

# **Sparta District #140**

## **Student-Parent Handbook**

### **2022-2023**



**Adopted by Sparta District #140 Board of Education**

**2022-2023 BOARD OF EDUCATION MEMBERS:**

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**To see a list of school personnel, please visit the district website.**

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This handbook is not all-inclusive in that it cannot possibly address all the possible scenarios which may arise and still be a convenient and understandable guide for students and parents. The Board of Education does not intend to limit its ability nor the ability of its administrators or faculty to respond to situations which are not specifically addressed herein.

## **INTRODUCTION**

This provides students and parents with essential information. We encourage you to read it carefully and discuss its contents with your son or daughter. Included are sections on academic information, school honors, student services, attendance/disciplinary procedures, district policies and other information. The distribution of this handbook is a way of notifying parents and students of Sparta District Schools' expectations and procedures. Our belief is that an effective partnership with parents and students is based upon this sharing of information. The policies and procedures of this handbook are summaries of Board of Education policies and regulations, which are available for review in the Sparta School District administrative offices, and are subject to revision in accordance with Board of Education and administrative practice during the school year. This handbook may also be amended during the school year without notice.

## **SPARTA DISTRICT #140 VISION AND MISSION**

### **VISION**

Empowerment through Education

### **MISSION**

Sparta District #140 will create a culture of pride where students accept responsibility to fuel transformation and promote success.

## **GENERAL INFORMATION**

### **ACCIDENTS AND INJURIES:**

Students must notify the office of any accidents, injuries, or illnesses. If an accident, injury, or illness occurs at school, other than in the classroom, the student is to notify a teacher, or report to the office.

### **ALLERGY MANAGEMENT:**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your child has a life-threatening allergy or life-threatening chronic illness, please notify the building principal and/or school nurse. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your child has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your child can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. If your child has a life-threatening allergy, an emergency action plan and health care plan will be developed and implemented in order to provide the best care for your child. If an EpiPen auto-injector has been prescribed, the parent/guardian will be responsible for notifying the school principal and/or school nurse and providing the necessary emergency medication.

**ANNUAL NOTICE OF NONDISCRIMINATION:** Equal educational and extra-curricular opportunities are available to all students without regard to race, color, national origin, immigration status, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability or status as homeless. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Building Principal.

### **ARRIVAL AND DEPARTURE:**

Breakfast is served in the cafeteria starting at 7:30 a.m. for students. Classes begin at 8:00 a.m. During inclement weather, students who arrive at school prior to 7:55 a.m. may wait in the SLS/EAC gymnasium and SHS cafeteria. Students are not permitted in the halls, restrooms, etc. before 7:55 a.m. (7:50 a.m. SHS) unless under the direct supervision of a teacher. The school day ends at 3:00 p.m. No students, unless under the direct supervision of staff, are to be in the building after school.

**ASBESTOS MANAGEMENT:** Sparta District #140 is an asbestos-free environment. Accordingly, all school supply/material contracts mandate asbestos-free goods. The building custodian is the person designated to oversee the mandate. A management plan and compliance record may be found in the Superintendent's office. Any person(s) of interest are invited to review this plan, which is available in the Superintendent's office. Additional questions and/or further information may be obtained by contacting the Superintendent's office.

### **COMMUNICABLE DISEASE:**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. Parents are required to notify the school nurse if they suspect their child has a communicable disease. In certain cases, students with a

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

**COMPLAINT OF GRIEVANCE:**

When a student or parent /guardian believes school personnel violated a rule, law, statute, or the rights of a student or parent, a complaint may be filed. The complaint should first be addressed at the level where the concern arose [coach, teacher, counselor, administrator, etc.]. If the problem is still not resolved, see communication protocol (Appendix A). If the order of resolution has not been followed, the student or parent/ guardian will be referred to the appropriate level or individual in accordance to the district's chain of command. Remember, problems solved quickly in the best interests of the student are always the more positive course of action.

**DIABETES:**

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

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated school district representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

**DISCLAIMER:** The right of school districts to adopt and enforce all necessary rules for the management and government of schools is granted by The Illinois School Code [105: 5/1-20.5]. This handbook is not intended to create a contractual relationship with the student; it is intended to describe the school district along with its current practices, procedures, rules and regulations. The handbook does not presume to be all-inclusive. During the course of the school year, the Administration and Board of Education may establish written rules and regulations not included within this handbook. All such written rules and regulations shall be consistent with the policy established by the Board of Education.

**ENGLISH LEARNERS:**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State academic standards expected of all students. Parents/guardians of English Learners will be informed how they can:

1. be involved in the education of their children, and
2. be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact the district superintendent at 618-443-5331.

**ENROLLMENT INFORMATION:** Each parent/guardian is asked to review and update personal information on the student's Teacherease account, including address, telephone number, emergency contact persons, emergency contact numbers, and medical conditions. It is essential that the school be able to contact the parent / guardian in case of emergency. Parents are asked to update the record immediately when any change occurs.

**EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extra-curricular opportunities are available to all students without regard to race, color, national origin, immigration status, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability or status as homeless. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact Dr. Schwemmer at 618-443-5331.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:** The Family Educational Rights and Privacy Act [FERPA] gives parents and students over 18 years of age certain rights with respect to the student's educational records. They are as follows:

- The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.
- The right to request the amendment of the student's education records that the parent or 18+ year old student believes to be inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the educational records, except to the

extent the FERPA authorizes disclosure without consent.

- The right to file a complaint with the U.S. Department of Education concerning alleged failure by the district to comply with the requirements of FERPA. The name and address of the FERPA office are as follows: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW., Washington, DC 20202-4605.

**FREE AND REDUCED LUNCH:**

Sparta District #140 participates in the national school lunch and breakfast program.

**GYM:**

No one wearing street shoes is permitted to walk on the gym floor. To protect the gym floor, only non-marking soled shoes are to be worn. Unless participating in an activity on the gym floor, students are not permitted to walk across the floor. Students going to and from P.E. should walk on the side of the gym floor. No food or drink is allowed on the gym floor.

**HEAD LICE:**

The school will observe the following procedures regarding head lice.

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

**HOME AND HOSPITAL INSTRUCTION:**

A student who is absent or whose physician, physician assistant, or advanced practice registered nurse anticipates his or her absence for an extended period of time because of a medical condition may be eligible for instruction in the student's home or hospital. Appropriate educational services shall begin as soon as eligibility has been established. Instructional time will be provided for a minimum of five clock hours per week remotely in accordance with the student and tutor's schedule. For information on home or hospital instruction, contact the district superintendent 618-443-5331.

**INTEGRATED PEST MANAGEMENT:**

Integrated Pest Management (IPM) is the practice of determining and implementing the most appropriate and least invasive techniques for controlling pests by emphasizing prevention and by employing physical, cultural, biological and only as a last resort, hazardous chemical controls. IPM is the best approach to pest control. Every effort is made to help protect the health and safety of students and staff. Illinois law requires schools to maintain a registry of parents and guardians of students and employees who have registered to receive written notification prior to application of pesticides to school buildings or provide written notification to all parents and guardians of students before such pesticide application. Written notification may be included in newsletters, bulletins, calendars, or other correspondence currently published by the school district. The written notification must be given at least four business days before application of the pesticide application and identify the intended date of the application of the pesticide and the name of the telephone contact number for school personnel responsible for the pesticide application program. Prior written notice shall not be required if there is an imminent threat to health or property. If such a situation arises, the appropriate school personnel must sign a statement describing the circumstance that gave rise to the health threat and ensure that written notice is provided as soon as possible. If a parent or guardian wants to be notified before a pesticide application is applied, please notify the building principal.

**INTERNET POLICIES**

**Internet Access:** Permissible use of District computers and use of District means to access the Internet:

**A. General use of District computers**

1. Use of District computers by students shall be supervised and monitored by District staff and administration. Students are allowed access to information and data on the Internet that is consistent with the school's educational mission. Students are not authorized access to information which is inaccurate, illegal, indecent, defamatory, likely to result in harassment of another student or staff member, likely to cause material disruption in the schools, or is otherwise inconsistent with the District's educational mission, or try to enter or transmit such information. Students who attempt access to or to enter or transmit prohibited information shall be given a warning by the supervising staff members and shall be directed to immediately exit from the prohibited database and/or network.
2. As a condition of being allowed access to the Internet and the District's electronic mail communication through use of District computers, students shall consent to monitoring and inspection by school staff and administration of all student use of District computers and District means of access including any and all electronic mail communications made or attempted to be made or received by students and all materials accessed or downloaded by students.
3. Students must provide a copy of their passwords to the system administrator.
4. Students shall not use the District's computers network for any illegal activities, including, but not limited to, copyright violations and unauthorized access to or unauthorized use of databases.

5. Students shall not download software without school authorization.
6. Students shall not load into the network or Internet District 140 work product without prior approval from the Principal or his/her designee. Examples of material constituting District 140 work product include; but are not limited to District 140 curriculum. District 140 test or examination materials. Department guidelines and/or procedures, Parent/Student Handbooks, Personnel Handbooks, District 140 publications and brochures, school newspaper, school yearbook, District 140 policies and administrative regulations / procedures.
7. Students shall not use the District's computers network or District means of access to the Internet for personal financial or commercial gain.
8. Use of District's electronic mail communications network and access to and use of the Internet on District computers is a privilege. By engaging in the conduct prohibited in these procedures, shall lose the privilege and shall be denied access to the network and/or Internet.

**B. Use of Electronic Mail Communication**

1. Electronic mail communication shall be used for educational purposes only. Students shall not be allowed to use the District's electronic mail communication for personal messages, anonymous messages or communication unrelated to the school program. Students shall not use electronic mail communication to create, communication, repeat, or otherwise convey or receive any message or information which is illegal, indecent, obscene, defamatory, likely constitute harassment of another student or staff member or any other individual, likely to cause disruption in the school, or is otherwise inconsistent with the District's curriculum and educational mission.
2. Students shall respect the privacy rights of others and shall not attempt to access any electronic mail communications not directed to them or intended to be received by them.

**C. Consequences of Improper or Prohibited use of District computers or District means of access to the Internet:** Improper or prohibited use of the District computers or District means of access to the Internet will result in discipline as determined by school administrators on a case-by-case basis. Criminal conduct may be referred to law enforcement authorities.

**Access To Student Social Networking Passwords & Websites:**

School officials may conduct 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 asked to share the content that is reported in order to allow school officials to make a factual determination.

**LOCKERS:**

Sparta District #140 provides lockers for the convenience of its students. The lockers are the property of Sparta District #140. The school district reserves the right to reassign or terminate the use of lockers at any time. Students are permitted to use only their assigned locker. Students must clear any locker changes through the main office before moving to another locker. Students are held responsible and take ownership of any article placed in their locker. Each student is responsible for damage to his/her locker beyond ordinary wear. If we must repaint your locker, you will be charged for the time and material. Lockers may be searched, with or without the permission of the student, when there is reasonable suspicion or a random search being conducted. Because of the attraction of insects and the potential for health and cleanliness issues, students are not permitted to keep open food or beverage containers in their lockers. Students are expected to keep their lockers in a clean and orderly condition. Students are not permitted to mark on or vandalize lockers. At the end of the school year, students are to empty and clean their lockers.

- Combination padlocks may be purchased in the SHS office. Only padlocks purchased through the school may be used on school lockers. The use of any other padlock on a school locker is prohibited. Padlocks other than those sold to students through the school, will be removed from the locker.
- Lockers should be locked at all times. An unlocked locker invites vandalism and theft. Leaving valuables or money in lockers is discouraged. The school district assumes no responsibility for lost or stolen property.
- Students are advised to keep all personal belongings locked in lockers when not being used. Items of value should not be brought to school. The school assumes no responsibility for a student's personal property. Students are encouraged not to bring cell phones, iPods, or any other electronic devices to school. Book bags, purses and drawstring bags are to be placed in lockers upon arrival. For more information see "Prohibited Articles."

**LOITERING:**

Loitering is not permitted in restrooms, halls or on school property at any time during the school day or after school.

**LUNCH:**

SLS/EAC/SHS has multiple lunch periods. Please call the office for the specific time your child may be eating. All students receive 30 minutes for eating. Students may eat the meal served in the cafeteria, select from the a la carte(grades 4-12) or bring a sack lunch. If parents choose to bring lunch or lunch is delivered to the school for their child, the food must be delivered to the office. Students must remain in the cafeteria. SHS students receive open campus if 1) maintain a 3.5 or higher GPA, 2) absent no more than 1 day per quarter, 3) tardy no more than 2 times per quarter. Students taking anyone to lunch off campus without permission will lose their lunch privileges. Students must leave and return through the cafeteria doors. Students leaving without permission will be

considered truant. During days of nice weather, students at SHS are permitted to spend their lunch period on the back patio but are not permitted in the parking lot. No outside food can be brought in without prior administrative authorization.

**LUNCH SYSTEM:**

Lunch money should be brought to the school office or meals may be purchased online through Teacherease. Students may not charge a la carte items. If your child brings lunch money to school, please place the money in an envelope with the child's name on it.

**MANDATED REPORTERS:**

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

**MEDICATION POLICY:**

It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. (105 ILCS 5/10-22.21b)

**NO STEROIDS OR ENHANCEMENT SUPPLEMENTS WILL BE ALLOWED AT SCHOOL.**

**I. Authorization For the Administration of Medication and Emergency Medical Assistance**

- A. Any prescription or non-prescription medication brought to school must be taken directly by a parent or designated adult to the school administrative office for storage. No student shall be in possession of prescription or non-prescription medication on school property after the commencement of the school day without the following express authorizations having been provided to the school office.
  1. All medications to be administered, (prescription and nonprescription), must be accompanied by a written order from the student's physician, dentist or other person legally authorized to prescribe medication. The written order shall contain:
    - a) the student's name;
    - b) date of birth;
    - c) licensed prescriber's name, signature, and phone number;
    - d) name of medication;
    - e) dosage of medication;
    - f) route of administration of medication;
    - g) frequency and time of administration of medication;
    - h) date of prescription and order;
    - i) discontinuation date;
    - j) diagnosis requiring medication;
    - k) intended effect of medication;
    - l) possible side effects;
    - m) other medications the student is receiving.
  2. A written request and waiver of liability from the parents and/or guardian requesting the administration of medication by school employees.
- B. Parents may sign a written authorization for medical assistance, included in these Procedures as the Parental Consent Form for Emergency Treatment, in order to authorize the provision of emergency medical assistance to a student by school personnel during school hours or at school-sponsored activities.
- C. Authorizations required by this Section shall be placed in the student's cumulative file, with a copy to the principal of the school the student attends.

**II. Administration of Medication**

When the conditions contained in Section A of these Rules and Regulations are satisfied, medication shall be administered to students in the following manner:

- A. Prescription medications shall be brought to school in the original container, which shall display:
  1. the student's name;
  2. prescription number;
  3. medication name, dosage, route of administration and other required directions;
  4. licensed prescriber's name;
  5. date and refill instructions;
  6. pharmacy name, address, and phone number;
  7. name or initials of the pharmacist.
- B. Over-the-counter medications shall be brought to school in their unopened original container with the seal unbroken and the student's name affixed to the container.
- C. All medications shall be stored in a separate locked or secure area. Medications requiring refrigeration shall be refrigerated in a secure area.



- D. The principal shall designate the employee or employees authorized to dispense the medication including employees who are required to administer medication in an emergency situation. Teachers or other non-administrative school employees, except school nurses, shall not be required to administer medication to students. However, such employees may be so designated if they agree or volunteer to administer the medication.
- E. Each dose of medication shall be documented for the student's health records. Documentation shall include date, time, dosage and route and signature or initials of the person administering the medication. In the event the medication is not administered as ordered, the reasons therefore shall be entered in the record.
- F. When requested by the student's physician, the medication's effectiveness and side effects shall be assessed and documented.

### **III. Emergency Medical Treatment**

School personnel shall be authorized to render emergency medical assistance to any student whose parents have signed written authorization for such assistance when paramedical personnel or licensed physicians are not available or have not arrived and such assistance is necessary to protect the student's health, safety or welfare. The school personnel providing emergency medical assistance shall attempt to contact the principal as soon as possible and contact a licensed physician or certified paramedical personnel to provide or assist in providing emergency medical assistance.

The student's parent or guardian shall be contacted as soon as possible after the injury-giving rise to the need for emergency medical assistance. Upon return to school, a doctor's release for the school nurse would be appreciated.

### **IV. Self-Administration of Medication**

If a parent requests assistance from school personnel in a student's self-administration of medication, the procedures set forth in the Rules and Regulations concerning the administration of medication by school personnel shall be followed.

The school district and its employees and agents are to incur no liability, except for willful and wanton misconduct, as a result of any injury arising from the self-administration of medication by the pupil, and the parents or guardians must indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton misconduct, arising out of the self-administration of medication by the pupil.

Specifically, for a pupil's discretionary use of his or her prescribed ASTHMA medication, the parents or guardians of the pupil must provide to the school office:

- A. written authorization for the self-administration of medication; and
- B. a written statement from the person legally authorized to prescribe the medication, physician, containing the following information:
  - 1. the name and purpose of the medication;
  - 2. the prescribed dosage; and
  - 3. the time or times at which or the special circumstances under which the medication is to be administered.
- C. This information must be provided at the start of every school year, so that a pupil with asthma may possess and use his or her medication (i) while in school, (ii) while at a school-sponsored activity, (iii) while under the supervision of school personnel, or (iv) before or after normal school activities, such as while in before-school or after-school care on school-operated property.

Students must never share their medication with another student (or anyone else.) Any student who asks to borrow, or gives to another student, any medication, even an aspirin, risks damaging the health of the student who ingests the substance. Any student who asks for, offers, takes, or otherwise shares medication, could face disciplinary consequences as well.

### **V. Disposal of Medication**

The parent(s) or guardian of a student will be responsible at the end of the treatment regimen for removing from the school any unused medication prescribed for their child. If the parent(s) or guardian does not pick up the medication by the end of the school year, the principal or his or her designee will dispose of the medication and document that the medication was discarded. Medications will be discarded in the presence of a witness.

### **VI. Summary**

Illinois School Code and the Law require that students not be in possession of any medication at any time. The only exceptions to this are defined in Section IV. Medication may only be given at school with a prescription/note from the physician, and the signed form from the parent/guardian. Students in possession of medications not defined in Section IV at any time are subject to discipline as determined by administrators on a case-by-case basis.

### **VII. Dissemination of the Policy**

A copy of the Policy and these Rules and Regulations shall be distributed to the parents or guardians of each student within 15 days after the beginning of each school year or within 15 days after starting classes for a student who transfers into the school during a school year. A copy of the Policy and these Rules and Regulations shall be printed in the Student Handbook for said distribution. In addition, at the beginning of the school year, students shall be informed of the contents of the Policy and these Rules and Regulations in the following manner: Students shall be informed of the contents of this policy by their homeroom teachers.

### **NOTIFICATION OF STUDENT FEES WAIVER:**

The Board of Education shall waive all fees assessed by and payable directly to the District for instructional and extracurricular activities, including supplies and material fees for students whose parents are unable to afford them according to established standards, including those children eligible for free lunches or breakfasts under the Community School Lunch Programs. Parents or Guardians of eligible students may obtain applications for student fee waivers from the school offices during the hours 7:30 a.m. to 4:00 p.m., Monday through Friday, or call 618-443-5331 to have an application mailed to their home. A copy of the District's student fee waiver policy and the applicable rules and regulations including information on the eligibility standards and the appeal procedure, will be included with each application.

**ONLINE GRADEBOOK ACCESS:**

You have the ability to view school information electronically. A link has been created on the school website that will allow you access to [www.teacherease.com](http://www.teacherease.com). Once connected, you will have the ability to view information simply by entering your user ID and password. Please contact the school office if you need assistance.

**PARKING:**

The schools have visitor parking available from 7:30 a.m.-3:00 p.m. Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Students driving to school must register in the high school office to apply for a parking permit at a cost of \$10.00 per semester or \$15 per year. Other permits may be available as space allows. Those students with parking permits must agree to follow the SHS driving/parking guidelines, which will be given to them at that time. Vehicles driven by students must remain parked and locked (if possible) until the end of the school day. The only exception to this is when permission is granted by the principal or assistant principal for a student to use his/her vehicle for extenuating circumstances. Students are not to be in the parking lot during any part of the school day. The student parking area is in the northeast parking lot. Students who park in non-designated areas may have their vehicles towed away at their expense.

**PASSES:**

No students are allowed to be out of class once the bell rings without a signed pass from the teacher. Students must have a signed agenda (SLS grades 6-8 and SHS), stating the date, time, and destination of the student.

**PUBLIC RELEASE:**

Sparta District #140 often has the opportunity to publish the achievements of students at school. Publications may occur through school or district websites, newspapers or other media. It is the intent of the District to protect all students from harm or injury. If parents/guardians do not wish their child's picture or student produced materials to be used for this purpose, or parents/guardians wish to have their child's name omitted, please send a letter outlining this request to the student's building principal by September 15 of the current school year.

**REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS:**

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

**RESIDENCY REQUIREMENTS:**

Students attending Sparta District #140 must live in the school district with a parent, legal guardian or state-authorized foster parent. Any adult registering a student under false pretenses may be prosecuted in accordance with Illinois State Law. Parents/guardians are required by law to show proof of residency every school year upon enrollment of their children. K-8 students may choose to attend either EAC or SLS. Children of Sparta District #140 employees may attend any school within the district.

*The following will be accepted as proof of residency:*

1. Current monthly utility statement (i.e., electric, gas, cable, and water).
2. Closing papers on a recent purchase of residence.
3. Current Illinois Public Aid card, with current, in-district address.
4. Real estate tax bill with current, in-district address.

5. IL driver's license with current, in-district address.
6. Voter registration card with the current, in-district address.
7. Current copy of lease agreement/rental agreement (not a rent receipt) provided by the owner of a residence or a mortgage agreement bearing the name and in-district address of the parent/guardian of the child.

*The following items are unacceptable for proof of residency:*

1. Water activation receipt
2. Telephone bill
3. Auto registration
4. Employment letter
5. Rent receipt
6. Membership card
7. Mortgage payment book
8. Firearms ID card
9. Gun registration card
10. Credit card bill
11. Personal/business check

#### **RIGHTS OF HOMELESS STUDENTS:**

The McKinney-Vento Act requires schools to ensure that "homeless children and youths" are identified by school personnel. The purpose of identification is to offer appropriate services to the student and family. When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For further information please go to the following: [www.isbe.net/homeless](http://www.isbe.net/homeless). If you need further assistance with your children's educational needs, please contact Superintendent Dr. Schwemmer at 618-443-5331.

#### **SAFETY DRILL PROCEDURES AND CONDUCT:**

Safety drills will occur at times established by the building principal. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) lockdown drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The following emergency situation procedures will be followed:

**Earthquake.** Because earthquakes strike without warning, life-protecting actions must be taken immediately at the first indication of ground shaking. During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects. During the ground shaking, the school population is safest finding immediate shelter under desks, tables, or counters.

1. Stay inside; move away from windows, shelves, and heavy objects that may fall.
2. In halls or stairways, move to an interior wall. Turn away from windows.
3. In laboratories and kitchens, all burners should be extinguished before taking cover.
4. If outdoors, move to an open space away from buildings and overhead power lines. Lie down on the ground.
5. Do not leave school grounds without permission.

**Fire.** Fire drill information and evacuation routes are posted in each room. In the event of an actual fire drill, the teacher in each classroom will give the students specific instructions to follow.

**Intruder Lockdown.** Lockdown procedures are set in place to respond to situations in which the students and staff are or may be in danger. Lockdowns are used for all hazards, such as medical emergencies, bomb threats, outside safety hazards, police related situations, etc. They are also used for worse case scenarios, such as an intruder: a person inside the school that poses a threat, either real or perceived, to others. Drills are announced, planned, and coordinated during the most controlled times of the school day. Once a year, they are conducted in conjunction with the local police department to ensure communication between the school and law enforcement.

**Tornados.** In the event school authorities receive information from the Civil Defense or Weather Bureau that extremely severe weather is imminent, notification will be made from the office by announcement for the teachers to move their classes to a predetermined area. Students are to follow the specific instructions given by the teacher.

#### **SCHOOL DANCES:**

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances unless a signed pre-approved form has been obtained for a guest (SHS). All school rules, including the school's discipline code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as determined by administrators on a case-by-case basis. Attendance and grade policy apply.

**SCHOOL PROPERTY:**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment. All posters or announcements to be displayed anywhere on school property must be approved by the office. Only approved adhesives may be used to adhere surface materials.

**SEARCH AND SEIZURE:**

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

Access to Social Networking Passwords and Websites. School officials may conduct 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 asked to share the content that is reported in order to allow school officials to make a factual determination.

School Property and Equipment as well as Personal Effects Left 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.

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.

Students. School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, backpacks, 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 investigate 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 asked to share the content that is reported in order for the school to make a factual determination.

**SEVERE WEATHER CONDITIONS:**

In the event we have severe weather, (i.e. heavy snowfall) school may be closed due to hazardous road conditions. School Messenger service will announce any such school closing or early dismissals.

**SEXUAL OFFENDER REGISTRY:**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

**SPORTSMANSHIP:**

Spectators including students, parents, staff, etc. will be expected to support their team with true school spirit and show respect for their school's reputation and will strive to maintain favorable relations with opposing teams and schools, remaining in the bleachers during events. Cooperation with cheerleaders in pep sessions and at games is expected.

**STUDENT IDs:**

Grade 6-12 students must wear lanyards (around their necks) with school issued id cards at all times during the school day. If a student doesn't wear their ID, they will receive a lunch detention.

**STUDENT RECORDS:**

The student's written records are in two categories: permanent and temporary.

Permanent Record. The term "student permanent record," according to Illinois School Code, means and shall consist of the

following information: Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents/guardians; Academic transcript, including grades, class rank (if applicable), graduation date, and grade level achieved; removal from the academic transcript of any score received on college entrance examinations; The unique student identifier assigned and used by the Student Information System established through Illinois School Code; Attendance record; Health record; Record of release of permanent record information; Scores received on all State assessment tests administered at the high school level.

**Temporary Record.** The term "student temporary record," according to Illinois School Code, means and shall consist of the following information: A record of release of temporary record information; Scores received on the State assessment tests administered in the elementary grade levels (K-8); The completed home language survey form; Information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction; Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act; Any biometric information, if applicable, that is collected in accordance with Illinois School Code; Health-related information; Accident reports; Family background information; Intelligence test scores, group and individual; Aptitude test scores; Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation or interviews; Elementary and secondary achievement level test results; Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations Honors and awards received; Teacher anecdotal records; Other disciplinary information; Special education records; Records associated with plans developed under Section 504 of the Rehabilitation Act of 1973; and/or Any verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the education of the student.

Student's written records are kept on file in the School Office and are available to students, parents and/or legal guardians for inspection. Students and/or parent(s)/legal guardians may inspect the written records with a designated employee of the school during regular hours of the school day. A parent, student, and/or legal guardian may contact the administrator to gain access to the records. Access will be granted within a reasonable amount of time but not more than fifteen days (15) after receiving the request. "Parent" means a person who is the natural parent of the student or other person who has the primary responsibility for the care and upbringing of the student. All rights and privileges accorded to a parent under this Act shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first. The student may also exercise such rights and privileges at any time with respect to the student's permanent school record. If information contained in the records is disputed by the parent, student, and/or legal guardian, a request to meet with the Principal or Superintendent must be made within a reasonable time after the review of the record to provide for the correction, deletion, or further explanation of such information. In the absence of any court order to the contrary, to require, that upon the request of either parent of a pupil whose parents are divorced, copies of the following reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of school initiated parent-teacher conferences, notices of major school sponsored events, such as open house, which involve pupil-parent interaction and furnished by the school district to one parent be furnished by mail to the other parent. The school will review student's records periodically to make certain they are accurate. Permanent records will be maintained for not less than sixty (60) years after a student has graduated or otherwise permanently withdrawn from school. Upon graduation or permanent withdrawal of a handicapped student, the psychological evaluation, special education files and other information contained in the student temporary record may be of continued assistance to the student may, after five (5) years be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. The school shall explain to the student and the parent the future usefulness of these records. If a certified copy of an order of protection has been filed with a school district, then the district shall notify its school employees that the student records or information in those records of a protected child identified in the order shall not be released to the person against whom the order was issued.

**Release of Information.** The school shall transfer the student record to another school in which the student has enrolled or intends to enroll upon a signed parental release form. The parent will receive prior written notice of the nature and substance of the information to be transferred and an opportunity to inspect, copy, and challenge such information. If the address of the parents is unknown, notice may be served upon the records' custodian of the requesting school for transmission to the parents. Such service shall be deemed conclusive, and ten (10) calendar days after such service, if the parents make no objection, the records may be transferred to the requesting school. No individual or agency can force an individual to release his/her records. A release of students' written records will not be made to persons or agencies unless written consent is given by parents, students, or a court order is issued. However, a release of records without parental consent could be made due to an emergency release of personally identifiable information from education records to provide for release of information for medical health or safety. In certain instances where consent is not required, written notification of such information will be given to the parents. Directory information is limited to: a student's name, address, gender, grade level, birth date and place, parents'/guardians' names, addresses, email addresses and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as

yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal. The contact must be made by September 15 of each school year or the information will be released at the appropriate time.

**Rules Regulating the Inspection of Student's Written Records.** The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are: 1) the right to inspect and review the student's education records within fifteen (15) days the district receives a request for access. Parents or eligible students should submit to the school principal or representative written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected; 2) The right to request the amendment of the student's education records, that, the parents or eligible student believes are inaccurate, misleading, irrelevant or improper. The parents or eligible student may ask the District to amend records that they believe are inaccurate or misleading, irrelevant or improper. They should write to the school principal; clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing; 3) The right to consent to disclosures of personally identifiable information contained in the student education records, except to the extent that FERPA authorized disclosure without consent. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law; 4) The right of parents, eligible students, and/or guardians to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D. C. 20202.

#### **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION:**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

#### **TEEN DATING VIOLENCE AND SEXUAL HARASSMENT:**

**Teen Dating Violence.** Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, 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.

**Sexual Harassment.** Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, 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: Substantially interfering with a student's educational environment
  - a. Creating an intimidating, hostile, or offensive educational environment;
  - b. Depriving a student of educational aid, benefits, services, or treatment; or
  - c. 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. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Nondiscrimination Coordinator:

Dr. Gabrielle Schwemmer, Superintendent, [gschwemmer@sparta.k12.il.us](mailto:gschwemmer@sparta.k12.il.us)  
203 B Dean Avenue  
Sparta, IL 62286  
618-443-5331

Complaint Managers:

Chris Miesner, Principal, [cmiesner@sparta.k12.il.us](mailto:cmiesner@sparta.k12.il.us)  
203 B Dean Avenue  
Sparta, IL 62286  
618-443-5331

Scott Beckley, Principal, [sbeckley@sparta.k12.il.us](mailto:sbeckley@sparta.k12.il.us)  
203 B Dean Avenue  
Sparta, IL 62286  
618-443-4341

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

**TEACHER QUALIFICATIONS:**

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

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

**TELEPHONE:**

The use of the school's telephones by students for personal use is prohibited. Students may ask a secretary to call home for them if there is an emergency. Students will not be allowed to receive phone calls other than an emergency call from parents or guardians.

**TREATS AND SNACKS:**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and brought to the office. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

**VIDEO/AUDIO MONITORING SYSTEM:**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audio or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

**VISITORS:**

To ensure the safety of our students, all parents and visitors must present a valid photo identification to enter the building. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should inform office personnel of their reason for being at school. Visitors' will be asked to identify their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and attach the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him/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. Parents or guardians wishing to meet with a teacher or principal should call the day before, if possible, to make an appointment. Teachers cannot meet with parents during class time.

**VOLUNTEERS:**

All school volunteers/chaperones must complete a school issued background check and be approved prior to assisting at the school. Forms are available in the school office. Individual teachers may utilize parent volunteers in the classroom. Teachers who desire parent volunteers will notify parents. Volunteers are required to check in and out at the main office and receive a visitor's pass before going to their destination.

**ACADEMIC INFORMATION**

**COLLEGE/CAREER DAYS:**

SHS Juniors and Seniors may use a maximum of two days from school to visit colleges they are contemplating attending or to search for job opportunities. The first visit will be considered a school-related function and therefore will not be counted as an absence

from school. The second day used to visit will be counted as an excused absence. The use of these days requires the following procedure:

- A student must request from the high school office permission for a college/career day at least two days before the requested day.
- A student may not take a college/career day on a day he/she is scheduled to have an exam at school. The student must have signed verification from each of his/her teachers that no exam is scheduled on the requested day.
- The student must have written parental verification that he/she is requesting a college/career day to be used for its intended purpose.
- Upon returning to school after a college/career day, the student must submit to the high school office written confirmation from the college or place of business visited stating that he/she was there seeking information. This verification should be written on letterhead or stationary which identifies the authenticity of the verification.

Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

**COMMENCEMENT CEREMONY:**

The successful completion of a student’s grade school career is culminated by a commencement ceremony. This event is a milestone in the lives of the graduating students and their families. In keeping with the dignity and honor of each of these activities, all participating members of the graduating class will be expected to adhere to a dress code and conduct code for commencement. Attire for these events will be the traditional robes used for commencement. Just as important as the robe is the attire worn under these robes. Acceptable attire will include dress, skirt, slacks, dress shirt, and shoes. Adherence to this policy is important and necessary to maintain a standard of appearance that is appropriate and commensurate with the nature of the ceremonies. Graduating students will not be allowed to participate without adhering to this policy. Graduating students are expected to conduct themselves before, during and after the commencement ceremony in a manner commensurate with the dignity of the ceremony. Students who fail to conduct themselves in an acceptable manner or whose actions are disruptive before or during this ceremony will be removed from the premises. The principal must certify that all students at the commencement service have met the requirements for graduation as set forth by the State of Illinois and the Sparta District #140 Board of Education. No student will be permitted to participate in the commencement ceremony that has not met all requirements for graduation.

**GRADE POINT AVERAGE (GPA):**

Grades are based on a 4.0 scale. All classes will be included in the calculation of the GPA with block classes calculated as double.

**GRADE REPORTS:**

Report cards are issued four times each school year approximately at nine week intervals. Progress reports are issued at the mid-term in each quarter. These reports are used to inform parents of both good and poor progress and should encourage parent/teacher conferences throughout the school year.

**GRADING SYSTEM:**

The standard for grading K-3 grade students of District #140, established by the Board of Education, is as follows: Standards Based Report Card 3=Meeting, and 2=Approaching, 1= Area of Concern; 4th - 12th grade is as follows:

<b>A</b>	<b>92-100</b>	<b>SUPERIOR</b>	<b>4.0</b>
<b>B</b>	<b>83-91</b>	<b>ABOVE AVERAGE</b>	<b>3.0</b>
<b>C</b>	<b>74-82</b>	<b>AVERAGE</b>	<b>2.0</b>
<b>D</b>	<b>65-73</b>	<b>BELOW AVERAGE</b>	<b>1.0</b>
<b>F</b>	<b>0-64</b>	<b>FAILING</b>	<b>0.0</b>

Disclaimer Statement: (for Special Education Students and/or Special Needs Students) Recognizing that students reflect differing abilities, attitudes, and efforts, the teacher may make adjustments in the above numerical grading scale.

**A – SUPERIOR**

A grade of “A” represents work of excellent quality. This means that the student does all assigned work in an outstanding manner. In addition, the student takes the initiative for doing more than is required by the teacher. This grade is for truly outstanding work.

**B – GOOD**

The grade of “B” represents the completion of all required work in a better than average manner. This mark is for students who are clearly above average.

**C – AVERAGE**

The grade of “C” represents that a student completes all assignments in an average manner.

**D – BELOW AVERAGE**

The grade of “D” represents a warning that the student is working below his ability or his work is poor quality and needs improvement.

**F – FAILING**



The grade of "F" represents non-mastery of a sufficient amount of course content. No credit will be awarded for receiving an "F" as a semester grade.

**W – WITHDRAWAL**

The grade "W" signifies an approved drop or withdrawal from a class with no grade penalty. This option is available until the mid-term of the 1st quarter of the course. Dropping a course after this point will result in an "F" grade which will be computed into the GPA.

**I – INCOMPLETE**

Incomplete work may be due to absence or some other cause. Students receiving an incomplete at the end of a semester have the following one semester to make up the incomplete work. An incomplete will become permanent on the student's transcript if the incomplete work is not made up by the end of the following semester after receiving an "I" incomplete.

**GRADUATION COURSE REQUIREMENTS FOR HIGH SCHOOL**

Class standings in order to graduate are determined solely by the number of credits earned, not the number of years in attendance at SHS. Students must earn a minimum of 24 credits and are required to pass the following:

English – 4

Health Education – ½

Consumer Economics – ½

American History – 1

U.S. Government – ½

Science – 2

World Studies – 1

Mathematics – 3

All students are expected to carry a minimum of six periods of class. Junior or senior students may substitute a course necessary for college admission or high school graduation for P.E. Sophomore students may waive one semester of P.E. to take health class.

Students may carry an overload consisting of six or seven academic subjects plus P.E., after receiving permission from the guidance counselor to do so. Exceptions to this policy are special education students whose educational programs are established through their I.E.P.'s.

**HOMEWORK/LATE-WORK/MAKE-UP WORK:**

Homework is used as a way for students to practice what has been learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Homework is an important and necessary part of the educational process intended to reinforce a lesson taught. Homework is intended to enrich skills and provide practice.

Any assignments that are not turned in when due will be deducted points per course syllabi. A zero will be noted in Teacherease on the date due until work is turned in and graded. Any assignments not turned in by the due date will be deducted 50% of the grade.

Any assignment not turned in by the 7th day from the due date will not be accepted.

A student with an absence may turn in assignments due during the absence and make-up tests and quizzes missed. Students will be given one day to make up work for each day missed. It is the responsibility of the student to contact the teacher to arrange for make-up work. Previous knowledge of assignments and due dates may result in work being due upon returning to school or within a shortened period of time. Teachers may grant extensions or exercise restrictions. See page 20 for clarification.

**PHYSICAL EDUCATION EXEMPTION:**

Students may be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

According to Illinois School Code, [ILSC 5/27-5] High school students are required to take 3 ½ years of Physical Education; the ½ section to bring credits to four years is Health Education. The only exceptions to this requirement is if the student properly obtained a P.E. Waiver or the student is taking Driver's Education for one quarter earning ¼ credit.

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. Enrollment in a marching band program for credit; Enrollment in military training programs sponsored by the District; Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade); 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 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).

**PROMOTION:**

Subject areas to be considered are language arts, math, science, and social studies. If final grades in three or more subjects are failing, the student will be considered for retention as follows:

1. If the student has satisfactorily completed grade level standard assessments in the failed subject areas, placement will be determined upon mutual agreement with parents, administrator, and teacher(s).
2. If grade level standard assessments were not satisfactorily completed in failed areas, the student will be retained.
  - In order to be promoted to 9th grade, an 8th grade student must pass the Constitution tests.
  - Students in 4th-8th grade failing language arts **and** math will be required to complete summer school for promotion.

**SEMESTER EXAMS:**

SHS semester exams are given at the end of the second and fourth nine week grading periods. The semester exam is calculated as part of the semester grade; therefore, it is important that students do well. Students must remain in class the entire exam period to receive credit for the exam. All students are to attend first semester exams. The only exception is for seniors who met or exceeded in all areas of the state exam. The school recognizes the need for students to be in attendance and to achieve academic success. To encourage these behaviors, we suggest that teachers exempt students from second semester exams only who have three or fewer absences (not school related), two or fewer tardies and an A or B average. However, teachers are free to set their own individual policy, such as a credit system, final project, no exemptions, etc. to fit individual class needs for the second semester.

**SPECIAL EVENTS:**

Participation in special events (field trips, school dances, carnival, etc) is a privilege. Students may be denied participation in special events when they have been referred to the administrator for major discipline infractions per semester, and/or five unexcused absences per year for EAC/SLS; ten percent of the current school year for SHS. Students in 5th-8th grade, who are in danger of failing may be denied participation in the special event. SHS students that are failing one class, per weekly eligibility will not be allowed to participate in the special event. Any off-site district special events are considered a reflection of the school district and appropriate behavior is expected.

**STATE EXAM TESTING:**

State testing occurs in the spring annually. Students in third through eighth grade are tested in Math and Language Arts. Students in fifth and eighth grade are tested in Science. Students test in Math and English, Reading, and Writing, and Science according to state mandates.

**STUDENTS WITH DISABILITIES:**

Education. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office. If you believe your child may have a disability, and this disability is adversely affecting your child’s educational performance, please contact your building principal to receive your full procedural rights. Requests for evaluations must be in writing and state the reason for the referral. Individuals with disabilities will be provided an opportunity to participate in all school sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Discipline. 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.

**STUDY HALL:**

Attendance rules apply to study hall as in other classes. Study halls are provided for the purpose of giving students the opportunity to work on assigned schoolwork. For this reason, study halls are to be quiet and free of distractions without socializing or game playing with something to do.

**TEXTBOOKS/COMPUTING DEVICES:**

Textbooks/Computing Devices (Chromebooks, I pads) checked out to students are the responsibility of the students to whom they are assigned. It is the responsibility of each student to exercise care in maintaining the condition of all books/computing devices assigned to him/her. A student who returns books/computing devices that are damaged or in poor condition, beyond what is expected through normal use will be assessed for the damage. Students who fail to return books/computing devices assigned to them will be assessed for the missing items.

**Computing Device Procedures**

A. Protection - Students are responsible for protecting their computing devices at all times.

B. Classroom Use - Devices are provided as educational tools and will only be used when explicitly directed to by the teacher and only for purposes directly related to the lesson in which students are engaged. All other uses are considered disciplinary infractions.

C. Personalization - students may not personalize Devices with any markings, stickers, or other decorations. Students may not remove these or any other school or manufacturer-affixed identification labels. Students should inform the office if any provided identification labels are missing or become unreadable.

### **STUDENT HONORS**

The students of Sparta District #140 have a tradition of representing themselves and their school through high levels of achievement in many different areas. In addition to the recognition and awards students receive during their school years within their special areas, Sparta District #140 supports other programs for recognizing students who excel.

#### **ACADEMIC AWARDS NIGHT:**

The Academic Awards Night annually recognizes honor roll recipients. In order to receive the SLS/EAC honor roll certificate, a student must have been on the high honors and honors for three quarters. SHS recognizes high honors and honors.

#### **EIGHTH GRADE ADDRESS (SLS):**

This honor is awarded to the male and female American Legion recipients.

#### **GRADUATION RECOGNITION FOR HIGH SCHOOL:**

SHS seniors will be awarded the below academic honors for cumulative grade average.

Summa Cum Laude	4.0
Maxima Cum Laude	3.8 - 3.99
Magna Cum Laude	3.6 - 3.79
Cum Laude	3.5 - 3.59

#### **HONOR ROLL:**

At the close of each nine week period, a scholastic honor roll will be made available. To be eligible for the high honor roll, a student must have an academic average of 4.0. To be eligible for the honor roll, a full-time student must have an academic average of 3.5 to 3.9. Honorable mention for the honor roll shall be between 3.0 and 3.4.

#### **JR. BETA CLUB (SLS):**

Induction into the Sparta Lincoln School Chapter of the Jr. Beta Club is an honor restricted to Sixth through Eighth Grade students. To be eligible for this award, a 6th grade student must first maintain a grade point average of 4.0, a 7th grade student must maintain a 3.75 or better. Voting for new members for induction is done by the faculty on the basis of the eligible student's qualities of scholarship, character, leadership, and service and on the basis of teacher evaluation.

#### **NATIONAL HONOR SOCIETY (SHS):**

Induction into the Sparta High School Chapter of the National Honor Society is an honor restricted to junior and senior students. To be eligible for this award, a junior or senior student must first maintain a grade point average of 3.25 or better. Voting for new members for induction is done by the faculty and administration on the basis of the eligible student's qualities of scholarship, character, leadership, and service and on the basis of teacher evaluation.

#### **SENIOR ADDRESS (SHS):**

This honor is awarded to the graduating seniors according to GPA and class ranking, character, and leadership. The recipients of this honor will give the senior address at the commencement exercise.

### **ATTENDANCE**

Parents/legal guardians are required to inform the school within 48 hours (two school days) of a student's absence. It is recommended that the parent/legal guardian inform the school by telephone on the day of absence. This notification may also be in the form of a doctor's slip or note from the parent/legal guardian upon the student's return to school. Regular attendance is essential for a student to make use of the educational opportunities offered at Sparta schools. Regular attendance develops dependability and responsibility in the student and contributes to academic achievement. The school shall not be liable for the educational progress of students who fail to maintain regular attendance habits, nor will the school be liable for the progress of students who are removed from school for extended periods of time contrary to law or good educational practice.

Article 26 of the *Illinois School Code* is the Compulsory Attendance Law for children ages 6-17 years of age in the state of Illinois.

Under this statute, it is the responsibility of parent(s) or guardians of enrolled pupils under age six and 6-17 years of age or older to see that they attend school the entire time it is in session during the regular school term. Any child enrolled in grades 1-12 in a public school shall follow the compulsory attendance law. Parent(s) or guardian(s) of school age children who knowingly and willfully permit their child to be truant from school are liable to a Class C misdemeanor and shall be subject to a fine of up to \$500. Any person who induces or attempts to induce a child to be absent from school unlawfully, or who knowingly employs or harbors a child absent from school for 3 consecutive school days is guilty of a Class C misdemeanor. For a further explanation on truancy, see "Truancy".

#### **ABSENCE FROM SCHOOL:**

- If a student is absent, the parent should call the office, or use the attendance feature on the Sparta Schools app, stating the reason for the absence.
- Students who enter or leave school throughout the day, for any reason, must sign in and/or out in the office with the permission of the parent.

- A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

**DEFINITIONS FOR EXCUSED AND UNEXCUSED ABSENCES:**

- **Excused absences** are limited to nine per year and are those that are beyond the control of the student and parent, such as illness under doctor's supervision, observance of a religious holiday, attending a military honors funeral to sound TAPS, death in the immediate family, family emergencies, doctor appointments that cannot be made outside the school day and temporary placement in professional institutions. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. In order to be considered excused, the parent must call the school the day of the absence. An excused absence affords the student an opportunity to make up missed work for full credit. Teachers may grant extensions or exercise restrictions with regard to makeup work. Assignments that are due on the date of absence are to be handed in when the student returns to school unless otherwise indicated by the teacher.
- **Nine Day Absence Policy:** The School Code of Illinois defines chronic absenteeism as missing school for five (5) percent of the previous 180 school days. That equates to (9) days of absence over a 180-day period. Students are required to be in attendance every day school is in session. Occasionally, there will be absences. Parents may call to excuse their child from school up to nine days per semester. After nine days, any absence from school will require a doctor's note to be excused. Any absence exceeding the nine day limit during a school year may be considered an unexcused absence. Any absence from class as a result of a school sanctioned activity is not recorded as an absence.
- **Unexcused Absences** are those that are for reasons other than those listed above, which include, but are not limited to oversleeping, working, missing a bus, car problems, truancy, and any absence exceeding the ninth absence. The administration will make determinations in all other instances not listed above. Any work due the date of the unexcused absence will receive zero credit. This includes tests, quizzes, in-class work and homework assignments.

**LEAVING SCHOOL DURING THE DAY:**

Students must be signed out in the office by a parent or guardian. Students who become ill during the school day are to go to the nurse for assistance at SLS/EAC, or the office at SHS. If necessary, the student's parent or guardian will be called. Students who have doctor appointments during the school day are to bring a note from a parent or guardian to the office requesting permission to be dismissed from school at a specific time for this purpose. The student's parent or guardian must sign the student out when leaving and, if returning to school, must sign in upon returning. SHS students must have permission from the principal or assistant principal to leave school. With the exception of students on the work program, no student may leave the school during the school day without first receiving permission from the attendance office and signing out. The sign in/out sheet will be located in the office.

**TRUANCY:**

**Right Track Truancy Program**

1. Local interventions for excused/unexcused absences – Each principal keeps track of "incidents" at his/her building and does interventions at the school level first. [See below]
2. After five incidents the student is referred to the Right Track Truancy Program.
3. The truancy interventionist visits with the student and parents. An IEP is created and the attendance is monitored.
4. Continued absences result in a certified letter requiring the student and parent to appear in front of the Truancy Review Board at the Randolph County Courthouse.
5. Continued absences will result in a referral to the Randolph County State's Attorney. The student and parents are required to appear in front of a judge.

**Building Level Interventions**

1. After two unexcused absences in a year, a letter is sent to the parent expressing concern that there might be a potential problem with the student's absences.
2. After four unexcused absences in a year, a second letter is sent to the parent stating that if absences accumulate to five in a year, the student will be referred to the Right Track Truancy Program.
3. After five unexcused absences in a year, the student is referred to the Right Track Truancy Program and a letter of referral will be mailed to the parent stating that the student has been referred.

*Sparta District #140 and the City of Sparta have united in their efforts to reduce truancy. The following ordinance has been established:*

- A. It shall be unlawful for any person under the age of 18 being either:
  1. Enrolled in a public or private school within the City of Sparta; or

2. A resident of the city enrolled in a public or private school outside of the city,
  3. A non-resident of the city enrolled in any public or private school outside of the city; to be present within the city and absent himself from attendance at school during session without the permission of his parent or legal guardian.
- B. Any person who so absents himself without said permission shall be guilty of the offense of truancy and shall be subject to the penalty set forth below:
1. Upon the first conviction, the payment of a fine in an amount not in excess of \$75.00;
  2. Upon the second conviction within a one-year period, the payment of a fine of not less than \$150.00 ; and
  3. Upon the third conviction within a one-year period, the payment of a fine of not less than \$200.00
- C. Emergency or unforeseen absences due to illness or other causes beyond the control of the person so absenting himself from school without said permission shall not constitute truancy; provided that permission from the parent or legal guardian for such absence is submitted in writing to the proper school authorities within 24 hours of such absence.
- D. It shall be unlawful for a parent or legal guardian to knowingly permit a person in his custody or control to violate this provision.
- E. A parent or legal guardian convicted of subsection (D) shall be subject to a fine of not less than \$75.00 or more than \$750.00.  
(Ord. 99-08, passed 9-13-99)

### **STUDENT CONDUCT/DISCIPLINE**

The Board of Education is entrusted with protecting the safety, health and welfare of the students, staff and property of the school district, it may be necessary at times to discipline students whose conduct affects the wellbeing of the schools. Discipline is determined on a case-by-case basis and is at the discretion of school administrators and the Board of Education. The level of consequences imposed will be consistent with the Illinois School Code. Out of school suspensions and expulsions are only used for legitimate educational purposes. The District will make all reasonable efforts to resolve such threats, address such disruptions and minimize the length of exclusion to the greatest extent possible before disciplining a student with a suspension or expulsion. The following disciplinary guide has been developed to inform of the procedures used at Sparta schools when legally permissible in cases of misbehavior, infractions of school rules and regulations, etc. While it is impossible to list every type of situation, the following information serves as a guide.

- In a case of suspension or expulsion, you will have the right to review the case with the Sparta District #140 Board of Education.
- Students/parents must request such a review within five days after the notification or eight days after the date of the mailing of the notification, whichever is earlier.
- Failure to make such a request for review shall be considered a waiver of your right to a review hearing.
- Students have the right to be represented at the suspension or expulsion review hearing by an attorney or other representative. We ask that students /parents inform us of the name of their representative.

All students shall comply with directions of the teacher, student teacher, substitute teacher, administrators, bus driver or any other school personnel whenever a student is under authority of the school. All students shall demonstrate proper respect toward all school officials and must comply with all directions given by such officials. If students do not comply with student conduct/discipline, appropriate consequences will be assigned by the building administrators.

### **Prohibited Student Conduct**

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations 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; or (d) at any location on school property or at a school-sponsored event.

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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident.

1. Acts which directly or indirectly jeopardize the health, safety, and welfare of school personnel or other students or that disrupts and/or interferes with the environment that is conducive to education.
2. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
3. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
4. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
5. 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.

6. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
7. Engaging in disruptive behavior or conduct, including repeated use of profanity.
8. Entering school property or a school facility without proper authorization.
9. Extortion or forcing other students to give you items of value or money, unless both parties entered into the agreement freely and without presence of either an implied or expressed threat.
10. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); 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.
11. Littering on school property, including on school busses.
12. 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.
13. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
14. Possession or use of any exploding, noise, smoke or stink device on school property.
15. Setting off, or any attempt to set off, explosive devices on school property.
16. Sexting (sending sexually explicit messages or photos electronically).
17. Starting to or attempting to start a fire on school property.
18. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
19. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

#### **ACADEMIC DISHONESTY:**

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. Plagiarism is to steal and pass off the ideas or words of another as one's own; to commit literary theft. (Webster's 9th New Collegiate Dictionary, 1991). Students shall not copy the words or ideas of another from any written material (books, magazines, computer internet, fellow or former students) and turn them in as their own. This includes computer translation programs or sites, as using these programs to complete a writing assignment in foreign language classes is strictly prohibited as well.

#### **CELL PHONES/ELECTRONIC DEVICES:**

Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

SHS: Students may use their cell phones between classes and during lunch periods. During classes, all student cell phones must be kept in the pocket chart provided in each classroom. Students will place their cell phones in the pocket chart when they arrive to class and pick it up upon exiting. If a student's cell phone is taken by a teacher/staff member, an adult will have to pick up the cell phone in the office. Headphone/listening devices can only be used in class for academic purposes. They cannot be used in hallway/cafeteria or students will receive a discipline referral.

SLS/EAC: Students must place cellphones in backpacks upon entering the building, and cell phones must remain in backpacks in student lockers until the school day ends.

#### **DEFIANCE:**

Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

#### **DESTRUCTION OF PROPERTY/THEFT:**

Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property. Vandalism is the willful destruction of property belonging to others. This also includes tampering with fire safety equipment, writing on desks or walls or tearing up seats, but not inclusive to this list. Accidental damages will not result in suspension if reported to the

office immediately. Students will be charged for damages. Vandalism may result in suspension and/or referral to the police. Severity of the incident will determine punishment.

**FOOD AND BEVERAGES:**

Students are only allowed to have food and beverage in the cafeteria and gymnasium (during sporting events). Students are not allowed to have food, beverages, gum, or candy. Students are allowed to carry clear containers for water. SHS: Vending machines are only open during lunch hours and before/after school. Students may not use the vending machines during class time.

**HAZING/BULLYING:**

Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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. *See also Harassment/Bullying/Intimidation policy.*

**IMPROPER DRESS:**

Any type of dress apparel or grooming habits that is disruptive, distracting or offensive. Apparel that universally offends a person's religious beliefs, race, ethnicity or sexual preference will not be permitted. Failure to follow the dress code will result in changing attire or serving alternative study. Examples of apparel not permitted include:

- A. Patches, pictures, and inscriptions on wearing apparel will not be permitted if they express or reflect vulgarity or obscenity; this also holds true for the location of the patch. Shirts that promote drugs, alcohol and tobacco products will not be permitted.
- B. Caps, hats, sunglasses, and other headwear including bandanas will not be worn in school unless part of an official school uniform or during special activities.
- C. **5th - 12th Grade** Pants/shorts/skirts must be worn around the waist. The length of the shorts, skirts, and holes in pants must be measured by the length of a credit card/school ID for the minimum inseam. No part of breasts, bottoms or bellies can be shown at any time. Midriiffs and cut off shirts will not be permitted on girls or boys. Shirts must have sleeves. If shirts are "see through", there must be a full-coverage tank top or other shirt underneath. Principals will be the determinant of adherence to these guidelines.
- D. Spiked apparel and chains will not be allowed.
- E. Students must have gym shoes. Gym shoes are needed for the playground and gym.
- F. Backpacks, fanny packs, purses, and coats must be kept in lockers during the school day.
- G. Blankets are not permitted at school.

**MISUSE OF INTERNET:**

Misuse of Internet, including the school web page, for the purpose of viewing or downloading information for personal use, including but not limited to pornography, purchasing of products, hate group propaganda, social media, etc.

**Substances:**

**ALCOHOL:**

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.

**DRUGS/PARAPHERNALIA:**

Using, possessing, distributing, purchasing, selling, or offering for sale:

- a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
- b. Any anabolic steroid unless it is being administered in accordance with a physician 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 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 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.
- 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. 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 tablet or powdered form.
- g. "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.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

**TOBACCO:**

Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.

**WEAPONS:**

Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

Students shall not have in their possession, locker or backpack or make use of or threaten use of any dangerous weapons or items that resemble weapons. Weapons will be confiscated, and the student and any weapons will be turned over to the police.

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 at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

**LAST-DAY OFFENSES:**

Students violating the discipline code on the last day(s) of school will serve the appropriate consequences (time) in school after the school year is over. Grades will not be issued until students have completed serving their time.

**Disciplinary Actions**  
**(Not Inclusive)**

Illinois State law limits the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, school administration considers forms of non-exclusionary discipline before using out-of-school suspensions or expulsions.

School personnel shall not be permitted to advise or encourage students to dropout of school voluntarily due to behavioral or academic difficulties. The District does not allow for zero-tolerance discipline except as required by federal law or in the Illinois School Code. The District may notify 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.

One purpose of disciplinary consequences is to deter the student from continuing inappropriate behavior at school or school functions.

**ALTERNATIVE LUNCH (SLS/EAC) LUNCH DETENTION (SHS):**

Required presence of a student to serve during student's assigned lunch period. Students are to bring study materials. Absence from assigned alternative lunch will result in an additional alternative lunch. Students who misbehave in alternative lunch will receive an additional alternative lunch.

**ALTERNATIVE STUDY:**

Alternative Study is the most restrictive form of in-school discipline. It is the temporary removal of a student from one or more classes for disciplinary reasons. The student's attendance at school is still required. Failure to serve the assigned alternative study the



full day or misbehavior in alternative study may result in further discipline as determined by administrators on a case-by-case basis.

**SUSPENSION:** Suspension is the most severe form of discipline except for expulsion. It is the temporary removal of a student from school property for disciplinary reasons not to exceed ten school attendance days. A student who has been suspended is prohibited from being on school/district grounds, at school-sponsored activities, or present at any function affiliated with the school district for the time span of the expulsion.

**Suspension Procedures-**Prior to suspension, a conference shall be held with the student to explain the charges. However, a pre-suspension conference is not required 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. The student's parents should be notified via an attempted phone call. A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a right to a suspension review. A copy of a notice shall be given to the Board of Education. Upon the parent's request, the Board of Education or appointed Hearing Officer shall conduct a review of the suspension. At the review, the student's parent(s) may appear, and may be represented by counsel, and discuss the suspension with the Board or Hearing Officer. After presentation of the evidence or receipt of the Hearing Officer's report, the Board shall take such action, as it finds appropriate.

**EXPULSION:** Expulsion means removal of a student from school for more than ten consecutive school days and possible placement in an alternative setting for up to two (2) school years. A student who has been expelled is prohibited from being on school/district grounds, at school-sponsored activities, or present at any function affiliated with the school district for the time span of the expulsion.

**Expulsion Procedures-** Before expulsion, the student and parent(s) must be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or Board appointed Hearing Officer. The Hearing Officer shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. At the hearing, the student and his/her parent(s) may be represented by counsel, present witnesses, and other evidence and cross-examine the witnesses. At the expulsion hearing, the Board or Hearing Officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the Hearing Officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

**RE-ENGAGEMENT/MAKEUP WORK**The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting by means of a **formal conference with parent, teacher, and student to return to school**. Additional re-engagement services may be provided as deemed appropriate by school officials. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion. Students suspended from school will be allowed to make up their work according to the attendance policy. (For example: if a student is suspended one day, they will have one additional day to make up the work they missed).

#### **ADMINISTRATIVE RIGHTS:**

The administrators reserve the right to proceed to an appropriate measure of disciplinary action in order to preserve the learning climate and to insure the health, safety and welfare of the students and staff.

### **Bus Transportation and Conduct**

**Transportation:** The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the district superintendent. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. Students are expected to follow all school rules while on the bus. In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself

and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.

8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.

11. Never run back to the bus, even if you dropped or forgot something. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

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

1. Violating any school rule or school district policy.

2. Willful injury or threat of injury to a bus driver or to another rider.

3. Willful and/or repeated defacement of the bus.

4. Repeated use of profanity.

5. Repeated willful disobedience of a directive from a bus driver or other supervisor.

6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

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. Students are prohibited from tampering with 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.

### **Harassment/Bullying/Intimidation**

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

*Bullying* on the basis of actual or perceived race, color, national origin, immigration status, 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, 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 the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

2. Causing a substantially detrimental effect on the student's or students' physical or mental health;

3. Substantially interfering with the student's or students' academic performance; or

4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

*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

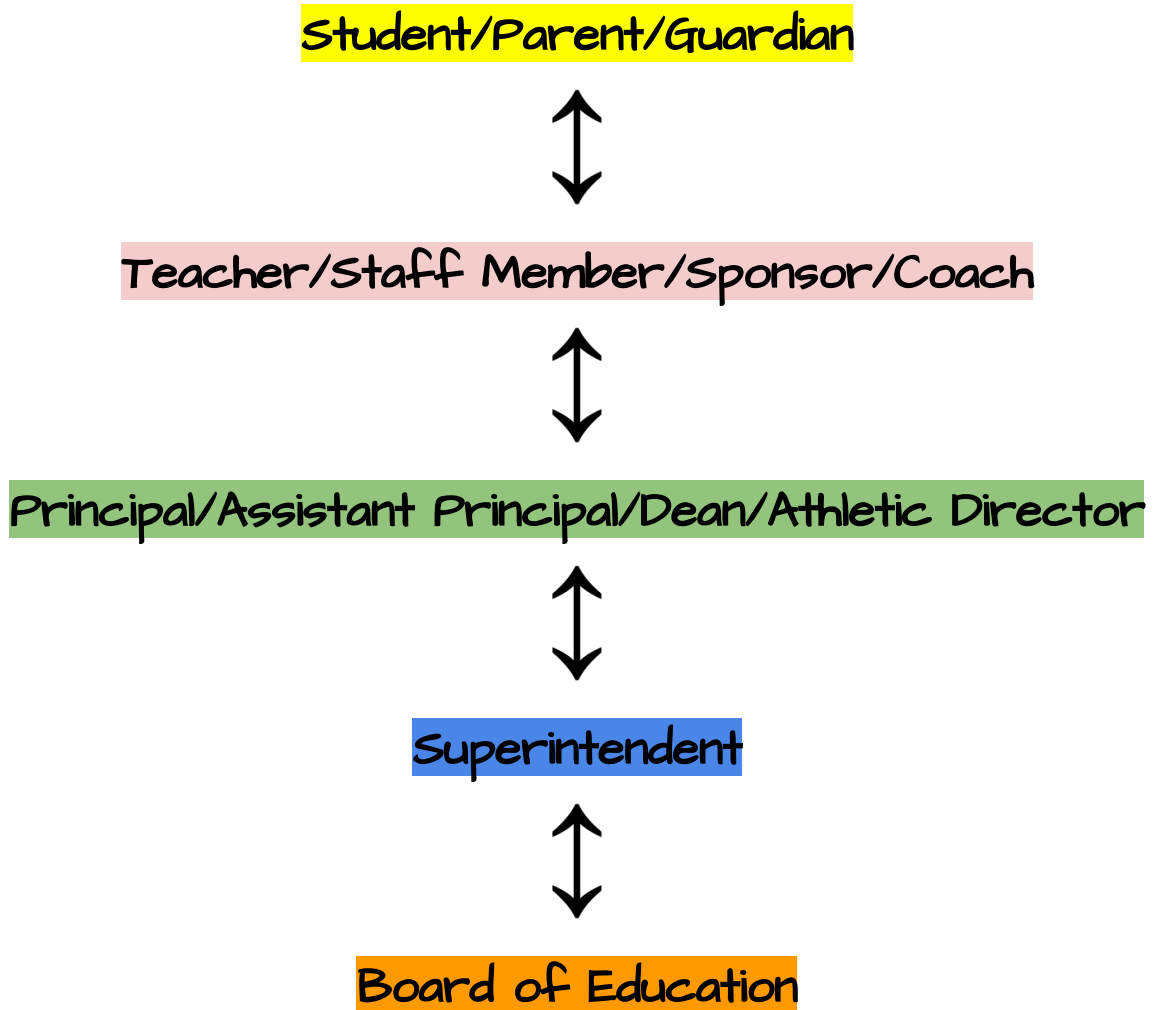
communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of any electronic presence (for example, webpage, weblog, social media profile, etc.) in which the creator assumes the identity of another person or the knowing impersonation of another person as the author 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 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. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A report of bullying and/or harassment under either the Prevention of and Response to Bullying, Intimidation and Harassment Policy (7:180) or the Uniform Grievance Procedure (2:260) that is based on race, color, national origin, sex, disability or age shall be processed and reviewed under the requirements of both the Prevention of and Response to Bullying, Intimidation, and Harassment Policy (7:180) and the Uniform Grievance Procedures (2:260). These policies are available at the district website.

A disciplinary conference with parent, teacher, and administrator will be required prior to student's return to school.

# Appendix A Communication Protocol

In efforts to create fluidity and transparency in regards to communication amongst all stakeholders, this protocol must be followed when expressing concerns or seeking clarification. All information pertaining to individuals must be communicated to all involved parties.



Call



Email



Face to Face

## **AGREEMENTS**

### **AGREEMENT REGARDING PERMISSIBLE COMPUTER USE**

Students should carefully review this agreement and the attached policy and procedures regarding permissible use of District 140 computers and access to the Internet using District 140 means of access. Students should sign this agreement where indicated to evidence their agreement to follow the District 140 rules and regulations set forth in District 140 policy and procedures regarding permissible computer use. Students will be allowed to use District computers and to access the Internet using District means pursuant to this policy and procedures after they have returned this agreement signed by the student.

Student

Date:

### **HANDBOOK AGREEMENT**

I have received and reviewed the handbook. My signature acknowledges receipt of the handbook. I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon implantation of any change. The administration will notify all students in writing, where possible, of any change to the handbook.

Student

Date: