibilities and obligations that go with these privileges.

1. The goals of our athletic teams shall be to:
 - a. Discover the value of the associations formed, and the enjoyment of the competition provided;
 - b. Respect the standards of play, knowledge of the game, and the quality of the skills shown;
 - c. Demonstrate exemplary conduct on and off the field, before, during and after the games;
 - d. Represent the best ideals and traditions of our school and community, and bring honor and credit to our educational institution.

2. The goals of the athlete shall be to:
 - a. Learn and practice correct training routines in accordance with Scales Mound High School Training Regulations;
 - b. Recognize that I am expected to set a good example in regard to conduct and behavior as well as dressing appropriately to time and place. Appropriate dress will be determined by my team sponsor;
 - c. Realize that my actions and appearance represents not only myself but also my parents, my coach, my school, my athletic program and community;
 - d. Work to apply the philosophy that attaining success requires effort, application of knowledge, the desire to succeed;
 - e. Avoid social cliques or special groups within the squads or in the school which are operating for selfish motives rather than for the good of the team and the school;
 - f. Respect and encourage excellence of performance and conduct regardless of who accomplishes it or where it is accomplished;
 - g. Follow the belief that each squad member has his unique contribution to make in the position that he or she holds;
 - h. Recognize that a true athlete is one who, despite unjustified criticism, a losing season, or a better opponent, still has the determination to strive to the limits of their ability;
 - i. Appreciate that success results from dedication to completing the task;
 - j. Realize that when I put limitations on myself, I limit what I can accomplish;
 - k. Strive to give more than I receive;
 - l. Respect the roles of teachers, coaches, officials, teammates and other students as they affect my daily life.

3. The role of spectators at events shall be to:
 - a. Enhance the reputation and prestige of our school and community
 - b. Demonstrate their love of competition and prove that the game itself is superior to the demand for victory at all costs
 - c. Respect, at all times, the decisions of the officials
 - d. Loyal support the team in victory or defeat
 - e. Bring good will and respect to our school and community
 - f. Improve the friendly relation that exists between schools and communities
 - g. Create a better understanding of the standards that govern interscholastic athletics

XIII. ATHLETIC INJURIES AND THEIR CARE – IASB POLICY 7:305

Students participating in athletics should familiarize themselves with the following instructions relative to injuries and illnesses:

- a. All participants in the athletics program **MUST CARRY SCHOOL INSURANCE OR SIGN AN INSURANCE WAIVER.**
- b. Any school-connected injury shall be reported to the coach and an accident report form must be filed with the office secretary.
- c. If an individual has any special medical problem; the Athletic Director and the coach must be informed.
- d. Should an injury be discovered after the athlete has returned home, he/she should go to his physician and report the incident to the coach.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

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

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

XIV. TRANSPORTATION OF ATHLETES AND STUDENTS ON AUTHORIZED TRIPS

Students are expected to use school transportation for all co-curricular and school events unless written permission is given to an assigned school representative from a parent or legal guardian.

XV. SCHOOL ATHLETIC EQUIPMENT

One of the values of athletics is to teach responsibility. This applies to the care of athletic equipment as well as other school property. Equipment is issued, and each athlete is expected to take excellent care of this equipment.

- a. If the equipment needs repair or is not the right size, the athlete will exchange it and see that the change is noted on his equipment sheet.
- b. The athlete agrees to accept responsibility for any uniform and other school equipment. In the event that the athlete should lose or damage it, the athlete agrees to reimburse the Scales Mound School for its replacement value.
- c. Any person with unauthorized and/or misused athletic equipment may be subject to legal action to obtain equipment or damages.
- d. Parents can help by returning any school-owned equipment found at home.
- e. When an athlete completes a sport, he is ineligible to receive equipment for a new sport until he has paid all fees for lost equipment and turned in all other equipment previously checked out to him/her. At the end of a school year, all athletes must return all equipment or pay all fees for lost equipment.

XVI. GENERAL REGULATIONS

- 1. Participants must abide by all rules and regulations of the Illinois High School Association.
- 2. Each coach or sponsor will distribute a list of his or her team rules on the first day of practice. The student athlete and his/her parent or guardian should sign these forms. These forms must be completed and returned to their coach before they are qualified to participate in an actual contest between schools.
- 3. School attendance (prior to event) – any individual participating in co-curricular activities or attending co-curricular events must be in attendance at school at least the second half of the day beginning at 11:30. Students leaving school before 3:00 for reasons other than a medically approved absence, family emergency or administrative approval may not attend or participate in co-curricular events.
- 4. Suspension from school - A student is excluded from participating in any practices and/or game situation while the suspension is in effect.
- 5. If a student decides to quit a sport, club or activity, he/she will be expected to handle it as if he/she were terminating employment. If this is not done in an acceptable manner, the athlete should realize that he/she is in danger of being refused the opportunity to participate in future athletics. The procedure to be followed:
 - a. See both his or her coach and the head of that sport and explain the reason for deciding that they will no longer participate.
 - b. Return the equipment that has been checked out.
- 6. Any act of disrespect or displays of flagrant misconduct will be cause for immediate dismissal from the squad. If the student-athlete wishes to participate in any additional sports, they will be required to meet before the Student Athletic Committee to explain their behavior, and apply for re-admission to the athletic program.

AT-RISK STUDENTS

The District has a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselor
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time
- Tutorial sessions

- Increased instructional time
- Modification of instructional materials
- Remediation program

ATTENDANCE/ABSENCE FROM SCHOOL – IASB POLICY 7:70

1. CALL SCHOOL (845-2215) OR EMAIL (office@scalesmound.net) BEFORE 8:00 A.M. TO REPORT AN ABSENCE. Parents may call before 7:30 A.M. and leave a message on the voicemail system stating the student's name and their reason for absence. If the absence is not phoned in on the day of the absence, the student is required to bring a signed note from a parent/guardian to school on the next day of student attendance. The note must specify the reason for the student's absence from school.
2. EXCUSED ABSENCES - Absences shall be considered excused for the following reasons:
 - a. ILLNESS/MEDICAL REASONS - Proof of a medical/dental appointment will be required upon returning to school. Verification not received within 1 day of the absence may count toward the truancy policy.
 - b. FAMILY EMERGENCY
 - c. PRE-ARRANGED ABSENCE - Acceptable reasons include medical/dental appointment only when not available after school hours, funerals/wedding of immediate family, situations beyond the control of the student, and college orientation days with prior administrative approval for the absence. Verification with a written note from the particular office is expected.
 - d. COLLEGE VISITS / MILITARY RECRUITMENT VISITS - Juniors and seniors may be limited to two visits per year.
 - e. RELIGIOUS HOLIDAYS
 - f. OTHER REASONS AS APPROVED BY THE ADMINISTRATION – The absence will be excused at the discretion of the administration based upon the student's attendance and academic record. The parent/guardian must provide the office with the reason for the upcoming absence. The student will then be given a "Permit to Leave" slip. This policy is in effect for any attendance at a special event or family function.
3. TRUANCY/UNEXCUSED ABSENCES - The State of Illinois describes "chronic truancy" as any student who is absent without valid cause for 5% of the previous 180 school days. A school year has approximately 180 days. 5% of the school year is 9 days. Therefore, a medical note may be required in order for these absences to not count toward these 9 days and the student will be considered a chronic truant on the 10th absence and may be referred to the Truant Officer at the Regional Office of Education, who will take appropriate action against the parent or the student, whichever is indicated by the situation. Teachers have the right to issue a "0" for any unexcused absences.
4. ADMIT SLIPS - Students arriving late or returning from an absence must check into the office for an ADMIT SLIP before returning to their classes. Students will not be admitted to class without an admit slip from the office.
5. PROVIDING FALSE INFORMATION - Students or parents found providing false information about a student's absence will cause the absence to be designated "unexcused". Students will be subject to all penalties for an unexcused absence for any periods missed. A doctor/dentist appointment is not a valid reason to take the rest of the day off to do other things, like shopping, seeing a movie, skiing, visit with friends, etc.
6. ILLNESS OR INJURY - If a student becomes ill or injured while at school, the parents will be notified. It is the responsibility of the parents to pick up or arrange a ride for their child. No students will be allowed to leave the school without parent or guardian permission.
7. PERMISSION TO LEAVE SCHOOL - Students may not leave school without signing out in the office. Absences will be considered unexcused if the student leaves school without receiving administrative approval.
8. PRE-ARRANGED ABSENCE/EARLY DEPARTURE - If there is a need for a student to be released from school, written notification or a telephone call will be required from the parent/guardian in advance of the absence. Students who require early departure from school should report to the office at the start of school to obtain a "Permit to Leave" slip and sign out in the office before leaving the building. If possible, students should obtain a "Permit to Leave" one day prior to the requested absence.
9. NOTES FROM HOME - If parents do not call to notify the school of the reason for a student being absent, that student is required to bring in a written note on the first school day following the absence. A student who forgets or fails to bring a signed note from his/her parent/guardian, which indicates the reason for the absence, will be given a temporary admittance slip. All temporary admit slips are marked "unexcused". By the next regular school day, if the student does not provide the office with a signed note from parent/guardian with the specific reason for the absence, the student will be considered truant for the day missed and subject to penalties for unexcused absences.

All student attendance will be determined according to the State guidelines for school attendance.

ATTENDANCE/MAKE-UP WORK AFTER EXCUSED ABSENCES

Students who have an excused absence have the opportunity to make up work. It is the responsibility of the student to contact the teacher(s) involved to determine make-up assignments and establish times for daily and test make-up. In general, a student is given two days for each excused absence (maximum of three days upon return if a student is absent 2-3 days) to make up work. For excused absences longer than three days, the teacher(s) may develop a contract for make-up work with due dates up to two weeks. All make-ups and long-term projects should be completed within 1 week of the end of a grading period unless prior administrative approval has been received. If a student returns to school before the end of the school day, they are expected to gather the homework they missed earlier in the day and return it completed on the next day of school. When students and/or parents/guardians request homework prior to going on a vacation or an extended absence, teachers will provide homework in advance at their discretion. Homework assigned in advance is expected upon return to school.

A teacher reserves the right to require a student to make up any work after school. A student may be required to serve up to a ½ hour study period after school with the teacher from whom the assignment is missing. It is up to the teacher to contact the parents when this will occur. The teacher will also use his/her professional discretion over the amount of credit given and if the student may leave once the homework is completed.

ASBESTOS INFORMATION

The Asbestos Management Plan is available for inspection in the Scales Mound Community Unit School District 211 Maintenance Office located at 210 Main Street. Federal and state law requires the building to be re-inspected every three years. Most ACM (Asbestos Containing Material) in the building has been found to have little physical damage or to be nonfriable, and to have little potential for contact damage. The Board of Education approved an operations and maintenance program as part of the Asbestos Management Plan. In general, the objective of the program is to repair any damaged asbestos and keep all ACM from becoming friable. Details of the response actions are available in the Asbestos Management Plan.

AUTOMOBILES

The speed limit on Main Street on school days in front of Scales Mound School is 20 MPH. Students who operate motor-driven vehicles in a potentially dangerous manner may be reported to the appropriate law officials. By order of the Village of Scales Mound, parking is prohibited in the alley across from school to allow access for emergency vehicles. No unauthorized motor-driven vehicles are permitted on the east side of the school building (elementary playground area) at any time.

BOOKS/CARE OF BOOKS

Students are responsible for the care of texts and textbooks loaned to them. Students withdrawing from school must return books on their last day of attendance. Any damage to books, which exceeds normal wear, will be subject to fines. Torn pages or covers, writing in the book or cover, or stickers applied are examples of damage for which fines will be applied. Lost books or books that are irreparably damaged will be subject to a replacement cost.

BUS REGULATIONS – IASA POLICY 4:110 TRANSPORTATION

Transportation is provided to students in Scales Mound C.U.D. #211 who live 1 1/2 miles or more from school as measured by the shortest route between home and school. Students need to maintain safe and appropriate behavior on the bus at all times. The driver is in charge of all students while riding the bus. The following rules must be observed at all times:

1. Stay off the road at all times while waiting for the bus.
2. Do not move toward the bus at the loading zone until the bus comes to a complete stop.
3. Once a student is seated, he/she should remain in that seat.
4. Keep hands and head inside the bus at all times.
5. Keep books, packages, coats, and all other objects out of the aisles.
6. In case of a road emergency, remain in the bus until the driver gives instructions.
7. If you must cross the street after exiting the bus, cross in front of the bus only.
8. Students released to buses at the end of school must stay on the buses until departure.
9. Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do so except by proper authorization from a school official.
10. Students will be permitted to ride a different bus home provided PARENTS SEND A WRITTEN NOTE to the office requesting permission.
11. The CTE bus riders are subject to the same standards of conduct as students in school.
12. No glass containers are allowed on the bus.
13. Electronic devices must be used with headphones.

SPECIAL RIDER permission MUST be obtained for a student to ride on a bus route to which he/she is not a regular rider. Certain conditions exist for administrative approval for such a request. Any disciplinary offense, which is committed by A *SPECIAL RIDER*, will result in forfeiture of riding privileges.

BUS DISCIPLINE PROCEDURES – IASB POLICY 7:220

Students who ride on a school bus are subject to all school and bus rules while on the bus. Any reported inappropriate or dangerous behavior may result in suspension or expulsion from the bus in addition to any other disciplinary action associated with the misbehavior.

BUS VIDEOTAPE – IASB POLICY 7:220

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings will be displayed on the exterior of the vehicle’s entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety. Students are prohibited from tampering with the electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board’s discipline policy and shall reimburse the School District for any necessary repairs or replacement.

CAREER AND TECHNICAL EDUCATION ACADEMY (CTE) – HIGH SCHOOL

Scales Mound High School is a member of the Jo Daviess Carroll Area Career and Technical Education Academy. Juniors and seniors who meet the prerequisites for admission are eligible to attend the center located in Elizabeth.

Transportation to and from the CTE is provided by Scales Mound High School and all participants are required to ride in the school’s bus. Students who are in compliance with the following criteria are eligible to enroll:

Students must complete all S.M.H.S. freshman and sophomore required courses: 10 completed credits - which must include at least two credits of both math and English, one credit of both social studies and science, and 1/2 credit of Health.

Students have permission to leave Scales Mound School when their CTE classes are not in session.

CHRONIC COMMUNICABLE DISEASES

Any student who has a chronic communicable disease or is a carrier of communicable disease shall be provided a free and appropriate education in the least restrictive environment. A student who has a chronic communicable disease or is a carrier of a communicable disease may attend school in the regular classroom setting whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects of the student’s placement in more restrictive setting. If a student is required to be placed in a non-school setting, an appropriate educational program shall be developed and provided to the student. The determination of whether such student may attend school in the regular classroom shall be based upon the following factors:

- a. The risk of transmission of the disease to others;
- b. The health risk to the particular student;
- c. Reasonable accommodations that can be made without undue hardship to reduce the health risk to the student and others;
- d. The educational detriments of a more restrictive placement.

The Superintendent is authorized to establish rules and regulations that are designed to implement this policy and that are consistent with the State Board of Education’s Special Education Regulations.

CHRONIC COMMUNICABLE DISEASE RULES AND REGULATIONS

- A. **TEMPORARY EXCLUSION**
Pending determination of placement, a student who has a chronic communicable disease or is a carrier of a communicable disease, or a student who is reasonably suspected of having a chronic communicable disease or being a carrier may be temporarily excluded from school. During the period of temporary exclusion, the student shall be provided with an appropriate educational program.
- B. **INITIAL EVALUATION**
Each student shall be evaluated by a team that may consist of appropriate District personnel and a physician or other consultants selected by the Superintendent or his designee, the student’s physician, public health personnel, the student and the student’s parents or guardians.
- C. **PLACEMENT DECISION**

Upon completion of a case study evaluation, one or more conferences shall be convened for the purpose of formulating program and service program and service options. Recommendation concerning the student's placement and the individual education program shall be made at these multi-disciplinary conferences by consensus of the participating public school personnel and shall be determined in accordance with standards set forth in Board Policy.

D. APPEAL

A decision on student's placement or individual or individualized educational program may be appealed in accordance with State and federal law, including but not limited to, the Illinois School Code, Individuals with Disabilities Education Act, and Section 504 of Rehabilitation Act of 1973.

E. SUBSEQUENT EVALUATIONS

The student shall be periodically reevaluated by the placement team to determine whether the student's placement continues to be appropriate. The team shall determine the frequency of the reevaluations, but in no event shall the student be reevaluated less frequently than once per school year.

F. CONFIDENTIALITY

The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others.

CLASS DISRUPTIONS

Classes may not be disrupted to deliver flowers, balloons, gift, etc.

CLASS STANDING/PROMOTION – HIGH SCHOOL

Students must earn a minimum number of credits to have class standing and participate in class activities. The minimum requirements for the class of are as follows:

Senior standing at least 20 CREDITS

Junior standing at least 12 CREDITS

Sophomore standing at least six CREDITS

Freshman standing less than six CREDITS

*Senior standing requires that a student be registered for the minimum number of credits required to graduate (20) at the start of the expected year of graduation.

COMPLAINTS

Students and parents are an important resource for helping improve the quality of our school. Students and parents are encouraged to speak out if they have concerns. Parents are requested to observe this appeal process when they have a complaint:

1. Contact your child's teacher, if unsatisfied contact -
2. The Principal, if unsatisfied contact -
3. The Superintendent, if unsatisfied contact -
4. The Board of Education. The contact must be in writing addressed to the Board of Education.

COMPUTER USAGE

(See Appendix C)

CORRESPONDENCE COURSES – HIGH SCHOOL

Correspondence school credit for meeting graduation requirements must have advance administrative approval. In order to be approved, the course must be from a regionally accredited agency or school, and the course must require a final examination given under the supervision of a District teacher or administrator for course completion. Credit will be issued, but this grade will not be used in the cumulative grade point average. Students who take a college level class or a correspondence course to replace classes here at Scales Mound School will receive high school credit and it will count toward their GPA.

COURSE LOAD – HIGH SCHOOL

Students must register a minimum of 3.0 credits each semester and no less than 6.5 credits per year.

CPR and AED VIDEO – IASB POLICY 4:170

State law requires the Illinois High School Association to post a hands-only cardiopulmonary resuscitation and automated external defibrillators training video on its website. The law also requires the District to notify staff member and parents/guardians about

the video. You are encouraged to view the video, which will take less than 15 minutes of time at www.ihsa.org/Resources/SporsMedicine/CPRTTraining.aspx

DANCES/RULES

Attendance is restricted to Scales Mound High School students and their guests, who must be in high school or above. High School students are not allowed to attend junior high dances. Junior high students are not allowed to participate at high school dances. No one 21 and over will be allowed to attend as a guest. Individuals, who cause disturbances, drink, smoke in the building, etc., will be asked to leave and will be subject to disciplinary action and/or referral to the authorities. Parents will be requested to come and pick up the individuals. The student may be barred from attending dances for the remainder of the school year.

The doors will be locked 30 minutes after the dance begins. After the “lock in” time, no one will be allowed in without special permission from the chaperones and the parent(s) will be notified. Individuals who leave the building during the dance will not be readmitted. Guests of Scales Mound students must be registered in the office before the dance. The student is responsible for the actions and conduct of their guest.

DISCIPLINE – IASB POLICY 7:190

The development of discipline is a major element of the maturation process. As a child matures, he/she must progress from the need of external control to internalized self-discipline necessary to become an effective responsible adult. The goals of any disciplinary policy are to develop self-control, orderliness, efficiency and a respect for the rights of others.

An individual has the right to the opportunity of a public education. However, an individual does not have the right to interfere with the rights of others to an education in a safe, secure, and orderly environment. The rights of an individual and the institution must be balanced. The student discipline policies at Scales Mound School have been created to provide students, faculty, and staff with a safe learning environment. It is the goal of the School District to provide fair and impartial treatment of students on all matters pertaining to discipline; to utilize due process when disciplinary actions are merited; and to keep parents informed on disciplinary matters relating to their children. The goal of the Scales Mound Discipline Policy is to protect the rights of all students.

All policies are in effect during school hours, during school activities whether at Scales Mound or at another site where Scales Mound is participating. This includes but is not limited to during or after school hours or at any other time when the school is being used by a school group. This plan also applies off school grounds, traveling to and from school, at school-sponsored activities, and any activity or event that bears a reasonable relationship to school. This Discipline Plan may also apply anywhere, if the conduct may reasonably be connected to be an attempted intimidation of a staff member, or an interference with school purposes or an educational function. A notice will be sent home to parent(s) following each disciplinary referral of a student.

Disciplinary Measures

When school disciplinary policies have been violated, it is the responsibility of involved teachers and administrators to work with the student, parent(s), and other support personnel to help the student correct his/her behavior. All disciplinary actions taken by the school will be directed to protect the welfare of the school community and help the student develop self-discipline. When determining the response for a specific breach of discipline the school personnel will consider the nature of the act, the student’s previous history, age and maturation, and mitigating circumstances, and the effect of his/her action on the welfare of the school community. Disciplinary responses may include but are not limited to the following:

1. Conference with the Principal - This will ordinarily take the form of a reprimand. Through a discussion and clarification of school rules, there should be an assurance that a similar violation would not reoccur. It may also result in an individualized plan of discipline being established for a particular student.
2. Conference with student, teacher and principal - This would most likely occur when a student has been referred for class misconduct. In certain cases, this course of action may be the best way to resolve a classroom problem when requested by the teacher.
3. Parent Conference - In the event of a serious violation or repeated misconduct, the principal may request the parent come to the school. The student may be required to be present at the conference.
4. Detention - this measure involves a student remaining after school for 25 minutes. It is the student’s responsibility to make the necessary arrangements to serve the detention. Students who are issued a detention have a 24-hour period in which to make arrangements to make up the detention. An additional 24-hour extension may be issued at the request of the parent. If the student needs to change the date they must notify the principal and give just reason for said change.
5. Clean up - This involves a student who has littered, written on walls, desks, etc. being assigned an area and period of time to pick up debris and/or wash, mop, sweep etc.

6. Payment for Damaged Property - Damage caused by any student(s) to school property or the property of other members of the school or community may be required to pay for the repair or replacement of damaged property.
7. Denial of Privileges - Student(s) guilty of violating the disciplinary code may be denied the privilege and the right of attending or participating at school-sponsored activities including riding the bus or any other privileges.
8. Class Removal for Disruptive Behavior - Behavior, which interferes with the normal functions of the educational process, will be cause for class removal. A student removed from class must report immediately to the principal with an office referral.
9. Searches - School authorities are authorized to conduct searches of students and their personal effects, as well as the property of the District, in accordance with Board Policy. Student desks and lockers are public property and school authorities may make reasonable regulations regarding their use. School officials may inspect desks and lockers when there is reasonable cause to believe that the contents threaten the safety, health, or welfare of students, or includes stolen property or contraband. Stolen items and items which are prohibited by Board policy or school regulations may be removed and impounded, and the parents notified.
10. In-School Suspension - A student will be assigned to an isolated, supervised location for specified number of days. While assigned to in-school suspension, a student will be expected to complete assignments. Tests and labs must be made up at a time determined by the teacher. There is no loss of credit for class time missed as long as assignments are completed on time.
11. Suspension from School - Disciplinary action taken by the principal to separate a student from the school for a period of ten days or less. Students who are suspended are not permitted to be on campus, to use school transportation, or to participate nor attend school-sponsored activities. Students suspended from school will be given credit for assignments due during the suspension. Assignments that were made-up during the suspension but due after the suspension is over will be accepted. Assignments must be turned in upon returning to school unless an extension is granted by the teacher.
12. Expulsion from School - Disciplinary action taken by the Board of Education to separate a student from school, from a class, from a school activity, and/or from riding the school bus, for a period of time greater than ten (10) consecutive school days. Students who are expelled are not permitted to be on campus, to use school transportation, or to participate or attend school-sponsored activities. Students expelled from school are not permitted to make-up work missed.
13. Referral to Authorities – This includes the police and DCFS.
14. Isolated time out – The amount of time will vary with the severity of the situation.
15. Physical Restraint – May be used if student(s) or staff if physical safety is a concern.

A. PRE-SUSPENSION CONFERENCE

The administration shall have a conference with the student who is under consideration for suspension prior to taking school disciplinary action. The student will be advised of the reasons and evidence in support of the suspension. The student will be given an opportunity to respond. The administration will make a written record of the conference. The administration will then determine whether to suspend the student. The notification procedure below will be followed.

1. When, in the opinion of the administration, a student poses an immediate threat to school personnel, other students or school property, or poses an ongoing threat of disruption of the educational process, the student may be summarily removed from school without holding a pre-suspension conference as set forth above.
2. A written notice will be sent by certified mail, return receipt. The parent(s) shall be advised by written notice of any subsequent disciplinary decision.

B. SUSPENSION NOTIFICATION

If the pre-suspension conference results in a decision to suspend, the parents will be advised immediately by written notice sent by certified mail, returned receipt. The notice to the parent shall include:

1. Statement of the reasons for the suspension, including any school rule that has been violated.
2. The date and duration of the suspension.
3. A statement of the parents' right to request a review of the suspension with the Board of Education.
4. Notification of the right to be represented at the suspension review hearing by an attorney or other Representative.
5. A copy of the suspension review hearing procedure.

A student may be suspended out of school for 1-3 days in accordance to Senate Bill 100 if the student's continued presence at school constitutes as a threat to school safety or a disruption to other student's learning opportunities. Students can be suspended out of school 4-10, expelled or removed to an alternative school if the student's continued presence at school constitutes as a threat to the safety of other students, staff or the school community or substantially disrupt, impede, or interfere with the operation of the school.

C. SUSPENSION PROCEDURES – IASB POLICY 7:200

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.
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. The School Board must be given a summary of the notice, including the reason for the suspension and the suspension length.
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.

D. EXPULSION PROCEDURES – IASB POLICY 7:210

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
 - The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
 - The time, date, and place for the hearing.
 - A short description of what will happen during the hearing.
 - A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed two calendar years, as determined on a case-by-case basis.
 - A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.

Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross examine witnesses who testified, and otherwise present reasons why the student should not be expelled. 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.

E. PROCEDURES FOR SUSPENSION REVIEW / EXPULSION HEARINGS

1. A suspension or expulsion review hearing shall be conducted by a hearing officer, a committee of the Board, or by the entire Board of Education (If a hearing officer or committee of the Board conducts the hearing, a written summary of the evidence heard shall be submitted to the Board.)
2. A review of the evidence, as contained in the summary of the expulsion hearing shall be made by the Board of Education in executive session within thirty (30) days.
 - a. All student discipline hearing shall be held in executive session.
 - b. Parents, Attorney or other representatives and student may attend the hearing. If the parents or student does not attend, but the administration has proof of notice given and received, the Board may choose to proceed with the hearing or reschedule it.
 - c. The hearing may be recorded. If either party wishes a recording to be made, the other party shall be offered an opportunity to purchase a copy of the transcript or the tape.
3. The hearing shall be conducted similar to the following format:
 - a. The administration and the student may make short opening statements concerning the charges.
 - b. The administration shall first present evidence, including proof of compliance with

- c. Behavior Intervention Policy for Special Education or this policy, if applicable. The student may cross-examine all witnesses in attendance and review any written evidence presented by the administration.
 - d. The student may then present evidence to refute the charges. The administration may cross-examine all witnesses in attendance and review any written evidence presented by the student.
 - e. The Board may, at any time, direct questions to the parties or their witnesses.
 - f. The administration and the student may make closing statements at the conclusion of the hearing.
4. The Board may receive all relevant oral or written evidence. They shall consider the weight of the evidence in determining the issues.
- a. If the administration determines that any of the witnesses would be subject to physical or mental harassment, or that an emergency exists, the administration need not present the witness at the hearing. Instead, the administration may present as evidence a written summary prepared by the absent witness of his/her testimony. The summary shall include the reason for the witness's absence and a statement verifying that the contents of the summary are true. If an imminent fear of reprisal exists, the authorized administrator may also present a written statement in which the witness's identity has been concealed.
 - b. The Board shall not consider the student's academic records in determining the validity of the charges of gross disobedience or misconduct. The Board may review a student's records, however, in determining the appropriate discipline.
 - c. The Board shall determine and make findings on the following two (2) issues at the hearing: if the charges are upheld, and the appropriateness of the discipline.
 - d. If the student is a special education student, or asserts during a hearing that he may be a special education student, the Board must also follow the procedures set forth in the BEHAVIORAL INTERVENTION POLICY FOR SPECIAL EDUCATION.
5. The Board may also take such action after the hearing, as it deems appropriate.
6. If the Board finds that an expulsion was unjustified, the student's records may be cleared of all notations regarding the suspension or expulsion. Any absence for disciplinary reasons shall be marked "excused". The student may be allowed to make up lost educational opportunities including, but not limited to, tests and other class work.
7. The decision of the Board shall be final.
8. Written notification of the Board's decision shall be mailed to the parents. An expulsion may be effective immediately or as specified by the Board and maybe up to two (2) years in length.
9. Referral to Authorities - Any action of a criminal nature will incur school disciplinary policy and may be referred to the authorities.

Infractions and Consequences

The administration and the Board of Education reserve the right to modify any and all infractions and consequences at their discretion. Any disciplinary infraction not detailed in this handbook will be left to the discretion of the school administration. Students who are involved in athletic clubs and other extracurricular activities may receive additional consequence based on the rules and regulations applying to each organization. In addition, the administration may establish certain rules and regulations not inconsistent with those established by the Board of Education.

Abuse of Hall Passes - to use a pass to go somewhere other than what is written on a valid pass or as specifically indicated by the member of the staff who issued the pass. Treated as truancy.

Alcohol and Illegal Substances – Possessing, distributing, purchasing, selling or being under the influence of a controlled substance on any school property or at any school-sponsored activity at any time, day or night, is punishable.

This policy is in force for two calendar years from the point of infraction. Police may be notified if there is a suspicion that a student may be under the influence of alcohol or illegal substance.

***Additional consequences may result for students involved in co-curricular activities and athletics as outlined in the Scales Mound Athletic Code Activity and Athletic Guidelines.

Anonymity - the act of refusal to properly identify one's self upon request including false identification and refusing to provide a home telephone number.

Arson - the willful and malicious burning or attempt to burn any building property of District #211.

Assembly Disruption - unacceptable conduct that may embarrass the participants or distract from the performance such as inappropriate comments, whistling, rowdiness, or inappropriate clapping.

Assault on School Personnel/Threatening School Personnel - any verbal or implied threat to staff and/or students, which could alarm, disturb, or interfere with the orderly operation of school. Any act involving hostile bodily contact by a student on a school employee on campus, on school buses, or at school-sponsored activities, including school-sponsored activities at other locations where the school is a participant.

Beverage Containers and Snacks - are only permitted in designated areas at appropriate times and students must not have open containers in lockers. Pop and snacks are not permitted in the classroom without teacher permission.

CD, Radio, Televisions and Tape Players - treated same as cellular communications devices.

Cellular Communications Devices/Equipment - (including but not limited to cell phone, laser pointers, beepers, pagers, iPods, etc.) the possession or use of communication devices on campus are not to be seen, used, or heard anytime during the instructional period of the school day except with special permission. Inappropriate use of these devices will have a range of consequences.

- Cellular devices at the elementary level are not to be used during the school day.
- Cellular devices at the junior high level are to be turned into their period 1 teacher and students will get them back at the end of the day.
- Cellular devices at the high school level are not to be used during class time without teacher permission. Cell phones at the high school level should be kept in the provided cell phone holder during class time.
 - 1st Offense – Cell phone turned into the office for the remainder of the day. Principal will call a parent.
 - 2nd Offense – Cell phone turned into the office. A parent will be called to pick up the phone.
 - 3rd Offense – Cell phone turned into the office. A parent will be called to pick up the phone. A detention will be issued.
 - Additional Offenses – Cell phone turned into the office. A parent will be called to pick up the phone. A double detention will be issued.

Cheating/Plagiarism – Scales Mound School strives for academic excellence. Students are expected to work to the best of their abilities and are rewarded for their accomplishments. Plagiarism is defined as stealing the words, ideas, etc. of another and claiming them as your own. This includes but is not limited to the copying of another student's work, with or without their permission, essays downloaded from the Internet, papers that do not give credit to the author but are claimed as your own, etc. Plagiarism will result in a zero for grading purposes for the classroom teacher.

Continued Class Disruption - to be repeatedly involved in behavior that disrupts the educational process in the classroom.

Disrespect - to insult, use derogatory names, question the authority of, dishonor, or in other manner abuse verbally or in writing any member of the school staff during the school year or at school-sponsored activities.

Driving Violations - The improper operation of a motor vehicle on school property. Being in a motor-driven vehicle as a passenger or a driver without permission during the school day. Cars improperly parked may be towed at owner's expense.

Destruction of Property - the student will be responsible for paying replacement costs of the damaged items and consequences may range from detention to suspension and possible expulsion and referral to authorities (Also see Gross Misconduct).

Extortion - forcing another student to give you things of value or money, unless both parties enter into the agreement freely and without presence of either an implied or expressed threat. Consequences may range from detention to suspension and possible expulsion and referral to authorities (Also see Gross Misconduct).

Failure to Serve Detentions - the failure to serve a detention in the allotted time will result in additional disciplinary action.

Fighting - the act involving hostile bodily contact on campus, on school buses, or at school-sponsored activities including school-sponsored activities at other locations where the school is a participant. All efforts will be made to uncover the instigation of the fight. Due to the difficulty in determining who started a fight, both parties may be considered equally guilty. Consequences may range from detention to suspension and possible expulsion and referral to authorities (Also See Gross Misconduct)

Fireworks - the possession of or use of any exploding, smoke, or stink device on school property. Consequences may range from detention to suspension and possible expulsion and referral to authorities (Also see Gross Misconduct).

Forgery - to falsely write the name of another person on a school form or note or to falsify records, dates, addresses to, times or other date.

Gambling - to gamble for money or other valuables on school property.

Horseplay - excessive pushing, shoving, hitting, etc., in jest that may cause an accident or fight to result. Pulling down another student's pants/shorts is not horseplay and will result in a minimal one-day suspension. Consequences may range from detention to suspension and possible expulsion and referral to authorities.

Inappropriate Dress – IASB POLICY 7:160 - clothing and jewelry that is distracting, indecent, or has obscene or improper insignias on it should not be worn at school. The student may be required to change and parent(s) may be notified.

Specifically:

1. Hats or head coverings of any kind including hoods.
2. Sunglasses.
3. Halter, tube, or midriff-revealing tops or net shirts.
4. Cut-off or sleeveless T-shirts in which the armhole area has been enlarged.
5. Clothing, jewelry, or other articles w/slogans of questionable, suggestive, or vulgar nature; or such articles advertising, drugs, alcohol, or tobacco (any articles with inappropriate/offensive messages).
6. Excessively dirty clothing.
7. Spaghetti strap shirts (i.e. any tops revealing straps of foundation garment).
8. Short shorts or mini-skirts.
9. Writing on clothes or exposed skin with offensive language.
10. All shirts or blouses need to touch the beltline when standing or walking.

Insubordination - the willful failure to respond to or comply with the directions made by school personnel. This includes repetitive failure to obey directions. Consequences may range from detention to suspension and possible expulsion.

Littering - to litter willfully on school property or on private property to and from school includes the school bus. Clean up litter. The student will be assigned appropriate clean up duties.

Lunchroom Disturbances - any activities that create a disturbance in the cafeteria including throwing food, leaving trays, inappropriate table manners, or cutting in line.

Lying or Providing False Information - students providing false information during the investigation of an incident may have the consequences for their behavior increased.

Mocking Instructor - body language or verbal behavior of a demeaning nature that imitates actions by an instructor.

Multiple Offenses - a student may be guilty of several offenses during one incident. Each offense carries a separate punishment and will be added together.

Obscenity - the use of profane language in verbal or written form or in drawings including obscene gestures or possession of obscene pictures. Material of an obscene nature will not be returned to the student.

Open Campus Violations - Students who violate rules or are tardy to class after lunch for open campus will forfeit open campus privileges and/or receive a detention, at the discretion of the administration.

Other Disciplinary Infractions - discipline for any student actions that jeopardize the safety and/or welfare of other students, school property, or school personnel, or that disrupts and/or interferes with an environment conducive to education (not otherwise enumerated in this policy) will be left to the discretion of the principal. Consequences may range from detention to suspension and possible expulsion and referral to authorities (Also see Gross Misconduct)

Public Displays of Affection - any bodily contact including kissing, holding hands and hugging is not appropriate at school.

Sexting – Sexting will be defined as the act of sending sexually explicit photos, images, or messages electronically, primarily by mobile phone or the Internet. Also, a depiction or portrayal in any pose, posture, or setting involving a lewd exhibition of the unclothed or transparently clothed genitals, pubic area, buttocks, or, if such a person is a female, a fully or partially developed breast of the person.

Shoes/Roller Shoes – shoes with a wheel or wheels simulating a roller skate are prohibited.

Smoking and/or Use of Tobacco/Possession of Tobacco Products/E-Cigarettes - smoking and/or the use of tobacco or possession of any tobacco product or E-cigarettes by students is not permitted on school grounds, school buses, in private cars on school premises, or in the building. Students are not to carry tobacco, matches, lighters, or any other related paraphernalia at any time when they are on school grounds or at school activities. Offenses will result in a minimal one-day suspension.

Snowballs - throwing snowballs is prohibited. Students will be responsible for any damages.

Tampering with Fire Safety Equipment - to set off a fire alarm; to set off a fire extinguisher, or otherwise tamper with the fire safety equipment is prohibited. Up to a 10-day suspension from school and possible referral to Board for expulsion hearing and to Police.

Threats and Harassment Toward School Personnel - the act of making verbal or written threats to school personnel, their families, or property; made on campus, on school locations where the school is a participant or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member.

Theft - the act of taking or acquiring the property of others without their consent. Knowingly accepting stolen property will be considered theft. The property will be returned or paid for.

Unauthorized Petitions - any petitions that are circulated in school must be approved by the administration. Circulating or distributing petitions that contain libelous statements or comments not within the bounds of reasonable conduct. Treated as disrespect and gross insubordination.

Unauthorized Possession of School Forms - possessing forms for hall passes, admit slips, etc.

Vandalism - the willful destruction of property belonging to others, writing on desks or walls, tearing up bus seats. Accidental damages will not result in suspension if reported to the office immediately. Students will be charged for damages and/or repair of damages. Vandalism may be referred to police.

Vending Machines – are not allowed to be used during the school day except during the lunch period. Violations at Activities - all policies are in effect at school activities, whether at Scales Mound or at any site where Scales Mound is participating. The Activity Code is applied 24/7 and year round. In addition to the consequences for the specific infractions, the severity of offense will determine consequence.

Violations of Internet Policy - violation of the District's Internet policy may result in suspension of computer privileges and consequences that may also include out of school suspension.

Weapons - the possession, threatened use of, distribution of, trafficking, sales, transfer, control, purchase or use of any weapons or explosives, or use of any item that may inflict bodily injury. Knives of any kind, including pocketknives, are not allowed in school and will be reported to the police.

Gross Misconduct or Disobedience – Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom

medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and 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 telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Engaging in teen dating violence.
- 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- 14. Entering school property or a school facility without proper authorization.
- 15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- 16. Being absent without a recognized excuse.

17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.

12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

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

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent’s determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look a likes” of any firearm as defined above.

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

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

Bullying, Intimidation, and Harassment – IASB POLICY 7:180

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability/appearance, socioeconomic status, academic status, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. Students determined to have bullied, intimidated and/or harassed another student may receive disciplinary consequences up to a suspension and/or expulsion. The administration will utilize restorative measures when appropriate. Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

Bullying Prevention and Response Plan

1. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
2. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:

Marybeth DeLaMar - marybethdelamar@scalesmound.net
210 Main St. Scales

3. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
4. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
5. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
6. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
7. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

Sexual Harassment Prohibited – IASB POLICY 2:260

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or

- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Making a Complaint: Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action.

The Superintendent shall make available the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Marybeth DeLaMar and Complaint Managers Marybeth DeLaMar / Matt Wiederholt. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator and Complaint Manager Contact:

Dr. Marybeth DeLaMar or Dr. Matt Wiederholt

210 Main St.

Scales Mound, IL 61075815-845-2215

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks. Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

COMPLAINT PROCEDURE – IASB POLICY 7:20

1. If a student has been harassed/bullied by another student, it should be reported to a teacher, principal, or some member of the professional staff with whom the student feels comfortable to discuss the matter.
2. If a student has been harassed/bullied by a member of the faculty or staff, it should be reported to a member of the professional staff with whom they feel comfortable.
3. In order to gather information, the student may be requested to answer questions regarding the incident. Depending on the severity and the persons involved, the complainant may be asked to sign a statement that details the facts of the incident.
4. If a student makes a complaint, administrative actions that may be taken include any or all of the following:
 - a. Informal resolution of the problem between the students involved in a conference with teachers/administrators.
 - b. Formal administrative hearing.
 - c. Disciplinary Notice sent to parent/guardian of the offending student.
 - d. After school detention assignment(s).
 - e. Out-of-School Suspension (parent conference required for re-entry to classes).
 - f. In extreme cases, recommendation to the Board of Education for expulsion.
 - g. The proper authorities will be notified.
 - h. Complaints will be kept strictly confidential.

In a case involving any member of the staff of Scales Mound School District, and depending on the severity of the action that took place, sanctions would be determined according to provisions of the Illinois School Code.

DISTRIBUTION OF NON-CURRICULAR PUBLICATIONS BY STUDENTS

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing “on-campus” includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing publications that cause: (1) substantial disruption or a foreseeable risk of substantial disruption to school operations or (2) interferes with the rights of other students or staff members.

DRUG AND ALCOHOL TESTING PROGRAM

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

Each student and his or her parent(s)/guardian(s) must consent to random substance testing in order to participate in any extracurricular activity. Failure to sign the District’s “Random Drug and Alcohol Testing Consent” form will result in non-participation.

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

DUAL CREDIT

Dual credits will be reported on the individual student’s transcript by course title, grade and credit.

EARLY GRADUATION – HIGH SCHOOL

Graduation from Scales Mound School in less than four years is permitted if certain requirements have been met:

1. The student will have met all graduation requirements by the date of expected early graduation. One or more of the following conditions exist:
 - a. The student demonstrates a clear readiness for collegiate, military, or labor career paths.
 - b. Health, financial need, or family concerns are served.

Any student desiring early graduation must apply in writing to the Guidance Counselor prior to the last semester of planned attendance. Each request will be heard by the Board of Education and considered on an individual basis. Parental written consent must be attached to the application for early graduation. Once early graduation requirements are met and Board approval to graduate, the student may not participate in extra curricular activities. The student will be eligible to receive their diploma at commencement exercise. Students granted early graduation will be permitted to go on the class trip if the trip is prior to the date of early graduation.

Students who petition to graduate early will become classified as a senior 2nd semester during the student’s junior year. If you want to graduate at the completion of your junior year, you need to give a year’s notice for valedictorian/salutatorian consideration.

EMERGENCIES – OTHER

In the event of other emergency situations, the students' and employees' safety is an absolute priority. Parents will be provided information about the situation as soon as possible. Safety information will be conveyed through the office staff.

EMERGENCY PROCEDURES - FIRE DRILLS AND LAW ENFORCEMENT DRILLS

When the fire alarm is sounded, all students are to leave the building immediately under the directions posted in each room. Each group is to leave in single file, orderly and without conversation. The first person to the door is to open and secure it for the entire class. A line should be formed at least 75 feet from the building and wait for further instructions. Each group is to remain under the supervision of their teacher for both leaving and re-entering the building. The Illinois School Code requires three practice drills per year. To increase the effectiveness of the fire drill, advance warning will not always be given. Scales Mound School conducts a minimum of one law enforcement drill with participation of appropriate local law enforcement agency. This drill may be done on days when students are not present.

EMERGENCY PROCEDURES - POWER OUTAGES

Whenever a power outage occurs, it is important that all students remain calm and orderly. Students should stay in their current classroom and listen for specific instructions from the teacher in the classroom. Older students may be asked to help with the younger students.

EMERGENCY PROCEDURES - SEVERE WEATHER DRILLS

1. Weather warning and drills will be announced over the intercom.
2. Keep quiet; keep calm; and listen for instructions.
3. All students and teachers are to move immediately to shelter areas; each location is posted in the classroom.
4. All persons are to assume a kneeling position on the floor, with head down and hands locked on the head.
5. Keep away from outside walls, doors and windows. Remain at least 4 feet from exit doors and external building openings.
6. Leave a passageway through the center of each hallway.

ENGLISH LANGUAGE LEARNERS – IASB POLICY 6:160

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Scales Mound School District shall:

1. assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Language Learners.
2. Annually assess the English proficiency of English Language Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
3. Provide information to the parents/guardians of English Language Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's individualized education program, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged. Parents/guardians of English Language Learners will be given an opportunity to provide input to the program.

EXAM EXEMPTIONS – HIGH SCHOOL

All students will be expected to take semester exams – the only exception may be 2nd semester seniors earning a grade of "C" or above.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students who reside in the District, or children of full-time employees, without limitations based on economic status, intellectual ability, race, creed, color, religion, sex, age, nationality, ancestry, sexual orientation, gender identity or expression, physical or mental ability, status of homelessness, marital status, parental status, order of protection status, or language barrier, Homeless students will not be segregated or stigmatized. Questions or concerns about homeless students should be directed to the Homeless Liaison, Ruth Foley. Students who move into the District and are serving a suspension/expulsion from another school may not be allowed admission until the sanction is served. Proof of residency may be requested by the administration.

The complaints and grievances should be referred to the Superintendent. If the student or parents are dissatisfied with the Superintendent's decision, they shall be entitled to a hearing with the School Board.

FEES/FEE WAIVERS – IASB POLICY 4:140

It is the policy of the School Board to charge nominal fees for the uses of textbooks, technology, and consumable supplies. The Board may also establish a fee for some extracurricular activities. Students will also be expected to pay for any willful damage to school property, damage due to carelessness or neglect, overdue library books, or loss of books. Charges for textbooks and other fees may be waived for children whose families are unable to afford them, including children eligible for the federal free lunch and breakfast program and for any other extenuating circumstances for which the school board will waive fees.

Registration fees are due at the time of registration. Checks should be made payable to Scales Mound Unit Schools. The fees are determined annually by the Board of Education.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for a fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The application for fee waivers is available in the office and distributed during registration.

ELIGIBILITY CRITERIA:

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program. The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.
-

THE FOLLOWING FEES WILL BE WAIVED:

- Registration Fees (Includes textbook rental, technology fee, activity pass)
- Driver Education Instruction Fee
- Lock Deposit
- Co-curricular participation fees
- School Field Trip
-

WAIVER OF FEES WILL NOT APPLY TO THE FOLLOWING:

- Driver Education Vision Test that is state-administered and state-required
- Breakage fee for laboratory classes
- Extracurricular fees
- Loss of locks, books, materials, supplies and damaged equipment will be assessed at replacement costs

FIELD TRIPS

Parents will sign off to take school sponsored field trips at registration. Students attending field trips need to turn in pre-assigned homework the day they return to class. Parents need to respect that field trips are an educational experience and are an extension of the classroom set up for a particular group of individuals. As a result of this, field trips are not to include outside class members and/or family members unless notified by the teacher. If additional chaperones/supervisors are needed, teachers will notify parents of this well in advance of the field trip.

FOOD ALLERGIES

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the district reduce these and provide accommodations and proper treatment for allergic reactions.

The District will develop and implement a Food Allergy Management Plan for students with serious allergies.

FOREIGN EXCHANGE STUDENTS

Scales Mound High School will accept up to two foreign exchange students a year. These students will be screened by administration during the summer preceding the academic year of attendance. Once admitted, exchange students become subject to all District policies and regulations governing students. The two foreign exchange students will be admitted through an accredited organization.

GANG RELATED ACTIVITIES

Students are prohibited from engaging in gang activity. A gang is any group of 2 or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang;
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang; and
3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including but not limited to:
 - a. soliciting others for membership in any gangs,
 - b. requesting any person to pay protection or otherwise intimidating or threatening any person,
 - c. committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extracurricular and athletic activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension for up to 10 days
- Expulsion not to exceed 2 calendar years

GIFTED PROGRAM

Our program is a pullout program that serves grades 3-5. The students are pulled out for enrichment and enhancement of critical and creative thinking skills. Identification for participation in the program is as follows:

1. Students will be identified using one or more of the following instruments.
 - Teacher recommendation
 - Standardized testing results exceeding the 90th percentile
 - Classroom performance
 - Critical and creative thinking capabilities
2. The gifted teacher along with the classroom teacher will make the final determination or selection of the students based on the above information.
3. Removing a student from the program is outlined in the Gifted Education Plan, which is on file in the Title I/Gifted room.

GRADUATION REQUIREMENTS - HIGH SCHOOL

In order to graduate from Scales Mound High School, a student must:

- Earn a minimum of 26 units of credit.
- Pass examinations on the Illinois and United States Constitutions.

COURSES REQUIRED FOR GRADUATION:

PHYSICAL EDUCATION	3.5 CREDITS
ENGLISH	4.0 CREDITS
MATHEMATICS	3.0 CREDITS
SCIENCE	2.0 CREDITS
AMERICAN HISTORY	1.0 CREDIT
HUMANITIES OR VOCATIONAL CREDIT**	1.0 CREDIT
CONSUMER EDUCATION	0.5 CREDIT
GOVERNMENT	0.5 CREDIT
CIVICS	0.5 CREDIT
HEALTH	0.5 CREDIT
ADDITIONAL COURSE WORK	9.5 CREDITS
TOTAL	26.0 CREDITS

Each credit is equal to 2 semesters of course work.

** Humanities includes music, art and foreign language courses.

*** Students must pass at least eight (8) semester courses in the previous two (2) semesters to enroll in Driver's Education.

Music and band receive .50 credits per year.

Students earning a "B-" or higher in Algebra I (for both semesters) as eighth graders will receive high school credit and it will count toward their GPA. Students earning a "C+" or lower should retake the course as a freshman with teacher recommendation.

Beginning with the graduating class of 2024, students will be recognized and honored with the traditional terms summa cum laude, magna cum laude, and cum laude instead of having only a valedictorian and salutatorian. Graduates meeting the current distinguished scholars criteria with a 4.0 G.P.A. will be recognized summa cum laude. Graduates meeting our current distinguished scholars criteria and a G.P.A. of 3.75-3.99 will be recognized as magna cum laude. Any graduates with a G.P.A. of 3.5 or higher and did not meet the criteria listed above will be recognized as cum laude. Students will wear the color of cord matching their academic distinction. The class president will speak on behalf of the seniors at graduation. All graduates will wear a green gown.

GRADING SYSTEM

The school year is divided into two semesters, and each semester is divided into two nine-week reporting periods. Teachers will inform students on how grades are calculated. The teacher will inform each student of the grading system used for each course.

Report cards will be issued to students four times a year at the conclusion of each grading period. Parents and students share the responsibility of keeping informed about the student's academic progress.

*Incomplete grades must be made up no later than one week after the end of the grading period depending on the reason for the incomplete grade. Failure to do so will result in a failing grade and no credit for the work completed during the prior nine weeks. Extensions on the one-week maximum may be given at the administrative level for unusual circumstances.

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

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

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

Vocational or technical education; registered apprenticeship program. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirement by successfully completing related vocational or technical education courses or a registered apprenticeship program if the building principal approves the substitution and vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and the student's parent/guardian requests and approves the substitution in writing on forms provide by the District.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as mathematics-based, quantitative course. Algebra II is no longer a prerequisite for taking this course.

GRADING SYSTEM/SCALE

KINDERGARTEN

- “Satisfactory”
- “Reinforcement Needed”

FIRST THROUGH GRADE THREE

- “Excellent”
- “Satisfactory”
- “Needs Improvement”
- “Unsatisfactory”

FOURTH/FIFTH

A+	97-100	C	73-76
A	93-96	C-	70-72
A-	90-92	D+	67-69
B+	87-90	D	63-66
B	83-86	D-	60-62
B-	80-82	F	59 or below
C+	77-79		

***No Unsatisfactory grade shall be issued without advance written notification of parents.**

JUNIOR HIGH/HIGH SCHOOL

A	95-100	C	77-79
A-	92-94	C-	74-76
B+	89-91	D+	71-73
B	86-88	D	68-70
B-	83-85	D-	65-67
C+	80-82	F	64 or below

GRADING SYSTEM/GRADE POINT CALCULATION

Grade point average is determined by adding the total number of grade points earned and dividing by the total number of credits taken. Percentages will be rounded to the nearest whole number.

LETTER GRADE	QUALITY OF WORK	GRADE POINT
A	Superior	4.0
A-		3.67
B+		3.33
B		3.0
B-		2.67
C+		2.33
C	Average	2.0

C-		1.67
D+		1.33
D		1.0
D-		0.67
F	Failing	0.0

***A failing grade will not be issued unless prior written notice has been sent to parent/guardian.**

HOMEBOUND STUDENTS – ISBE POLICY 6:150

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student’s home or hospital.

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student’s physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child’s birth or a miscarriage.

For information on home or hospital instruction, contact: Scales Mound School 815-845-2215.

HOMELESS STUDENTS – IASB POLICY 6:140

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other students. Ruth Foley is the District’s Homeless Liaison; she may be contacted at 815-845-2215.

HONOR ROLL

Students that make the High Honor Roll for given quarter or semester must earn all A’s. Students earning A’s and/or B’s will be named to the regular Honor Roll. The names of students who make Honor Roll and High Honor Roll will be released to the media by class standing and in alphabetical order. A parent or student who does not wish to have their name released should notify the Principal.

INSTRUCTIONAL MATERIAL REVIEW/PARENT RIGHTS

Persons with complaints about curriculum, instructional materials, and programs should complete a curriculum objection form and submit it to the Superintendent. Curriculum objections forms are available in the school office. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program. A student’s parent(s)guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward’s educational curriculum within a reasonable time of their request.

The term “instructional material” means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital format (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

INTERNET POLICY

Internet access is available to students, teachers, and administrators of the Scales Mound C.U.D. #211. We are pleased to offer these services and believe that the Internet offers vast, diverse, and unique resources to students, staff members, and other users. Our goal is to promote educational excellence for students of the Scales Mound C.U.D. #211 by facilitating resource sharing, implementing innovative techniques and communication skills. All use of the District’s electronic network must be in support of education and/or research, and be in the furtherance of the School Board’s stated goals, or for a legitimate business purpose that does not interfere with District’s goals and does not violate the District’s Acceptable Use Policy. Students and staff have no

expectations of privacy in any material stored, transmitted or received via the district's electronic network or computers. The District has the right to place reasonable restrictions on the material and or use in accord with its educational goals. The District has established this Acceptable User Policy in accordance with the Child Internet Protection Act, state and federal guidelines.

The Internet is an electronic highway connecting millions of computers all over the world. The Scales Mound School District believes in the educational value, supervision by educators, and a code of ethics and discipline when using the Internet as a legitimate source of information. Students, staff members, administrators and the general public may have access to the use of the Internet in accordance with the accessibility rules for each group.

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

- a. 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;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-licensed;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. 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;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

WEB SITE GUIDELINES

1. Elementary students will normally be guided to teacher directed sites.
2. Library staff and teachers for research shall recommend certain sites.

LIBRARY RULES AND POLICIES

Checkout Policies:

1. Student check out privileges for books is a week with renewal possible.
2. Students may check out DVDs and videos for three days.
3. Community patrons and staff have extended checkout privileges.
4. All Interlibrary loan requests must go through the librarian.
5. Interlibrary loan is offered to students, staff and community. Checkout times vary from library to library, but averages three weeks. Fines for material from these sources are also the responsibility of the borrower and varies from library to library.
6. Privileges may be suspended if there is a disruption or lack of responsible return of materials.

General Library Policies

1. Food and drinks are not allowed in either library location by students.
2. Passes must be issued by the classroom teacher for library use and specified computer assignment.

LOCKERS

When a student is assigned a locker, it is understood that the student assumes responsibility for its contents and condition. The Board of Education or its employees cannot be liable for losses that may occur. Students are urged to keep their lockers locked. Students upon request will be issued a lock. Students will be required to pay for repair to damaged lockers and locks. Students must use school-issued locks on school lockers. Student who bring outside locks must leave a key or combination in the office. Failure to do this will result in the lock being cut from the locker. Your locker is provided for your use and convenience but remain under the jurisdiction and control of the school district. Your locker may be inspected if there is reasonable suspicion to believe that it contains contents that are illegal or unsafe to other students.

LUNCH PROGRAM – IASB POLICY 4:130

The lunch program for the Scales Mound School District is on an automated system. Money will be held on account for the student's meals (breakfast & lunch), milk and snack. When students take a meal, milk, or snack, their accounts will be debited. Excess funds will be kept in the student's account and only refunded upon graduation or transfer. All parents/guardians will be provided with information regarding the free/reduced lunch program.

LUNCHROOM RULES

1. No throwing food.
2. Pick up and dispose of all your trash articles.
3. No running.
4. Talk quietly to people near you, do not yell.
5. Once seated you must get permission to leave your seat.
6. No trading food.
7. Show respect for all other student and lunchroom supervisors.
8. Keep your hands and feet to yourself and do not touch other people or their trays.
9. When taking your tray to be cleaned form a single line and hold it with both hands.
10. Leave the lunchroom quietly and walk back to your classroom.
11. If weather appropriate clothing is not worn, recess activities may be restricted.

MEDICAID DATA RELEASE – SPECIAL EDUCATION STUDENTS ONLY

If your child receives special education services and is also Medicaid eligible, Scales Mound CUD #211 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students. The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity. If you approve of the release of information to Medicaid, do nothing.

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

Dr. Marybeth DeLaMar
210 Main St.
Scales Mound, IL 61075

Regardless if your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP. This program has no impact on your child's or your family's current or future Medicaid benefits. Under federal law, participation in this program CANNOT:

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

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

MEDICATION – IASB POLICY 7:270

Students who are required to take medication need to make arrangements with the school nurse for storage and times for administering the medication. Teachers are not obligated to provide this service. All medications must be labeled and directions for administering them must be included. Medication Instruction/Authorization Forms are available in the school office and at http://www.scalesmound.net/UserFiles/Servers/Server_783366/File/School%20Medication%20Authorization%20Form.pdf

MEDICATION – SELF ADMINISTERED – IASB POLICY 7:270

A student may possess medications prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have 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 the medication's storage by school personnel. Parent(s)/guardian(s) 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 medication or the storage of the medication by school personnel.

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to

take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

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

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use:

1. Asthma medication;
2. Epinephrine injectors;
3. Opioid antagonists; and
4. Glucagon.

No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

NATIONAL HONOR SOCIETY – HIGH SCHOOL

Membership in the Green Hills Chapter of Scales Mound High School National Honor Society is available for outstanding students. No student is inducted simply because of a high academic average. The National Honor Society strives to recognize the total student: one who excels in all of the ideals of scholarship, character, leadership and service. Membership, however, is more than an honor; it carries with it responsibilities and an obligation to demonstrate those outstanding qualities as a mode for others:

1. To fulfill the scholarship requirement, students must have a minimum cumulative grade point average of at least 3.5 (per national rule) after five semesters for juniors, and seven semester for seniors.
2. Leadership, character, and service are determined by activities and teacher recommendations.

Academically eligible students must submit a student activity information form, including a community service project, in order to be considered. After review of these forms, the faculty council will conduct their voting procedure. Qualified students are selected for National Honor Society membership by majority vote of the faculty council made up of high school faculty members appointed by the principal. The induction ceremony for new members will be held in the spring of each school year.

The NHS Constitution in no way prevents a chapter from dismissing a student after a single infraction when the student's behavior is a gross violation of NHS standards, school rules, or the law. To be fair, advisers should make students aware of what is expected of them. This is best achieved by discussing expectations with members and informing members' parents, in writing, of the expectations and obligations placed on members.

For minor offenses, the adviser of Faculty Council may choose to discipline a member rather than pursue dismissal. Discipline measures may include suspension from NHS activities or restriction of member privileges. For example, members may be denied the privilege of wearing the NHS cord at graduation.

NOTES HOME/ELEMENTARY

Communication between the school and home is often in the form of notes. Encourage your child to hand notes to you promptly so you are aware of the information in them. Since teachers often put notes directly into book bags, please look in your child's book bag on a daily basis.

OPEN CAMPUS – HIGH SCHOOL

High School Students are permitted to leave campus during lunch period. They may not sit in or on motor-driven vehicles or drive during lunch period. All school rules apply when students leave the campus. Students are not allowed to loiter on private property surrounding the campus. Students who violate rules or are tardy to class after lunch for open campus will forfeit open campus privileges and/or receive a detention, at the discretion of the administration.

PARENT/GUARDIAN RIGHTS

Parents/guardians are encouraged to visit the school, but not to interfere with any instruction taking place. Parents and guardians may be asked to help with school activities and reviewing the Handbook and/or school rules on an annual basis. Parents and guardian have the right to review any instructional material. Parents/guardians may request their student's teacher qualifications and their student's achievement level in each academic assessment as required by the District and State. A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessment mandated by law are District policy, which shall include information on any applicable right you may have to opt your student out of such assessment. Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designed by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at scalesmound.net. Parents/guardians will be notified when their student has been taught by a teacher who is not highly qualified for four or more consecutive weeks. Parents/guardians may object to physical exams or screenings, sex education, family life instruction, instruction on diseases and counseling services. Such requests should be made in writing to the principal.

PEST MANAGEMENT – IASB POLICY 4:160

The District must notify students and parents of pesticide application in the building. Pesticide application is scheduled to occur on the 1st Tuesday of each month at 6:00-7:30 a.m. This schedule may be altered if there is an imminent health or property threat. If this occurs the District will provide written notice as soon as practicable. Questions or concerns about the District's integrated pest management schedule be directed to William Caron, Superintendent – (815) 845-2215.

PETS OR ANIMALS AT SCHOOL

Due to health and safety factors, students are discouraged from bringing pets and other animals to school. Pets should not be considered for "Show and Tell". Any request to bring any living creature to school must be discussed with the classroom teacher first, and then approval granted by the administration.

PHYSICAL EDUCATION EXEMPTIONS (K-8) IASB POLICY 7:260

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

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

PHYSICAL EDUCATION EXEMPTIONS (HIGH SCHOOL) IASB POLICY 7:260

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

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

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic or extracurricular athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

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

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

PHYSICAL EXAMS/DENTAL EXAMS/VISION EXAMS

Health Examination Requirements for Grades PK, K, 6 & 9:

For students entering PreK, kindergarten, 6th grade and 9th grade, or any new students entering the district for the first time, the State of Illinois requires that a Certificate of Child Health Examination be completed. This examination should include up-to-date immunization records.

Sports physicals do not meet this requirement. However, of the Certificate of Child Health Examination there is a section entitled **Interscholastic Sports**. Your child's physician must answer yes, no, or limited. If properly completed, this section of the Certificate of Child Health Examination satisfies the requirement for a sport physical.

Dental Requirement for Grades K, 2,6 & 9:

All Illinois children in Kindergarten, 2nd grade, and 6th grade are required to have an examination performed by a licensed dentist. School dental examinations must have been completed within the 18 months prior to the May 15th deadline. If the student in second or sixth grade fails to present proof by May 15th, the school may hold the child's report card until one of the following occurs: the child presents proof of a completed dental examination or the child presents proof that a dental examination will take place within 60 days after May 15th.

Eye Examination Requirements for all Illinois children in kindergarten or upon first entry into an Illinois school beyond kindergarten (i.e. 1-12):

All children in kindergarten or entering any grade above kindergarten for the first time in an Illinois school must present proof of having been examined by a licensed optometrist or ophthalmologist. He/she shall complete and sign the Eye Examination Report form. School eye examinations must have been completed within the 12 months prior to the October 15 deadline or the child presents proof of an appointment for an eye examination scheduled within 60 days after the October deadline.

PLAYGROUND RULES

All students will be expected to go outside for recess. A student may be kept inside for medical reasons for a maximum of two consecutive days when a parent provides a written request. If a student needs to be kept in from recess for a period to exceed two days, it will require a note from a physician.

The rules for the playground include but are not limited to:

1. Students must follow all directions from the playground supervisors and respond in a courteous and prompt manner. Students should also report playground problems to playground supervisors. Students should line up quickly when the whistle blows.
2. Recess games and activities are open to all children.
3. No fighting or swearing. These infractions will be referred to the office and a letter may go home to the parents.
4. No pushing, shoving, horseplay or any activity that places students at risk (ex. tackle football, wrestling, rugby, etc.)
5. No excessive horseplay on or around the playground equipment.
6. No pretend wrestling or fighting.
7. No standing or sitting on top of the monkey bars.
8. No throwing stones, snowballs or other objects that may hurt others.
9. No food or drink on the playground.
10. Students are not allowed to go back in the building without the permission of the playground instructor.
11. If weather appropriate clothing is not worn, recess activities may be restricted.

Slides - Look first before you begin sliding. Slide only feet first. No standing on slides, clogging the tunnel, or climbing up the slide. No pushing on the platform, ladders, or jumping off the slide.

Jungle gym apparatus - No rough housing on the jungle gym. No sitting or standing on the top of the jungle gym. Do no pull people off of the jungle gym. No clogging the slide tube or climbing up the slide.

Consequences:

1. Students may be given a time out for remainder of the recess.
2. Students may lose the following recess.
3. Students may lose all recesses for the next day.
4. Parent may receive a call home.

Students who lose their recess or who are given a time out will serve their time out outside. They will not be sent back to class for violating playground rules. Students committing these infractions will be given a time-out for the remainder of the recess or the next recess. Repeated violations will result in the student losing recess for extended periods of time. Any acts of gross misconduct will be reported to the office and a parent conference may be requested.

PROGRESS REPORTS/ELIGIBILITY REPORTS

Progress reports will be sent to parents to update them on the child's academic progress. The reports will be issued at the midterm (approximately the 5th week) of each quarter.

RELEASE OF STUDENT INFORMATION

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises. This information may be released at any time during this school year to the beginning of the next school year. Any student, parent, or guardian not wanting this information released to the public must make objection, in writing to the principal or other person in charge of the school that the student is attending. It is desirable to renew this objection at the

beginning of each school year. The written notification of a parent's right to refuse release should include the date of notification, parent or guardian names, and the name(s) of the student(s).

The information subject to release includes the student's name, address, telephone listing, date and place of birth, major field of study, information for participation in an officially recognized activity or sport, any academic awards or honors, height of members of athletic teams, dates of attendance, degrees, and the most recent previous school or institution attended by the student.

RESIDENCY

Resident Students

Only students who are residents of the District and/or children of full-time District employees may attend Scales Mound School, except as otherwise provided below. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll subject to the requirements of State law, and must not be charged tuition.

Non-Resident Students

Non-resident students may not attend District schools; the only exception being non resident children of full-time employees.

Homeless Children

Any homeless child shall be immediately admitted. A homeless child living in the District school's attendance area may attend school. Transportation shall be arranged according to State law. The Scales Mound CUSD #211 Homeless Liaison is:

Dr. Marybeth DeLaMar
210 Main St
Scales Mound, IL 61075
Email: marybethdelamar@scalesmound.net

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

RETENTION/PROMOTION POLICY – GRADES K-3

It is the policy of the Scales Mound School District that students should not be socially promoted. Sometimes it is necessary to have a child in a grade for a second time. Retention does not mean that the child or parent has "failed", only that he/she needs more time in a particular setting to insure success in school. Failing to meet acceptable grades and/or insufficient development of essential learning skills are the primary criteria in determining whether retention is an option. If the school district feels a child should be retained or is a possible candidate for retention, the parent will be notified of this option as early as possible.

The following procedures will be used:

Student retention may occur under the following conditions:

1. Teacher recommendation. (Includes current year teacher(s), resource room teacher, and next grade level teacher.)
2. Verification that grade level skills that have not been mastered to a degree sufficient to provide satisfactory readiness for success at the next grade level.
3. Principal's recommendation.
 - a. A letter will be sent to parents and/or guardians of students who are experiencing difficulties in their grade level at the end of any grading period. The letter will be signed by the principal. A conference will be scheduled to discuss and improve understanding of the concern.
 - b. During the third quarter, parents of students being considered for retention will receive written notice of such.
 - c. During the fourth quarter, a parent-teacher conference will be held to further discuss the problem area. Parent will be informed by a written notice if retention is being recommended.
 - d. Should the parents disagree with the recommendation for retention, and the retention does not fall within the guidelines of social promotion, the child may be placed in the next grade if parents submit a letter to the school district (to be included in the student's permanent file). The letter must acknowledge that promotion is not recommended by the school district, and the parent assumes full responsibility if promotion to the higher grade results in student failure. The administration will make the final decision on any and all retention matters.

RETENTION/PROMOTION – GRADES 4-8

It is the policy of the Scales Mound School District that students should not be socially promoted. Sometimes it is necessary to have a child in a grade for a second time. Retention does not mean that the child or parent has "failed", only that he/she needs more time in a particular setting to insure success in school. Failing to meet acceptable grades and/or insufficient development of essential learning skills are the primary criteria in determining whether retention is an option. If the school district feels a child should be retained or is a possible candidate for retention, the parent will be notified of this option as early as possible.

Retention will be determined on the basis of:

1. Yearly average of grades (failing two or more core subject courses - Math, Science, Social Studies, Language Arts, Literature)
2. Teacher recommendation
3. Principal's recommendation
 - a. A letter will be sent to parents and/or guardians who are experiencing difficulties in their grade level at the end of any grading period. The letter will be signed by the principal. A conference will be scheduled to discuss and improve understanding of the concern.
 - b. At the third quarter, parents will receive written notice of the probability of retention.
 - c. During the fourth quarter a parent teacher conference will be held to further discuss the problem area. Parents will be informed by written notice if retention is being recommended. The administration will make the final decision on any/all retention matters.

SAFETY PLAN

Safety and Security

The School District shall have a safety program promoting the safety of everyone on District property or at a District event. The District has developed a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan includes provisions for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program; tornado protection; instruction in safe bus riding practices; emergency aid; post-crisis management; and responding to medical emergencies at an indoor and outdoor physical fitness facility. The term "physical fitness facility" excludes any activity or program organized by a private or not-for-profit organization and organized and supervised by a person or persons other than the employees of the school.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act, 105 ILCS 128/:

1. Three school evacuation drills
2. One bus evacuation drill
3. One severe weather and shelter-in-place drill
4. One law enforcement drill (active shooter incident)

SCHEDULE CHANGES – HIGH SCHOOL

Students may change their schedules at registration. Students also have 3 (three) full school days grace period at the beginning of the each semester in which to drop or add a class without penalty. Students who want to change their original schedule must request the change through the Guidance Counselor. It is the responsibility of the student to obtain signatures of the student’s parents, the teachers of the classes involved, and the Principal before switching to the revised schedule. Anytime during the semester a student may request to be re-assigned to study hall. Requests to drop classes that are made after the three-day period may be administratively approved. In these cases, a final grade of “F” will be recorded on the permanent record for the originally scheduled course. This change requires written parent/guardian’s permission before administrative approval will be granted.

SCHOLARS PROGRAM - HIGH SCHOOL

As a way of encouraging students to make the most of the educational opportunities provided at Scales Mound High School, a scholar’s program is offered for students who successfully complete a challenging program of study. Students who successfully meet program requirements will receive recognition of “High Honors” or “Honors” at senior graduation. In addition to recognition at graduation ceremonies and notation on their final transcript, members of the Scales Mound Scholar’s Program will be eligible to receive the following at the end of each school year:

- Publication of names of all program participants in the Scholar’s Program, local newspapers, and photos of seniors who will be eligible to high honors.
- Participants will be eligible to participate in all Scholars’ Program special activities.

DISTINGUISHED SCHOLARS GRADUATE REQUIREMENTS - HIGH SCHOOL

In order to be considered for Distinguished Scholars Graduate Honors recognition, a student will have an overall grade point average not lower than 3.5 on 4.0 scales, and successfully completed the following courses:

- *Four Units of English* including English 9, English 10, American Literature, British Literature, Creative Writing, Short Story, Contemporary Literature, Research Procedures, or Advanced Communication and Language Skills
- *Four Units of Physical Education* (includes Driver Education and Health).
- *Four Units of Mathematics* including Algebra I, Algebra II, Geometry, Intro to Calculus, Trigonometry, Probability and Statistics, or AP Calculus
- *Four Units of Science* including Biology I, Botany/Zoology, Ecology/Microbiology, Chemistry, Human Physiology, Physics, Advanced Chemistry, Advanced Physics, Chemistry III, or Physics III.
- *Two Units of Social Studies* including American History, Government and ½ Social Studies Elective
- *Two Units of progressive study* in a single elective area (foreign language, business, computer science, agriculture, industrial arts, art, music, yearbook, Highland Community College courses, or a Jo Daviess Area Vocational Center Course)*

A total of 20 units of study are required for successful completion of the high honors program.

*Second year courses in vocational education must be an advanced skill level course.

Students who take a college level class or a correspondences course to replace a required course that is needed for the distinguished scholars program will still be eligible for the distinguished scholars program.

SCHOLARS GRADUATE PROGRAM REQUIREMENTS - HIGH SCHOOL

In order to be considered for Scholars Graduate Honors recognition, a student will have an overall grade point average not lower than 3.0 on 4.0 scales, and successfully completed the following courses:

- *Four Units of English* including English 9, English 10, American Literature, British Literature, Creative Writing, Short Story, Contemporary Literature, Research Procedures, or Advanced Communication and Language Skills.
- *Four Units of Physical Education* (includes Driver Education and Health)

- *Three Units of Mathematics* including Algebra I, Algebra II and Geometry.
- *Two Units of Science* including Biology I
- *Two Units of Social Studies* including American History, Government, and ½ Social Studies elective.
- *Two Units of progressive study* in a single elective area (foreign language, business, computer science, agriculture, industrial arts, art, music, yearbook, Highland Community College Courses, or a Jo Daviess-Carroll Area Vocational Center Course).

A total of 18 units of study are required for successful completion of the honors program.

SEARCH AND SEIZURE – IASB POLICY 7:140

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

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

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

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

Students Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student’s parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student’s parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

If your child has an account of a social networking website, e.g., Facebook, Instagram, Twitter, ask.fm, etc., please be aware that State law requires school authorities to notify you that your child may be asked to provide his or her password for these accounts to school officials in certain circumstances. Social networking website means an Internet-based service that allows students to:

1. construct a public or semi-public profiles within a bounded system created by the service;
2. create a list of other users with whom they share a connection within the system; and
3. view and navigate their list of connections and those made by others within the system.

State law requires the District to notify students and their parents/guardians that school officials may 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. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

SENIOR PRIVLEDGES

Seniors need to be passing all classes necessary for high school graduation at the end of the first semester of their senior year in order to go on the senior class trip. If a student is declared ineligible to participate on the trip, the student would follow the same cancellation policy as stipulated in the contract agreement between the travel agency and the school(s). Seniors that have a "C" or higher in every class have the option of signing out instead of going to study hall at the end of the day.

SEX EDUCATION/PARENT OBJECTION PROCESS – IASB POLICY 6:60

State law requires that all sex education instruction must be age appropriate, evidence-bases, and medically accurate.

Courses that discuss sex should place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases.

The District's instructional materials and course outline for these classes are available from the classroom teacher for your inspection. To request this material, please contact your child's teacher.

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 contact the Building Principal to obtain a waiver.

SEX OFFENDER REGISTRY – IASB POLICY 4:175

The Illinois Sex Offender Registry can be found at www.isp.state.il.us/sor/ in addition to the Illinois Murderer and Violent Offender Against Youth Registry www.isp.state.il.us/cmvo/ and Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm. If you do not have access to the Internet, you may visit the library. You may also contact your local police department or sheriff's office for a list of sex offenders in your area.

If you have information about non-compliant sex offenders, please contact your local police department immediately.

SPECIAL EDUCATION - ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES – IASB POLICY 6:110

The Scales Mound School is a handicapped accessible facility. If you feel special arrangements may be necessary for attending public events offered at the school, please contact the office during regular office hours.

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as those provided to others.

The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent, or by filing a grievance under the Uniform Grievance Procedure.

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

SPECIAL EDUCATION – STUDENTS WITH DISABILITIES – DISCIPLINE – IASB POLICY 7:160

Misconduct by Students with Disabilities

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

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

SPECIAL EDUCATION - STUDENTS WITH DISABILITIES – EDUCATIONAL RIGHTS IASB POLICY 6:120

The District will provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," means children between ages 3 and 21 that receive special education services. 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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

STUDENT PASSES

Students are required to possess a pass to be in the hall during class time. The abuse of a hall pass will be treated as truancy.

STUDENT RECORDS/PARENTS RIGHTS – IASB POLICY 5:190

Parents have the right to inspect and copy all school student records (a fee may be charged to cover copying costs); and challenge and seek amendment to the students records that the parent believes to be inaccurate, misleading, or otherwise in violation of the students privacy rights; unless the District has been provided with evidence that there is a court order, State statute, or a legally binding document relating to such matters as divorce, separation, or custody that specifically revokes their rights. Parents have the right to file a complaint with the US Dept. of Education concerning alleged failures by the District to comply with the requirements of the Family Policy Compliance office. The District shall grant access to student records to the following persons or in the following situations without prior notice or consent:

1. An employee or official of the district or State Board of Education with a current demonstrable, educational or administrative interest in the student.
2. Any person for the purpose of research, statistical reporting, or planning, provided that no student or parent may be identified from the information released.

3. Any appropriate person in an emergency situation if the information is necessary to protect the health and safety of the student or other persons.
4. State and local officials or authorities to who such information is specifically allowed to be reported or disclose pursuant to state statute if it concerns the juvenile justice system and such systems ability to effectively serve the student.
5. Representatives of the Comptroller General of the United States, the Secretary, or State and local authorities shall have access to student records necessary for the audit and evaluation of Federally supported education programs.
6. Upon their request, military recruiters and institutions of higher learning shall have access to secondary students names, addresses, and telephone listings, unless an objection is made by the student's parent(s)/guardians(s).

STUDENT RECORDS/RETENTION OF TEMPORARY RECORDS – IASB POLICY 7:340

Temporary records consist of all information not required to be in the student permanent records, including but not limited to; family background information, psychological profiles, intelligence tests, vocational and scholastic aptitude tests, personality and academic information obtained through test administration, observation or interview for the purpose of a students academic program, achievement level test results, information concerning participation in extra curricular activities, honors and awards received, teacher anecdotal records and conferences, disciplinary information, reports from non-educational agencies, medical treatment records, and special education records. These records will be retained for a period not to exceed five (5) years after the student has transferred, graduated, or otherwise permanently withdrawn from school.

Permanent records consist of: students and parents' names, addresses, date and place of birth and gender, academic transcripts, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations, attendance records, accident reports and health records, and records on release of permanent record information.

STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES – IASB POLICY 7:140

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

SUICIDE AND DEPRESSION AWARENESS AND ERIN'S LAW CHILD ABUSE PREVENTION – IASB POLICY 7:290

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

The school district maintains student and parent resources on suicide and depression awareness and prevention along with the warning signs of child abuse in accordance with Erin's Law. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office. A Sexual Abuse Response and Prevention Guide can be found at www.isbe.net or by contacting the school office.

SURVEYS – IASB POLICY 7:15

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

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request. The parent/guardian can inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardians(s) exercised this option.

TARDIES – GRADES 4-12

Students who are not in their classroom by the time the bell rings are tardy. Students tardy to school in the morning must report to the office obtain an admit slip. After first period, a student who is less than 5 minutes late should report directly to class; if more than five minutes late the student must obtain an admit slip from the office. Tardies are counted per school year.

5th Tardy - Detention assigned by classroom teacher and served with teacher

7th Tardy - 2 Detentions

12th Tardy - Parent conference and disciplinary consequences as determined by the administration

In excess of twelve tardies, a plan will be developed to address the issue with parents, counselor, teachers and administration present.

TEEN DATING VIOLENCE – IASB POLICY 7:185

At our school, teen-dating violence is unacceptable. We are committed to providing our students with a school environment where they can learn free from worries about school violence. Research has shown that teen dating violence can form lifelong, unhealthy habits during young adults' formative years. Educating parents/guardians, students, and staff about teen dating violence can help us identify incidents of teen dating violence at school or school-related activities. The Board's policy states that teen dating violence occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Students in grades 7 through 12 will receive age-appropriate instruction on teen dating violence including its warning signs and prevention. Our school staff members will respond immediately and with compassion to a student who reports teen dating violence.

Matt Wiederholt, 3-12 Principal, should receive reports related to teen dating violence at 815-845-2215.

TELEPHONE USE

Students will not be called from a classroom to the phone except by request of a parent for extreme emergencies.

Parent/guardian phone messages will be delivered to students so they can return the call later. The hall phone is for the convenience of the students. It may be used only during their free time. Students are not permitted to use the office telephone without proper permission.

TITLE I READING PROGRAM – IASB POLICY 6:170

Title I is a federally funded program, which provides special assistance to students who may be experiencing reading and/or math problems.

A child is eligible for Title I reading and/or math if:

- a. He/She scores at below the 30th percentile on the AIMSweb/MAP reading benchmark assessments.
- b. He/She is recommended by the classroom teacher based on collected classroom data. The program is intended to improve the students reading fluency, vocabulary, and comprehension skills. This program serves as Tier 2 intervention for students who are in need of RtI services.

STUDENT REMOVAL POLICY

A student may be removed from the program if:

- a. The students' performance level meets the goals set by the Title I teacher using the AIMSweb/MAP data system.
- b. There is a cause to believe that the original placement criteria did not reflect the student's true ability.
- c. The student's regular classroom teacher requests it for verifiable reasons.
- d. At parent's request, and after a conference has been held with the parents/guardians, the Title I teacher, the regular classroom teacher, and the principal. The parents must submit their request in writing and state reasons for the request. The letter will be placed in the students file.
- e. If a student's continued inappropriate behavior interferes with the ability of other students to learn. A conference with the parent/guardian is required if a student's removal from the program is being considered. If inappropriate behaviors continue after the parent conference has been held, the student may be removed from the program by administrative action.

TITLE I PARENTAL INVOLVEMENT

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in School-level compact. This School-Level Parental Involvement Compact shall contain:

1. A process for continually involving parents/guardians in its development and implementation,
2. How parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement,
3. The means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and
4. Other provisions as required by federal law. The Building Principal shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

VIDEO CAMERA

Video cameras are currently being used to monitor conduct and to promote and maintain a safe environment for students and employees in school or on school grounds. Notice of video cameras will be displayed. Students are prohibited from tampering with the video cameras. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

VISITATION RIGHTS ACT – IASB POLICY 8:95

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

VISITING THE SCHOOL - IASB POLICY 8:30

Parents/Guardians are invited to visit our school. Visitors must report to the main office whenever entering the building. Please enter through the "MAIN DOORS"; all other doors are locked while classes are in session. All visitors must be pre-approved by the administration. Teacher duties and supervision of students have priority over parent visits. Even though our school is a public building, disruptive visitors may be faced with disorderly conduct charges and/or a no trespassing notice.

Due to the potential disruption, we discourage high school and junior high school age visitors. We discourage visitors other than Parents/Guardians. Only under special circumstances will the administration allow visitors other than parents, grandparents, or guardians to visit the school, and only if a written request has been submitted to the administration at least 48 hours prior to the visit. Brief visits to students during the school day by anyone other than a student's parent/guardian, is discouraged and will also require administrative approval.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.

10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
14. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

WELLNESS STATEMENT

The Board of Education of Scales Mound CUSD #211 is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle, recognizing the positive relationship among good nutrition, physical activity, and the capacity of student to develop and learn. The school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits to promote health and wellness, good nutrition, and regular physical activity.

WORK PERMITS – HIGH SCHOOL

Work permits are required by the State of Illinois for all minors under the age of 16 who hold jobs. Information on permits and work permits themselves may be obtained in the office. In order to obtain a work permit, a student must present a copy of a birth certificate, social security card, parent's permission, current physical on file, and a letter to the school office that is on the employer's stationary (showing the name of the company, address, and telephone number) and indicating:

- The employee's job title and signature.
- Hours to be worked.
- The type of work activities the student will be engaging in.

Appendix B

Computer Use Agreement

SCALES MOUND COMMUNITY SCHOOL DISTRICT COMPUTER USE AGREEMENT

Please read the entire document carefully.

This agreement governs the use of computers at the school site and sets the regulations for the 1:1 laptop computer program. It is an agreement between the Scales Mound Community School District (SMCSD), the student receiving a laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials (the "Computer") for use while a student is at Scales Mound Community School District, hereby agree as follows:

1. EQUIPMENT

1.1 Ownership: SMCSD retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, the Scales Mound administrative staff and/or their designees retain the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all laptop configurations the same. All Computers include a DVD/CD-RW, ample RAM and hard-disk space, a protective laptop case, software, and other miscellaneous items. SMCSD will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment: In the event the Computer is inoperable, SMCSD has a limited number of spare laptops for use while the Computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the student forgets to bring the Computer or power adapter to school, a substitute will not be provided except for unusual circumstances at the discretion of the teacher or administration.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any non-SMCSD installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data often as necessary. SMCSD provides a means for backup along with directions but SMCSD does not accept responsibility for any such software.

2. DAMAGE OR LOSS TO EQUIPMENT

2.1 Insurance and deductible: SMCSD has purchased insurance, which provides the broadest perils of loss regularly available. This insurance coverage is subject to a \$500 deductible per Computer.

2.2 Responsibility for Damage: The Student is responsible for maintaining working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the Standards for Proper Care for a description of expected care (Section 4). In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

- First incident – up to \$100
- Second incident – up to \$200
- Third incident – up to full cost of repair or replacement³⁰

SMCSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school at any time. (See the *Standards for Proper Care* section for definitions of "attended," "unattended," and "locked.")
- Lending equipment to someone other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the *Standards for Proper Care* section for guidelines of proper use).

2.3 Responsibility for Loss: In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement or the cost of the deductible if applicable.

2.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to the Technology Coordinator. If the Computer is stolen or vandalized while not at Scales Mound Schools or a school-sponsored event, the Parent shall file a police report.

2.5 Technical Support and Repair: SMCSD does not guarantee the Computer will always be operable, but will make technical support, maintenance and repair a priority.

3. LEGAL AND ETHICAL USE REGULATIONS

3.1 Monitoring: SMCSD will monitor computer use using a variety of methods – including electronic remote access – to assure compliance with SMCSD's Legal and Ethical Use Regulations.

3.2 Legal and Ethical Use: All aspects of SMCS D Computer Use Agreement remain in effect, except as mentioned in this section.

3.3 File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File-sharing programs and protocols including but not limited to: Bit Torrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).

3.4 Allowable Customizations:

- The Student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements that are deemed school appropriate).
- The Student is permitted to legally download music to iTunes, but cannot download or install any other software without permission from the Technology Coordinator.

3.5 Copyright Laws: The Student will not duplicate nor distribute copyrighted materials other than a back-up copy of those items the Student legally owns.

4. STANDARDS FOR PROPER COMPUTER CARE

4.1 Student Laptop Program Acknowledgement Form: The Student is expected to follow all the specific guidelines listed in the Computer Use Agreement herein, and take any additional common sense precautions to protect their assigned Computer. These same rules apply to loaner and stationary computers used on the school premises. Loss or damage resulting from failure to abide by the details below may result in full financial responsibility. Parents and the Student must sign the Student Laptop Program Acknowledgement Form prior to receiving their assigned laptop computer. Read the electronic manual that comes with the laptop stored within each individual computer. Following Apple's advice and the standards below will lead to a Computer that will run smoothly and serve as a reliable, useful and enjoyable tool.

4.2 The Student's Responsibilities

- Treat the equipment with as much care as if it were your own property.
- Bring the Computer and charging unit to SMCS D every school day. (If the Student forgets his/her equipment, substitutes will NOT be provided, except for unusual circumstances at the discretion of the teacher or administrator).
- Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. When the Student cannot directly monitor the Computer, keep it stored in a secure place in the assigned case (i.e., locked in a locked locker or other suitable place) For example, during athletic events, games, practices and trips, store the Computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. It is "best practice" to leave the Computer in the Student's issued locked locker. Laptops left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be the Student's full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave the Computer in school vans, in the gym, in a locker room, on playing fields, in the care of another student/teacher, or in other areas where it could be damaged or stolen. Avoid storing the Computer in a car for long periods of time. *Avoid leaving the Computer in environments with excessively hot or cold temperatures. If the Computer must be stored in a car for a short period of time, it must be kept out of plain view to avoid theft.
- The Student will keep the laptop lid fully closed whenever it is moved from one point to another. When passing from class to class the Student must place the Computer in the assigned computer case.
- The Computer is to be used only by the assigned Student. The Student's Parents or guardians also are granted access to use the Computer. Loss or damage that occurs when anyone else is using the Computer will be the Student's full responsibility.
- Adhere to SMCS D Computer Use Agreement at all times and in all locations. When in doubt about acceptable use, ask the Technology Coordinator, Media Specialist or Principal.
- Regularly back up all necessary data stored on the Computer. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.
- The Student understands his/her issued Computer is subject to random checks and he/she will be responsible to maintain a laptop that hosts data and materials deemed appropriate by school administration.

4.3 How to Handle Problems

- Promptly report any problems to the Technology Coordinator, Media Specialist or Principal.
- Don't force anything (e.g., connections, popped-off keys, DVD/CDs). Seek help instead.
- When in doubt, ask for help.

4.4 General Care

- Do not attempt to remove or change the physical structure of the Computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Do not do anything to the Computer that will permanently alter it in any way. (The Student can apply identifiers to the Computer so long as they are completely removable.)
- Nothing with adhesive residue should be directly applied to the Computer surface. Students are responsible for any damage to the Computer.
- Keep the equipment clean. For example, avoid touching the screen and NEVER eat or drink while using the Computer. *Note: The Apple warranty does not cover damage to the Computer due to exposure to bodily fluids, blood borne pathogens or nicotine smoke.

4.5 Carrying the Computer

- Always completely close the lid and wait for the Computer to enter Sleep mode before moving it, even for short distances. Movement while the Computer is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient – there is little reason to actually shutdown the laptop other than on an airplane or during extended days of inactivity.
- Always store the Computer in the laptop case provided or in another certified laptop case. *Note: Do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the Computer other than the Computer itself and the Computer parts as this may damage the screen.
- Do not grab and squeeze the Computer, as this can damage the screen and other components.
- Never move the Computer while a CD or DVD is actively being used.

4.6 Screen Care

The Computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can cost over \$800 to replace. Screens are particularly sensitive to damage from excessive pressure.

- Refrain from touching the Computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Computer screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens. See the Media Specialist or Technology Coordinator for assistance in cleaning your computer properly. The school will supply cleaning materials and special cleaning cloths.
- Never leave any object on the keyboard, i.e. pens, pencils, and papers with staples left on the keyboard are guaranteed to crack or severely scratch the screen when the lid is closed.

4.7 DVD/CD-RW (Optical Drive)

- Never force a disc into the slot. This can cause permanent damage and voids the computer warranty.
- Keep discs clean and store them in a cover to prevent dust from entering the Computer. Always remove CDs and DVDs when they are not in use – this preserves battery life.
- Avoid using CDs or DVDs unless the Computer is connected to a power source with the charging unit – CD/DVD use dramatically lowers the life of the battery.

4.8 Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby the Student takes responsibility to charge the Computer overnight.
- Avoid using the charger in any situation where the Student or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if the Student is unable to connect to a charger. Charging areas will be provided at school, but it is the Student's responsibility to have a properly charged battery.
- Close the lid of the Computer when it is not in use, in order to save battery life and protect the screen. Place the Computer in sleep mode when not in use.

4.9 Personal Health and Safety

- Avoid extended use of the Computer resting directly on the lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose—when working with the laptop on the lap. Also, avoid lap-based computing while connected to the power adapter, as this will significantly increase heat production.
- Read the safety warnings included in the Apple User Guide.

5. EQUIPMENT LENDING INFORMATION

This additional agreement allows students, under the supervision and discretion of the Technology Coordinator and the classroom teacher (or activity sponsor/coach), to check out a variety of peripheral equipment such as cameras, microphones, and other audio visual devices for multimedia school projects. The signed agreement is part of the Student Laptop Program Acknowledgement Form.

SMCSD grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

5.1 Agreements

1. The Student received authorization from the Technology Coordinator and the teacher/sponsor/coach and have filled out the appropriate lending form and filed in the office.
2. The Student will return the equipment on the established due date and times. It will be understood the Student will be billed for replacement costs if equipment is not returned or returned promptly. Approximate replacement costs include: laptops \$1,000, digital cameras \$300, and assorted peripheral items \$25-\$500.
3. The Student will treat this equipment with the same care as if it were his/her property.
4. The Student will maintain the equipment in clean condition.
5. The Student will avoid use of the Computer in situations that are conducive to loss or damage.
6. The Student will heed general maintenance alerts and advice from school technology personnel.
7. The Student will promptly report any malfunctions, loss, damages or theft to the Principal, Technology Coordinator, Media Specialist or the classroom teacher/sponsor/coach.
8. The Student will always transport the equipment in a safe and secure manner whenever leaving the school premises or when not in use.
9. The Student will adhere to SMCSD Computer Use Agreement and when using peripheral equipment at all times and locations.

5.2. Damage or Loss

The Student is responsible for any costs incurred due to loss or damage of equipment as determined by the school. The Student understands that if they violate the acceptable use policies, he/she may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.

6. VIDEOS, PICTURES, DISCUSSION AREAS, PUBLISHING ON THE SCHOOL NETWORK

6.1 Use of Teacher Web Tools for Learning

- While enrolled at Scales Mound Community School District, the Student will have access to the teachers' course communication/information sharing system such as Edmodo. Teachers may create a variety of blogs, wikis, discussion boards, posts, emails, and activities in support of academic growth. SMCSD's primary use of Edmodo, other systems and/or web tools is for academic purposes only. Edmodo, like other programs, allows the academic community to use social networking to interact with learning content, peers, resource persons, and teachers. As such, students are expected to use assigned social networking areas as a learning tool and not for unrelated communication and gossip. As always, classroom teachers and administration will monitor all networking activities for appropriate use.

6.2 School Sponsored Pictures, Video and Chat Logs

- Students and their parents must notify the school in writing if they wish to prohibit the direct use of video, pictures, or chat logs for school news and professional development of teachers and staff. Student work will be solely shared to serve the purpose of improving our school and public relations by promoting the positive image and work of the teachers and students within the school.
- Students are not to create their own activities or events on the school district's technology network without consent and direction of the classroom Teacher, Technology Coordinator, Principal and Superintendent.
- Students are not to ask for or send photos of other students without consent and direction of the classroom teacher and Technology Coordinator.
- Students are not to ask for personal information about other students. Examples include but are not limited to: email address, phone number, home address, and physical description. This section is not intended as a comprehensive list. The student handbook and school board policy may apply for disciplinary consequences including limited access to network services and loss of computer privileges if there is a violation. Other student conduct rules and policies may apply.

7. COMPUTER USE AND CONDUCT RULES

7.1 General Information: The primary goal of SMCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. The following is a list of rules and guidelines, which govern the use of SMCSD computers and network resources.

7.2 Network Resources: Network services refers to all aspects of SMCSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of SMCSD's network resources whether this access occurs while on or off the school premises.

7.3 Prohibited Acts:

The Student may not use network resources:

- to create, send, access or download material which is abusive, illegal, defamatory, inaccurate, offensive, hateful, harassing or sexually explicit;
- to invade the privacy of others;
- to post material authored or created by another without consent;
- to access the data or account of another user (altering files of another user is considered vandalism);
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others - if you need to transfer large files, please contact the Technology Coordinator to make special arrangements);
- to use the network and/or Computers at unauthorized times;
- to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- to conduct any commercial business or private advertisement;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to wastefully use school resources;
- to install any unauthorized software onto SMCSO computers;
- to copy SMCSO school software (copying school owned software programs is considered theft).

In addition, students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

7.4 Responsibility for Property:

The Student is responsible for maintaining a 100 percent working laptop at all times. The Student shall use reasonable care to be sure the computer is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents.
- Not using equipment in an unsafe environment.

The Student must keep the Computer locked in the assigned case (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with the Student or within the Student's sight) at all times. Laptops left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the Student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the Student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen – even at school – will be the Student's responsibility.

7.5 Discipline

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate the file sharing rules will also have his/her hard drives restored to the original settings. Serious or repeated violations will result in the student's use of technology being restricted and/or revoked. Improper student conduct is subject to disciplinary action according to school board policy and the student handbook.

7.6 Legal Issues and Jurisdiction

Because SMCSO owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence, any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of SMCSO's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Computer Use Agreement.

7.7 Disclaimer

Although the SMCSO will monitor computer use and have a filtering system in place, SMCSO cannot have complete control of the information on the Internet or incoming email, nor does it provide any guaranteed barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that

is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Scales Mound Community School District. While SMCS D's intent is to make Internet access available for educational goals and objectives, account holders may have the ability to access other materials as well. The Scales Mound School District expects students to obey the Computer Use Agreement when using the Internet. Students found in violation of the policy will be disciplined. Parents are expected to monitor Computer usage after school hours.

In addition, SMCS D account holders take full responsibility for their access to SMCS D's network resources and the Internet. Specifically, SMCS D makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any advice or information received by an account holder;
2. the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

Please contact the Principal or Superintendent with any questions regarding this Computer Use Agreement.

Adapted from the Clayton Ridge School District and Erie School District

Appendix C

Pre-K Handbook

Pre-K

Curriculum

The philosophy of the program is that children learn best by doing, experiencing various kinds of activities on a daily basis. Emphasis is placed on developing social and emotional skills, speech, language, fine and gross motor skills, and readiness.

Children are involved in activities that are appropriate for three, four, and five year-olds. Experiences are designed to be supportive of young children, with an emphasis on building self-confidence in all parts of the school day.

Curriculum focuses on social and emotional growth and language, as well as on the areas of classification, seriation, number, space, and time.

Activities include music, dancing, singing, small group activities, finger plays, puppet shows, blocks, manipulatives, puzzles, painting, drawing, dramatic play, etc.

Absences

If your child is going to be absent from school, please inform the school office as early as possible. The phone number is 845-2215. A message may be left on the school voicemail.

Authorized Person for Pick Up

Children will be permitted to leave school only with the parent or person authorized by the parent to pick up the child. In all cases, the parent/guardian must authorize this in writing.

Binder

Each child has his own folder that should stay in your child's book bag. This is the easiest way for the parent/guardian and teacher to communicate events or concerns.

Fees – Pre-Kindergarten

In accordance with the Scales Mound Student/Parent Handbook, if a negative balance exists from the previous school year; your child will not be eligible to enroll in the current paid pre-kindergarten program until the negative balance has been paid in full. If the account has a negative balance of \$150.00 or more during the school year, your child may not be allowed to attend the paid pre-kindergarten program until the negative balance has been paid in full.

Field Trips

Field trips will be included to your child's experience. Parents will be able to attend the field trips with their child. Siblings may visit our classroom, but should not attend field trips. Students and chaperones are expected to follow all school and bus rules. Smoking is prohibited.

Change of Address or Telephone

If during the school year you change your address or phone number, please notify the teacher promptly. We need this information to ensure student safety.

Birthdays

Birthdays may be celebrated by sending a treat with your child for snack time. Please do not send items that may be harmful or dangerous to small children, such as suckers or hard candy. Please do not feel obligated to celebrate a birthday.

School Supplies

Please see "Student Supply List" provided at registration.

Screening

Pre-kindergarten and Kindergarten screening will be conducted in the spring. Classes may be canceled to accommodate screening, if necessary.

Shoes for Physical Education

Please send a pair of non-marking gym shoes since the children will attend P.E. class daily. These shoes are to remain at school.

Clothing

The children are encouraged to be independent and self-sufficient. This includes being able to manage their own clothing. Please buy clothes with easy zippers and big buttons. Pull-on pants make it easier for a child to go to the bathroom by himself/herself. The clothes should allow the child freedom of movement and should also be such that paint spills, etc., will not harm them. Outdoor activities are important. If the temperature is above 0 we may go out, please dress your child accordingly. We expect all children to participate. If your child is too sick to go outside, he/she should not be at school. We require boots, hats, and mittens whenever we have snow or cold weather.

Bus Rules

If your child will be using bus service, please review the rules listed in the school handbook.

Staff

Our classroom is staffed by one certified teacher and one assistant. Children also are instructed by the librarian, P.E. teacher, and art teacher. On an individual basis, children receive speech services when deemed necessary. A program coordinator works with all area districts in providing referrals as well as monthly parent/child workshops.

Parent Responsibilities (Required for Family Learning Academy children only)

In order for your child to benefit the most from our program, it may require some sacrifices on the part of the parent.

Open House. Open house is an important part of the Early Childhood Program. Open House occurs in the first week of school. You and your child will attend one of the two days. This allows you to meet the teachers and provides your child an opportunity to explore the classroom before the first day of class. It allow you to ask questions or address any concerns you might have about the program.

Parent Participation. Parents are required to participate in their child's education a total of six times during the year. Opportunities include such things as field trips, family fun days, family activity nights, and parent/child crafts. Two of the six parent participation points must come from attending parent/teacher conferences.

Open Classroom. Parents are encouraged to visit the classroom at any time. Parents may choose to come to help with special activities, or they may wish to visit the classroom simply to observe or play with the children. Please check in at the office, first.

Health Policies

YOUR CHILD IS REQUIRED BY LAW TO HAVE UP TO DATE MEDICAL RECORDS AND IMMUNIZATIONS. Your child must have a physical examination before starting preschool. It must be completed and returned to the school by the first day of class.

Please keep your child at home if showing any signs of illness.

This includes:

Low-grade temperatures

Flu like symptoms

Excessive coughing

Excessive blowing of the nose

Also, remember to let the school know if your child is sick and will not be attending school.

Alert the teachers if your child has been exposed to a communicable disease. Also, keep the teachers informed of any changes in your child's status and/or eating habits.

MEDICATION MAY BE ADMINISTERED ONLY IF ACCOMPANIED BY THE MEDICAL RELEASE FORM. THIS MUST BE FILLED OUT EACH TIME YOUR CHILD IS TAKING MEDICATION.

Goals of the Early Childhood Program

1. To develop each child's ability to make choices and decisions about what to do and how to do it, using his or her own time and energy effectively.
2. To develop each child's self-discipline and ability to identify, pursue, and complete self-chosen goals and tasks with originality and responsibility.
3. To develop each child's ability to express thoughts, ideas, and feelings.
4. To develop each child's ability to work with other children and adults in group planning, cooperative efforts, and with shared leadership.
5. To develop each child's knowledge of objects, skill in the arts, and comfort with physical movement.
6. To develop each child's ability to comprehend others' spoken, written, dramatic, and graphic representations.
7. To develop each child's ability to apply his or her reasoning abilities to a wide range of situations, using a variety of materials.
8. To develop each child's creativity, initiative, spirit of inquiry, and openness to knowledge and other people's viewpoints.

Appendix D

School Operations During a Pandemic or Other Health Emergency

School Operations During a Pandemic or Other Health Emergency

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

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

Additionally, please note the following:

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

11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Appendix E

Annual Notice to Parents About Educational Technology

Annual Notice to Parents about Educational Technology
Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

APPENDIX F

I. CONDUCT STANDARDS

Professional and ethical behavior is expected of all District staff members. The standards listed below serve as a notice of expected conduct. The standards are intended to protect the health, safety, and general welfare of students and employees, ensure the community a degree of accountability within the School District, and define misconduct justifying disciplinary action. The listed standards are not a complete list of expectations, and depending on the factual context, an employee may be disciplined for conduct that is not specifically listed. The conduct standards apply to all District employees to the extent they do not conflict with an applicable collective bargaining agreement; in the event of a conflict, the provision is severable and the applicable bargaining agreement will control.

All school employees shall:

- a) Exhibit positive examples of preparedness, punctuality, attendance, self-control, language, and appearance.
- b) Exemplify honesty and integrity. Violations of this standard include, but are not limited to, falsifying, misrepresenting, omitting, or erroneously reporting the professional qualifications of oneself or another individual or information submitted in connection with job duties or during the course of an official inquiry/investigation.
- c) Maintain a professional relationship with all students, both in and outside the school and attend all in-service trainings on educator ethics, teacher-student conduct, and school, employee-student conduct for all personnel (105 ILCS 5/10-22.39). Violations of this standard, include but are not limited to: committing any act of child abuse or cruelty to children; engaging in harassing behavior; soliciting, encouraging, or consummating an inappropriate written, verbal, or physical relationship with a student; and furnishing tobacco, alcohol, or illegal/unauthorized substance to any student or allowing a student under his or her supervision to consume alcohol or an illegal/unauthorized substance.
- d) Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and violence, and free from bias and discrimination. Violations of this standard include, but are not limited to: using alcohol or illegal or unauthorized substances when on school property or at school-sponsored events, or whenever engaged in job responsibilities; failing to report suspected cases of child abuse or neglect, or of gender harassment; and tolerating student-on-student bullying or harassment.
- e) Honor the public trusts when entrusted with public funds and property by acting with a high level of honesty, accuracy, and responsibility. Violations of this standard include, but are not limited to: misusing public or school-related funds; failing to account for funds collected from students or parents/guardians; submitting fraudulent requests for reimbursement of expenses or for pay; co-mingling District or school funds with personal funds or checking accounts; and using school property without the approval of the supervising school official.
- f) Maintain integrity with students, colleagues, parents/guardians, community members, and businesses concerning business dealings and when accepting gifts and favors. Violations of this standard include but are not limited to, soliciting students or parents/guardians to purchase supplies or services from the employee or to participate in activities that financially benefit the employee without fully disclosing the interest.
- g) Respect the confidentiality of student and personnel records, standardized test material, and other information covered by confidential agreements. Violations of this standard include but are not limited to: disclosing confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results, unless disclosure is required or permitted by law; and disclosing confidential information restricted by State or federal law.
- h) Comply with all State and federal laws and rules regulating public schools and School Board policies, including but not limited to: 2:105 (Ethics and Gift Ban), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:50 (Drug- and Alcohol-Free Workplace), 5:60 (Expenses), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Ethics and Conduct), 5:130 (Responsibilities Concerning Internal Information), 5:140 (Solicitations By or From Staff), 5:170 (Copyright), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:230 (Maintaining Student Discipline), 5:280 (Duties and Qualifications), 5:290 (Employment Termination and Suspensions), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:190 (Student Discipline), 7:340 (Student Records), and 8:30 (Visitors to and Conduct on School Property). 105 ILCS 5/22 -85.5 Faiths Law, Conviction of any employment disqualifying criminal offense listed in The School Code will result in dismissal.

Before disciplinary action is taken, the supervisor will conduct a fair and objective investigation to determine whether the employee violated a standard or other work rule and the extent that any violation impacts educational or operational activities, effectiveness, or efficiency. Discipline must be appropriate and reasonably related to the seriousness of the misconduct and the employee's record. Any applicable provision in a contract, bargaining agreement, or State law will control the disciplinary process.

