



**Marion Community Unit School District #2**  
**Parent-Student Handbook**  
**2019-2020**

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INTRODUCTION

The Board of Education of Community Unit School District #2 adopts the 2019-2020 Parent-Student Handbook in an effort to inform all parents and students of the district about Marion Community Unit School District #2 procedures and policies. Questions about any of the items included may be directed to any of the building principals or the administrative staff. It is a well-established fact that parents can make a rich contribution to the educational development of the child. All parents are urged to help in directing the energies of their children along constructive lines and assist in the development of good citizens. It is to further this purpose that this handbook is distributed. The handbook is only a summary of board policy and may be changed during the year without notice.

BOARD OF EDUCATION

The Board of Education meets in regular session on the third Tuesday of each month at 6:00 p.m. Board meetings are held at the Marion CUSD #2 Administration Office, 1700 West Cherry Street. Meeting dates may be changed with 10 day notice in accordance with state law.

Current members are:

- |                             |                    |
|-----------------------------|--------------------|
| Mr. John Barwick, President |                    |
| Mr. Joseph Bleyer           | Ms. Brandi Bradley |
| Mr. B.W. Bruce              | Ms. Patty Bundren  |
| Mr. Steve Cook              | Ms. Cindy Gibbons  |

PUBLIC PARTICIPATION IN BOARD OF EDUCATION MEETINGS

It is the intent of the Board to accommodate questions and comments in a responsible manner, but please be reminded that an adopted procedure is followed pertaining to public participation.

A period of time not to exceed 30 minutes shall be set aside for up to ten persons to address the Board. Speakers will be taken on a first come, first serve basis until the maximum is reached.

A person may address the board for no more than five minutes during the time included in the agenda for public comments. Citizens desiring to speak at this time should ask to be recognized and identify themselves and their topic.

Pursuant to Board policy, the Board President may shorten or lengthen a person’s opportunity to speak. The Board President may also deny the opportunity to speak to a person who has previously addressed the Board on the same subject within the previous two months.

## DISTRICT'S MISSION

The Marion CUSD #2 School Board of Education will provide leadership, advocacy and support for the work of school district employees, leaders and citizens in making Marion Unit #2 the very best.

## DISTRICT'S VISION

Marion Unit #2 Schools will provide **all** students the opportunities to develop to their maximum potential, to become effective lifelong learners and to participate actively in our democracy and society.

## PHILOSOPHY OF EDUCATION

Any philosophy of education should be based on a clear understanding of the interests, characteristics, abilities and needs of the individual and of the society in which the student lives. It is the responsibility of the community to provide educational experiences that will assist the student in becoming a responsible and contributing member of society.

The classroom teacher, the administrator and the Board of Education should constantly strive to maintain a harmonious working relationship and to establish confidence in and respect for each other's viewpoint. Together, they work to provide sequential experiences that will assist the students in discovering their interests and abilities, and thus furnish them a firm basis for making a wise professional or vocational choice.

The teacher strives to assist the student in acquiring good work habits and in learning to appreciate and take pride in good workmanship. The teacher helps the student to feel accepted for individual contributions to the class so that each pupil will have a feeling of accomplishment and security while developing skills. The administrators and the Board of Education serve as liaison personnel to keep parents and the public informed as to the progress, needs and effectiveness of the school system.

The home and the school have a special obligation to help the student develop a feeling of responsibility as members of our democratic society, as well as to cultivate attitudes which will serve as a basis for loyalty, good citizenship and worthy home membership. Each student should become a part of the total group while developing initiative, sharing responsibility and learning to respect the rights of others.

Education is a right and a privilege. Any student desiring an education will receive the assistance of all concerned.

## INSTRUCTIONAL GOALS

1. To achieve a feeling of self-worth.
2. To acknowledge the dignity of all people.
3. To be creative in chosen fields of work.
4. To grow as a responsible member of their family and to recognize the family as the basic social unit.
5. To strive for physical and mental health.
6. To plan for the wise use of leisure time.
7. To develop and maintain a positive attitude toward learning.

8. To acquire habits of analytical thinking and problem solving.
9. To develop the skills and abilities in reading, writing, speaking and listening, to communicate ideas and feelings.
10. To achieve their potential through the opportunities offered.
11. To develop skills to use available educational resources
12. To realize the role of careers in society and to understand changing opportunities.
13. To develop the responsibilities of a citizen in a democracy.
14. To appreciate culture and beauty that exists in the world.

### INSTRUCTIONAL PROGRAM

Community Unit School District #2 offers a general education curriculum at all levels that meets or exceeds State Board of Education requirements. The elementary program incorporates reading, language arts, mathematics, science, social science, fine arts and physical development and health, including drug and substance abuse prevention. Intervention services are available through the ESSA Title I and reading improvement programs. Differentiated instruction provides enrichment opportunities for all children within the regular classroom instruction. Each school has a trained media aide and a comprehensive collection of print and non-print materials available in the media center. Each school is also equipped with computers and other educational technology.

A sound foundation in the basics is provided at the junior high level, yet there is opportunity for exploration. Several exploratory classes and extra-curricular opportunities are introduced in junior high.

The program at the high school level is a comprehensive one, fully recognized by all the appropriate accrediting agencies. It includes a strong college preparatory strand, a general education strand and a career and technical education preparation strand. All students have opportunities to supplement their chosen programs with elective classes from any of the strands.

All schools in Community Unit School District #2 have access to a full range of special education services available through the Williamson County Special Education District (See Special Education).

The School Code of Illinois requires districts to provide instruction in health education areas that includes prevention of AIDS, cancer, diabetes, heart disease, stroke, child abuse, sexual abuse and drug and substance abuse, proper nutrition, physical fitness, healthy lifestyle, and dangers and avoidance of abduction. High school students will be trained on AED device use. Students will not be required to participate in instruction in these areas if the parent or guardian submits a written request, no later than September 1.

### STATE AND FEDERAL PROGRAMS/SCHOOL ACCOUNTABILITY

Community Unit School District #2 participates in state and federally funded programs to provide instructional services and materials to schools. Included in the federal programs are ESSA Title I. Each program has specific guidelines and requirements for participation. Contact the building principal for more information.

Parental engagement is required for the Community Unit School District No. #2 ESSA Title I program. Parents are requested to participate in the design and implementation of the project. **All parents of eligible**

**children are invited to an annual public meeting to discuss Title I programs and activities. In addition to the annual meeting parents are:**

1. Notified that their child has been selected to participate in Title I and why the child has been selected.
2. Given quarterly reports of child's progress in the program.
3. Invited to attend conferences with the child's teachers.
4. Provided with materials, training and suggestions to help parents promote reading activities in the home.
5. Provided with information concerning the Title I program including program plans and evaluation.
6. Encouraged to share their suggestions for planning, development and operation of the program.
7. Requested to commit to a parent compact designed to support the student's success in school.

These activities ensure that parents are informed of their children's progress and are encouraged to assist their child in his/her learning.

Each state sets academic standards for what every child should know and learn. Student academic achievement is measured for every child, every year. In Illinois, it is a measure of year-to-year student achievement on the statewide assessments (e.g. IAR, SAT). For Illinois students, this means the percent of students who meet or exceed standards as compared to the targets set by the state in reading and math.

Marion CUSD #2 notifies parents each year of the district's performance progress through the communication of the annual state school report card via posting of the school report cards for each building on the district's website, during public Board of Education meetings, and publication in local news media.

**INSTRUCTIONAL MATERIALS FEE**

(Per School Year)

GRADE K-6	\$33.00
GRADE 7-8	\$39.00
GRADE 9-12	\$43.00

The basic instruction materials fee provides for textbooks, workbooks, art supplies and other supplies used by the student during the year. In addition, some specialized courses at the high school level may require additional fees because of the cost and the nature of the materials used.

Fees are due at the time of admission of the student in school. Fees can be paid on a semester basis, one half in August and the other half in January. If it is impossible to pay fees the first day, arrangements should be made with the building principal. Parents may make an application for a fee waiver through the principal's office (See Waiver Policy).

**FEE WAIVER POLICY**

It is the policy of the Board of Education to waive all required fees assessed by and payable directly to the district, including the costs of school meals, for students whose parents are unable to afford them. Such eligible students include, but are not limited to, children eligible for free or reduced lunches or breakfasts under the School Lunch Program. Any student for whom required fees are waived shall use school

purchased items on a loan basis and shall return them at the end of the school term. For further information, refer to the Free and Reduced Lunch Program of this handbook.

### SCHOOL DAY

Please consult each individual building for student attendance times. Students should arrive at school only a few minutes early to allow them time to put away coats, backpacks and prepare materials before class begins. They should not be on the school grounds earlier than necessitated by transportation arrangements. Each building has a designated area and a specific time that is available for students who must arrive early. Students and parents are expected to comply with the rules in effect at their building. A student that does not arrive in time for the start of the school day may be considered tardy and discipline may be imposed.

### CULTURAL PROGRAMS

Community Unit School District #2 provides performing arts programs for students in grades 1-8 during the school day. Some of these programs occur at the Marion Cultural & Civic Center. Pupils are expected to attend these programs. A nominal admission is occasionally charged for students who attend these programs.

### FIELD TRIPS

Students are occasionally taken on educational tours to provide experiences available only outside the school. Before such trips are taken, the school must have written permission on file from the parent or guardian. Parents/guardians are responsible for all entrance fees, food, lodging or other costs. Parents will be asked to sign general permission slips for such trips at the time of enrollment. For those students electing not to participate in school sponsored field trips, the student should bring academic work to school that day. A study period will be provided. If the student does not attend either the field trip or the study period, the district may institute an absence.

### TECHNOLOGY USE

In order to educate students in the most recent uses of technology, the District has implemented a number of ways for exploring information other than that found in traditional print form. The District believes it is in the students' best interests to enhance their ability to explore as many options as possible for obtaining information. Some of these methods of exploration can lead to materials that may be contrary to one's beliefs and may be offensive in nature.

Although the District cannot guarantee students will not be able to access this type of material, the District in no way condones or encourages access to this information. In an effort to control access of these materials, the following guidelines have been developed to help control access to offensive materials that may be found through the use of technology.

The District expects that instruction in the proper use of technology will enhance curriculum objectives and be an integral part of the instructional program, and therefore teachers and administration will monitor the proper use of all technology.

Students utilizing on-line services must have the permission of and/or be supervised by the District professional staff.

- Access to technology is a student privilege and the misuse of it can be punishable as any other offense against rules of proper conduct.
- Vandalism, damage, or disabling the property of the District/District issued devices (e.g. Chromebooks/Tablets) or of another person is strictly forbidden.
- To access another person's materials, information, or files is strictly forbidden
- To impersonate another person is strictly forbidden.
- All software to be permanently installed on computers must have the prior approval of the administration that will make sure proper license exists for its use.
- Privately owned software cannot be permanently installed on hard drives.
- Personnel are not to change the configuration of computers without the permission of the administration.
- District owned software cannot be taken off the school premises without the approval of the administration.
- District owned software may not be copied or manuals may not be reproduced unless permitted or allowed by law.

#### Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

#### Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

#### Acceptable Use

All use of the District's electronic network & associated accounts must be: (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District

computers. General rules for behavior and communications apply when using electronic networks. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

### Authorization for Electronic Network Access

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not

owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

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

Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. 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 (e.g. school website anonymous reporting site).

Marion CUSD #2 Policies 6:235; 6:236, 7:180

### MEDIA CENTER

Each school building in Community Unit School District #2 has a central library staffed with a certified school librarian or trained media aide. In addition to reading materials, the library has audio-visual aids available to all classrooms. The district has access to materials from the Illinois Heartland Library System through an affiliate arrangement for schools. Student use of the Internet is a privilege, not a right, subject to compliance with the district's Acceptable Use Policy.

### STUDENT TEACHERS

Community Unit School District #2 participates in teacher training programs with various high education institutions such as Southern Illinois University, Illinois State University, Eastern Illinois University, Greenville College and McKendree University. College students receive training as student teachers in a regular classroom situation, and the children benefit by receiving more individual assistance from multiple teachers.

### FACULTY IN-SERVICE TRAINING DAYS

Each year the district schedules a few days during the school year when school is not in session or is dismissed early for staff training programs. These times are used for school improvement activities which include evaluation and development of curriculum and workshops for staff. The schedule for these in-service dates when students will not be in attendance is a part of the district calendar which is available at the start of school.

## ADMISSION OF STUDENTS

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

All students entering kindergarten or first grade in Community Unit School District #2 are required to have a certified birth certificate and proof of district residency at registration.

**All** students entering kindergarten or first grade for the first time and entering sixth and ninth grade must comply with Public Act 81-184, Section 27-8.1 of the School Code of Illinois by having a health examination by a licensed physician. Students must also show proof of immunizations as required for entrance into school. For students in K, 2, 6 & 9, a dental examination is also required by May 15<sup>th</sup> of the school year. **Students (except transfers) will not be permitted to register or attend school until compliance with health laws are met.**

Students who transfer from out of state schools have 45 days to meet the health and immunization requirements. Questions regarding health examinations and physicals may be directed to the building principal or school nurse.

Students entering the district for the first time must provide:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child.

If a person enrolling a student fails to provide a certified copy of the student's birth certificate within 30 days, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

2. Proof of residence.
3. Proof of disease immunization or detection and the required physical examinations as required by State law and Board policy 7:100.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same

grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

#### Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required at enrollment.

#### Student Transfers To and From Non-District Schools

Students may transfer into or out of the district according to state law and procedures developed by the Superintendent. A student seeking to transfer into the district must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the school district.

#### Foreign Students

The district may accept foreign exchange students with a J-1 Visa and who reside within the district as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 Visa are not required to pay tuition. Privately sponsored exchange students on an F-1 Visa may be enrolled if an adult resident of the district has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 Visa are required to pay tuition at the established district rate. F-1 Visa student admission is limited to secondary schools and attendance may not exceed 12 months. The Board of Education may limit the number of exchange students in any given year. Students admitted under these circumstances must comply with immunization laws. Foreign exchange students are subject to district policies and regulations governing students.

#### Re-enrollment

Re-enrollment shall be denied to any individual above the age of 19 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21<sup>st</sup> birthday. A person denied re-enrollment will be provided counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Act or accommodation plans under the Americans with Disabilities Act.

#### Elementary Attendance Center Assignment

All elementary students who are new to Unit #2 or have moved to a new location within the district will be assigned to an attendance center. All assignments are made in an effort to balance class sizes throughout the district. Consideration is given to keep all siblings in the same attendance center. Parents of new students or those who have moved into district boundaries must contact the District's Administration Office (993-2321).

NON-PUBLIC SCHOOL STUDENTS, INCLUDING  
PAROCHIAL AND HOME-SCHOOLED STUDENTS

Part-Time Attendance: The district accepts non-public school students, including parochial and home-schooled students, who live within the district for part-time attendance in the district's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the district's superintendent.

Students accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. A private school student may attend any co-curricular activity associated with a district class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for part-time attendance is responsible for all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided to non-public school students on regular bus routes to or from a point on the route nearest or most easily accessible to the non-public school or student's home. This transportation shall be on the same basis as the district provides transportation for its full-time students. Transportation on other than established bus routes shall be responsibility of the parent(s)/guardian(s).

Student with a Disability: The district accepts for part-time attendance children for whom it has been determined that special education services are needed are enrolled in non-public schools and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent(s)/guardian(s). Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by state law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's individualized educational program on the basis of the child's disabling condition or as the special education program location may require.

Extra-curricular Activities, Including Interscholastic Competition: A non-public school student is eligible to participate: (1) in interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the school district maintain a membership, and (2) non-athletic extra-curricular activities, provided the student attends a district school for two academic courses on campus and their home-school curriculum is approved excluding lunch. A non-public student who participates in an extra-curricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

Assignment When Enrolling Full-time in a District School: Grade placement by and academic credits earned at, a non-public school will be accepted if the school has a Certificate of Non-Public School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the district will: (1) be assigned to a grade level according to academic proficiency and/or (2) have academic credits recognized by the district if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank. Recognition of grade placement and academic credits awarded by a non-public school is at the sole discretion of the district.

All school and class assignments will be made according to Board policy 7:30, Student Assignment, as well as administrative procedures implementing this policy.

### RESIDENCY

Only those students that are residents of Marion Community Unit School District #2 can attend its school on a tuition free basis. The school district annually reviews student residency. Any person that knowingly or willingly presents false information regarding a student's residence may be charged by the Williamson County State's Attorney with a Class "C" Misdemeanor. Marion CUSD #2 recognizes the rights of homeless students to enroll and attend its schools. Non-resident students may enroll, contingent on available space, on a tuition basis. If you have question regarding residency, please contact the building principal.

### WITHDRAWAL OF STUDENTS

Any student transferring to another school in this district or to another school district is required to have a transfer form showing grade assignment address and reason for withdrawal. The transfer may be obtained from the building principal. All unpaid student fees for materials, lunches, lost books, etc. are to be paid before the last day of attendance. Please notify the school a few days in advance of the last day the student will be in attendance. Illinois law provides that re-enrollment shall be denied to individuals 19 or older who would not be able to graduate before turning 21. Any 17 or 18 year old resident may, upon providing documentation of dropout status for previous six months, participate in the district's various programs.

### ATTENDANCE

A high correlation exists between good attendance and good grades. Acceptable reasons for absence are personal illness and a death in the family. Unacceptable reasons are shopping, caring for younger children, visiting friends or relatives, and minor aches and pains.

Each school in the district has established its own attendance policy based upon state guidelines and building schedules. This policy provides specific information regarding tardiness and absences. Parents/guardians should refer to the individual school informational booklets for information concerning attendance procedures. These guidelines meet the minimum time requirements established by the Illinois State Board of Education.

Any student who arrives at school after 8:10 a.m. will be considered tardy. Any student who arrives after 9:00 a.m. and before the afternoon classes begin will be counted absent for one half day for the morning classes. Any student who is signed out between 11:00 a.m. and 2:15 p.m. during the regular school day will be counted absent for one half day. Any student who signs out before 11:00 a.m. and does not return for the afternoon classes will be counted absent for one full day. These guidelines meet the minimum time requirements as established by the State Board of Education.

Students who violate the attendance policy will not be dismissed early for extra-curricular activities, sports, or field trips. Any student that misses the entire day of school or afternoon classes due

to illness or an unexpected absence will not be allowed to attend any extra-curricular activity on that day. All absences are reported to the State's Attorney office.

All make up work and the time allotted for such will be at the teacher's discretion, but in all cases within the grade period missed.

Definitions of Truancy: **Truant** – a “truant” is a child subject to compulsory school attendance and who is absent without valid cause for more than 1% but less than 5% of the past 180 days. **Valid cause for absence** – A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency situations, situations beyond the student's control as determined by the building principal or such other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health. **Chronic or habitual truant** – A “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 regular attendance days. Any student identified as a chronic or habitual truant may be subject to involvement in the State's Attorney's Act Now program. **Truant minor** – A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

In the event a student will be absent, the parent or guardian is required to call the school by 10:00 a.m. each day. If the call is not received, the school will attempt to contact the parent. If contact is not made, a written excuse must be presented when the student returns to school. The student will be given an unexcused absence until the school has received a written excuse. If it is necessary for the student to be absent for an extended period, please contact the school to make arrangements for the student to stay current with class work.

If an excuse for dental or medical appointments is necessary, a student must give the school a signed, dated note stating: (1) the reason for being excused; (2) the time the student will be picked up; and (3) the time the student will return to class. The principal may request a physician's verification for frequent or extended student illness. This requirement may be waived at the building principal's discretion if other appropriate documentation is provided.

At the secondary level, there are additional regulations concerning attendance. These are explained in the junior high and high school information booklets.

Religious Observance: A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parent(s)/guardian(s) must give written notice to the district at least five days before the student's anticipated absence.

The parent(s)/guardian(s)'s written notification of the student's anticipated absence shall satisfy the district's requirement for a written excuse when the student returns to school.

The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for a religious holiday which include a list of religious holidays on which students shall be excused from attendance, how teachers are notified of a student's impending absence, and the state law requirement that teachers provide the student an equivalent opportunity to make up any examination, study or work requirement.

Religious Instruction: A student shall be released from school for a day or portion of a day for the purpose of religious instruction. A letter, requesting the student's absence and written by the

student's parent(s)/guardian(s), must be given to the building principal at least five days before the day the student is to be absent.

### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

### Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her 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 posting
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant or chronically absent students, including parent-teacher conferences, student and/or family counseling,

or information about community agency services. See Board policy 6:110, *Programs for Students At-Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.

8. A process for a 17 or 18-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *Students School Admissions and Student Transfers To and From Non-District Schools*.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
13. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

*Policy 7:70*

### RELEASE OF STUDENTS DURING SCHOOL HOURS

For the protection of the student, parents who pick up students during the school day should do the following:

1. Call the building or send a note and state the reason for early release.
2. Provide the anticipated time for student pick up.
3. Report the name of the person(s) will pick up the student. Students will be released only to their parents or a parent designee. If a court order limits a parental custody of the child, copies of such order must be on file in the school office.
4. If the student is to be released to a person other than parents, the person may be asked to provide identification if he/she is not known to the school.

5. **The person picking up the student should go only to the office.** The student will then be called from the classroom.

At the secondary level, there are additional regulations concerning the release of students. These are explained in the junior high and high school information booklets.

### ASSESSMENT OF PERFORMANCE

Community Unit School District #2 has established a system-wide assessment program designed to provide information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms. The results of these assessments provide a continuing record of each child's academic progress in comparison to local criteria and national norms. The results are also an aid in diagnosing strengths and weaknesses in order to provide more effective instruction.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers the State assessment system, known as the *Illinois Assessment of Readiness* (IAR), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs a student of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment. (Board of Education Policy 6:280, *Grading and Promotion*)
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30<sup>th</sup> day of each school year, and (2) made publicly available to parents and guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues

Staff reviews assessment information to identify students that exhibit difficulties that interfere with their education. If this review identifies a student that may qualify for special services, a child study team is established to further review specific information and recommends additional assistance in programming or to initiate a referral for special education services.

If a referral appears to be warranted, the district's established procedures for completion of the referral are followed. The results of all tests given to students are maintained within the student's temporary record file and are available to parents/guardians. If you have any question about specific tests and their purposes, please contact the building principal. (Also, see Response to Intervention Teams, Student Assistance Program and Special Education, *Policy 6:340*).

The **Protection of Pupil Rights Act** provides that no student, without prior written parental consent, may be required to submit to a survey, analysis or evaluation revealing information concerning

political affiliation; mental and psychological problems potentially embarrassing to the student or his family; sex behaviors and attitudes; illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; or legally recognized privileged relationships or income.

### STUDENTS RIGHTS AND RESPONSIBILITIES

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. *Noninstructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends

### STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) affords students certain rights with respect to their education records.

A parent/guardian or eligible student should submit to the building principal written requests that identify the record(s) they wish to inspect. The district official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the district official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

A parent/guardian or eligible student may ask the district to amend a record they believe is inaccurate or misleading. They should write the district official responsible for the record, clearly identify 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 parent/guardian or eligible student, the district will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

Prior to the disclosure of personally identifiable information contained in the student records, prior consent by the parent/guardian or eligible student will be obtained. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. This may include disclosure to a person or company that has contracted with the district (such as an attorney, auditor, or collection agency). In addition, the district can disclose, without prior consent, education records without consent to officials of another school in which the student seeks or intends to enroll.

Information may also be disclosed to certain law enforcement officials if the disclosure is necessary in the performance of their duties. Records may also be disclosed with prior consent to governmental agencies, military recruiters, or social service agencies as authorized by State or Federal law.

All temporary records maintained by the district will be destroyed no earlier than 5 years after the student graduated, withdrawn or otherwise no longer enrolled as a student in the district. Such record destruction will occur during the last week in July. For example, if a student graduates or withdraws from school during the 2017-2018 school year, the temporary records will be destroyed in June/July/August 2023. Permanent records will be maintained for 60 years. If you desire a copy of the records, contact the principal of the last building the student attended in the district.

One also has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Directory information may be disclosed without prior notice of consent unless the parent/guardian or eligible student notifies the Records Custodian or other official, in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information typically includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and height of members of athletic teams, and dates of attendance.

### STUDENT AND FAMILY PRIVACY RIGHTS

Surveys: All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the district's educational objectives as identified in board policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party: Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parents(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

#### Survey Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.

3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material: A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.

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

Physical Exams or Screenings: A student's parent(s)/guardian(s) may refuse to allow their child or ward to participate in any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance; and (c) not necessary to protect the immediate health and safety of the student, or of other students. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

## GRADING AND REPORTING

### Grading and Reporting

Parents may access their child's grades at any time using the district's online grading and reporting system Information NOW (INOW). A secured login and password may be acquired by visiting the district's website at [www.marionunit2.org](http://www.marionunit2.org) and following the links to apply.

Quarter and semester grades are compiled for viewing at the end of each quarter/semester. A paper copy of a student's report card may be obtained by contacting the school's office. Typically, a reminder call will be made to the parent's home to note the end of each grading period.

Kindergarten progress reports are standards based and document skill growth. A cumulative report will be available online at the end of the school year; however, parents may always view their child's current progress.

<u>Kindergarten</u>	<u>Grades 1-2</u>	<u>Grades 3-12</u>
B – Beginning	S – Satisfactory	A     90-100
D – Developing	N – Needs Improvement	B     80-89

NY – Not Yet	U – Unsatisfactory	C	70-79
S – Secure		D	60-69
X – Not Yet Taught		E (Failing)	0-59

In addition to the regular progress report to parents, other communications may be sent to parents whenever a teacher wishes to call attention to outstanding work, marked improvement in a particular area, unsatisfactory work, irregular attendance, etc. The format for these communications varies by building.

### PROMOTION POLICY

The promotion policy of the schools of Community Unit School District #2 is based on the premise that all students differ in experiences, abilities, interests and attitudes, and in their pattern of growth and development.

The school district follows a policy of placing a pupil in the grade or group that is considered best for that particular pupil. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, appropriate progress in reading skills for a particular grade level, attendance, performance based on mandated State assessments, standardized locally adopted assessments and/or other testing measures. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

The district has administrative procedures concerning student retention in current grade. Parents of any student at risk of retention will be notified of this possibility by documented parent-teacher conference, mail, or telephone no later than January 31. Parents will be given the opportunity to schedule appointments with the child's teacher(s) if they wish. If the possibility of retention still exists following this process, an additional contact to parents will be made no later than March 31. Decisions regarding student retention will be completed by May 15, and parents will be notified by certified mail.

Parents will have an opportunity to discuss the placement with the teacher, but the final decision will be the responsibility of the school.

At the secondary level, there are additional requirements concerning credits earned, class rank, determination of academic honors, and graduation. These are explained in the junior high and high school information booklets.

### GRADUATION REQUIREMENTS

Unless otherwise exempted, each student must successfully accomplish the following in order to graduate from high school:

1. Complete all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22.
3. Complete all minimum requirements for graduation as specified by Illinois State Board of Education rule, 23 Ill. Admin. Code §1.440.

4. Pass an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by the School Code, 105 ILCS 5/2-3.64a-5.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements,
2. Notifying students and their parents/guardians of graduation requirements,
3. Developing the criteria for determining when a student accomplishes number 4,
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty, this includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma, and
5. Taking all other actions to implement this policy.

### Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish 7 semesters of high school and meet all graduation requirements.

### Certificate of Completion

A student eligible for special education and related services as defined by the Individuals with Disabilities Education Act and who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. No later than the start of the second semester of the student's 4<sup>th</sup> year of high school, the student or parent/guardian must notify the High School Principal of the student's participation in the graduation ceremonies at the end of that school year. If a student does not elect to participate in the graduation ceremonies following the student's 4<sup>th</sup> year of high school, the student will be permitted to participate in graduation ceremonies following the student's completion of his/her academic program. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

### Veterans of World War II, the Korean Conflict, or the Vietnam Conflict

Upon application, an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict will be awarded a diploma, provided that he or she: (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

## SCHOOL CREDIT FOR NON-DISTRICT EXPERIENCES; COURSE SUBSTITUTIONS; RE-ENTERING STUDENTS

### Credit for Non-District Experiences

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

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

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

### Substitutions for Required Courses

**Vocational or Technical Education; registered apprenticeship program.** A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or a registered apprenticeship program if:

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

**Substitutions for Physical Education.** A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

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

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outline in policy 6:310.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee. *Policy: 7:260*

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

### Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy

3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, life experiences, and other non-formal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course. *Policy: 6:310*

### SEX OFFENDER NOTIFICATION REQUIREMENTS

According to the Sex Offender Community Notification Law, 730 ILCS 152/120, parents of children attending Illinois public and private elementary or secondary schools have the right to information about sex offenders made available to the public. Information regarding the Illinois Statewide Sex Offender Database is accessible via the Illinois State Police Department's home page at <http://www.isp.state.il.us/sor/>. This database includes a new mapping system where the public can identify any registered sex offenders living within five (5) miles of any given address. For additional information, contact Amy Sanders, Assistant Superintendent, 1700 West Cherry Street, Marion, Illinois 62959 (618-993-2321).

### NON-DISCRIMINATION POLICY

Notice is hereby given that Marion Community Unit School District #2 does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in admission or access to its programs and activities.

Any person having inquiries concerning the Marion Community Unit School District #2 compliance with regulations implementing the Americans with Disabilities Act, Title IX, or Section 504 of the Rehabilitation Act is direct to contact Amy Sanders, Assistant Superintendent, 1700 West Cherry Street, Marion, Illinois 62959 (618-993-2321) who has been designated by the District to coordinate the District's efforts to comply with the regulations implementing the Americans with Disabilities Act, Title IX and Section 504.

### HARRASSMENT OF STUDENTS PROHIBITED

#### Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District

will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/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:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

### Making a Complaint; Enforcement

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

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

*Nondiscrimination Coordinator:*

Name	<u>Amy Sanders</u>
Address	<u>1700 W. Cherry St.</u>
	<u>Marion, IL 62959</u>
Telephone No.	<u>618-993-2321</u>

*Complaint Managers:*

Name	<u>Amy Sanders</u>	<u>Keith Oates</u>
Address	<u>1700 W. Cherry St.</u>	<u>1700 W. Cherry St.</u>
	<u>Marion, IL 62959</u>	<u>Marion, IL 62959</u>
Telephone No.	<u>618-993-2321</u>	<u>618-993-2321</u>

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

*Policy 7:20*

UNIFORM GRIEVANCE PROCEDURE

Students, parents(s)/guardian(s), employees, or community members should notify any District Complaint Managers if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal Statute, or Board policy, or have a complaint regarding a district managed Federal or State program. Marion Community Unit School District #2 complaint managers are Dr. Keith Oates and Amy Sanders, 1700 West Cherry Street, Marion, Illinois 62959 (618-993-2321).

RESPONSE TO INTERVENTION TEAMS (RtI)

Annually, the professional staff reviews student information to identify students who exhibit social, emotional, or educational difficulties that continue to interfere with their education. The identified students are observed and analyzed by a Student Intervention Team and/or response to Intervention Team. In order to

determine the source and extent of the difficulties, additional appropriate assessment instruments may be administered or reviewed by any member of the team. Instruments which may be used include, but are not limited to, any of the following: local assessment, kindergarten screening tests, standardized achievement tests, Title I assessment records, speech and language records, and classroom assessment data.

Intervention strategies directed at solving the student's problem will be implemented. These intervention strategies may include: Title I reading services, volunteer tutor services, curriculum modifications, disciplinary action, grade placement revision, parent-provided services and other alternative educational programs. Students may also be referred for other evaluations such as a special education case study or to the student assistance program. (See Special Education and Student Assistance Program).

### STUDENT ASSISTANCE PROGRAM

Community Unit School District #2 has a Student Assistance Program (SAP) to provide education, assistance and support of students affected by their own or other's mental health, emotional, personal, or alcohol or other drug related problems. The functions of the Student Assistance Program are to:

1. Provide education and prevention programs to students and families with ongoing training for faculty and staff;
2. Provide early identification of students in need of assistance due to problems that are affecting success in school;
3. Gather information to assist in determining the nature and severity of the problem;
4. Work with the student and family to make them aware of the appropriate sources of help;
5. Provide support to students making changes in their lives; and
6. Provide support to students who are returning to school after treatment.

Inquiries about the Student Assistance Program should be directed to the building principal.

### SECTION 504 OF THE REHABILITATION ACT OF 1973

As part of its nondiscrimination policy pursuant to Section 504 of the Rehabilitation Act of 1973, the Board of Education of Community Unit School District #2 reaffirms that with respect to students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 and are not otherwise eligible for services under the Individuals with Disabilities Education Act: That it is the policy of Marion Community Unit School District #2 to identify, evaluate and provide a free and appropriate public education to each handicapped student as defined in Section 504 within its jurisdiction and to do so without discrimination based on such handicap. A parent may contact the building principal for information regarding Section 504.

### SPECIAL EDUCATION

The district will provide a free, appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the district, as required by the Individuals with Disabilities Education Act (IDEA). The term "children with disabilities" means children between the ages

of 3 and 21 for whom it is determined, through definitions and procedures described in the Illinois Rules and Regulations to Govern the Organization and Administration of Special Education, that special education services are needed.

A parent or staff member can initiate referrals for special education services. If you believe your child may have a disability, please contact the building principal where your child attends. Parents are assisted in the understanding of the special education services by the booklet, **A Parents' Guide: The Educational Rights of Handicapped Children**, which is given to them at the time of the referral.

If the decision is made that the student is handicapped and requires special education services and the parents agree with the educational placement, permission must be given by the parent in order to implement the program.

A full continuum of special educational programs and related services for all handicapped students for all ages is provided by the Williamson County Special Education District to any student (blind, deaf, physically handicapped, mentally retarded, behaviorally disordered, speech and language impaired, etc.) who is determined to be eligible through the diagnostic study and multidisciplinary conference procedures.

### RIGHTS FOR HANDICAPPED CHILDREN AND ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Federal and state laws on special education dictate rights for all handicapped children and these are fully explained in the booklet, **A Parents' Guide: The Educational Rights of Handicapped Children**, which is given to parents at the time of referral for services. Additional copies of this booklet may be obtained from any principal or the Williamson County Educational Services, 411 South Court Street, Marion, Illinois 62959. (Also, see Discipline Policy).

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities, including parent-teacher conferences and Board of Education meetings, on an equal basis to those without disabilities and will not be subject to illegal discrimination.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

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 early as possible before the school-sponsored function, program, or meeting.

### STUDENT RIGHTS AND RESPONSIBILITIES

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures. Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. *Noninstructional time*

means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

### EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

#### Sex Equity

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of the School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of the School Code).

*Policy 7:10*

### PREVENTION OF BULLYING, INTIMIDATION & HARASSMENT

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, 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 nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

*Cyber-bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. The District uses the definition of *bullying* as provided in this policy.

2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. 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.
4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. 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.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

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

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school-sponsored activities, and in vehicles used for school-provided transportation.
  - g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

- h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

*Policy 7:180*

### TEEN DATING VIOLENCE PROHIBITED

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

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
  - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - b. 7:180, *Preventing Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

## RESTRICTIONS ON PUBLICATIONS

### School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

### Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

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

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

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

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

#### Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

#### Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

*Policy 7:310*

### STUDENT BEHAVIOR POLICY

Community Unit School District #2 believes that an orderly environment is conducive to a positive learning atmosphere. Each school has an established school discipline policy that is on file in the principal’s office. Parents are welcome to discuss that policy with the principal at any time.

A central goal of Community Unit School District #2 schools is to help students develop self-discipline. Staff must help each student learn self-control and to conform within reasonable limits to his/her environment. Inner control, which has been developed since birth in the home, is a significant element in the worth and dignity of each individual. The teacher’s role in discipline is that of a kind, firm, fair individual helping students grow in their capacities for self-discipline and self-direction. Basic to that approach is each teacher’s success in maintaining an environment in which students eagerly learn.

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student’s misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

#### When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

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

4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### MINOR DISCIPLINARY ACTIONS

Minor disciplinary offenses by a student may result in probation, detention, removal from the classroom, or other appropriate penalties determined by the administrator. Minor disciplinary actions shall afford the student no right of review by the Board of Education. At the secondary level, there are additional statements concerning suspension and expulsion. These are explained in the junior high and high school information booklets.

### PROHIBITED STUDENT CONDUCT

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials or electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
  - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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.

4. 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.
5. 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. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
7. 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.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. 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. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*, is prohibited.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.

11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by:
  - Being a member;
  - Promising to join;
  - Pledging to become a member; or
  - Soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
15. 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.
16. 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.

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

Efforts, including the use of early intervention and progressive discipline, 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. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

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

4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug 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's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited
  - 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.

4. 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.
5. 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. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
7. 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.
8. 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.
9. 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.
10. 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.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
13. Entering school property or a school facility without proper authorization.
14. 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.

15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. 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.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. 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.
20. 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.
21. 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.

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. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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

### DISCIPLINARY MEASURES

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary

discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal

punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### WEAPONS

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 alike” of any firearm as defined above.

The Superintendent may modify the expulsion requirement under either paragraph 1 or 2 above, and the Board on a case-by-case basis may modify the Superintendent’s determination. 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.

### RE-ENGAGEMENT OF RETURNING STUDENTS

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

### REQUIRED NOTICES

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s

parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### DELEGATION OF AUTHORITY

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

*Policy 7:190*

### PARENT/STUDENT HANDBOOK

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District’s disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be made electronically available to the students’ parents/guardians within 15 days of the beginning of the school year or a student’s enrollment. A hard copy will be made available upon request.

Parents/Guardians registering a student receive access to an electronic copy of the Parent/Student Handbook and are asked to electronically indicate receipt. The District’s website also has a copy available.

*Policy 7:190*

### SEARCH AND SEIZURE

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without

notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

### Students

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

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

### Seizure of Property

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

### Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## SUSPENSION AND EXPULSION POLICY

The following procedures for implement the district's suspension and expulsion policy have been adopted by the Board of Education.

### DUE PROCESS FOR STUDENTS

1. A student shall receive a copy or have online access to the Parent/Student Handbook within fifteen (15) days after the beginning of the school year or when entering school during the school year.
2. The adopted Board of Education rules, guidelines, and procedures for elementary, junior high and high school are published annually in the Parent/Student handbook for the appropriate level.
3. An authorized administrator shall attempt to confer with a student who is being considered for disciplinary action before any action is taken and the student shall be afforded an opportunity to respond to the administrator.

If, in the opinion of the administrator, a student is an immediate threat to school personnel, students or school property, or poses an ongoing threat of a disruptive nature to the education process, the student may be removed from school without a conference as set forth in the above statements. If this action is taken, a written notice, sent by certified mail, return receipt requested, shall be sent to the parents or guardian. The notice may also be given in person to the parents or guardian if they remove the student from school. This notice shall request the student to attend a conference called by the administrator as soon as possible after the notice is received. Failure to attend shall constitute a waiver of such conference. The parents or guardian shall be advised in writing of the formal action taken regardless of the student's attendance at the schedules conference.

### SUSPENSION NOTIFICATION

1. If the disciplinary action results in suspension, the parents or guardian of the student shall be advised immediately of the decision by certified mail, return receipt requested.
2. This notice shall include:
  - a. The duration and dates of the suspension
  - b. A notification of the reasons which warrant such action
  - c. A statement of the parents' or guardians' rights to review the action with the Board of Education or its representative
  - d. A statement that a failure to request a review with five (5) days after receipt of notice or eight (8) days after mailing date, whichever is first, shall be deemed a waiver of the right of a review.
3. A request to review the suspension proceedings will be written and made to the Superintendent's Office. If a request for review of the suspension is made within the time limit, the parents or guardians of the suspended student shall be given written notice of the place and time one (1) week prior to the review with the Board of Education or their representative. This notification to parents shall include a copy of the Procedures for Suspension/Expulsion Hearing.

4. The Superintendent shall be notified of all student suspension by the school administrator who shall forward a copy of the parental notice of the suspension to the Superintendent.

### SUSPENSION PROCEDURES

#### In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

#### Out-of-School Suspension

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

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,

- b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
  - c) That the student's continuing presence in school would either:
    - i) Pose a threat to the safety of other students, staff, or members of the school community, or
    - ii) Substantially disrupt, impede, or interfere with the operation of the school.
  - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
  6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

*Policy 7:200*

### EXPULSION PROCEDURES

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.

2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

*Policy 7:210*

### MISCONDUCT BY STUDENTS WITH DISABILITIES

The district shall comply with the provisions of the Individuals with Disabilities Act (IDEA) when disciplining students. Behavior interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

The practices and policies developed and approved by the Williamson County Special Education District for behavior interventions and for discipline of special education students will be used by the district to meet the requirement of this act. Copies of the practices and policies are available upon request by parent(s)/guardians(s).

### EXTRACURRICULAR ATHLETICS

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

*Policy 7:300*

### CONDUCT CODE FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES

The Athletic Department, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy and the rules adopted by any association in which the School District maintains a membership. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board of Education.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of

interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

#### Performance Enhancing Drug Testing of High School Student Athletes

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. IHSA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IHSA's banned substance list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, *Student Behavior*.

*Policy 7:240*

### STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
  - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
  - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
    - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
    - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
  - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
  - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
  - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.

- f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professional or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
  - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
    - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
    - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
    - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant, or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
  3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
  4. Require all student athletes to view the Illinois High School Association's video about concussions.
  5. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
  6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
  7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.
  8. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.
  9. Include a requirement for certified athletic trainers to complete and submit a monthly report to the IHSA on student-athletes who have sustained a concussion during: 1) a school-sponsored activity overseen by the

athletic trainer; or 2) a school-sponsored event of which the athletic director is made aware.

*Policy 7:305*

### DRESS CODE

A student's appearance will be such that it does not distract other students to the extent that they are prevented from learning. Apparel that endangers the safety of a student or others will not be allowed. Students are not allowed to have in their possession and/or wear jewelry, clothing, or other accessories which identify or depict the use of alcohol or other drugs, violence, sex, sexual connotations, occult, gangs, or are of a racist nature while on school grounds. The school has the right to determine the appropriateness of a student's appearance. A student who wears inappropriate clothing to school may be sent home to change clothes.

### PARENT ENGAGEMENT

Community Unit School District #2 recognizes the importance of parent engagement to support student success and academic achievement. In order to assure cooperative efforts and partnerships between parents and schools the district to become active partners in education, the district is committed to:

1. Encouraging and involving parents as partners in the various activities throughout the year.
2. Informing parents about their child's school and education.
3. Establishing effective two-way communication with all parents, respecting the diversity and differing needs of families.
4. Developing strategies and programs in the schools to enable parents to actively participate and provide input in their children's education and on significant school-related issues.
5. Informing parents/guardians on how they can assist their children's learning.

### PARENT-TEACHER CONFERENCES

The conference relationship between the parent and the teacher is of particular value. Annually, evening times are set aside for faculty to conference with parents/guardians. These times are noted on the district and building calendars. All conferences should be held during the scheduled district time or arranged by appointment. They should never be held during class time, in the hallways, or at school gatherings which are social in nature. The conference should be planned so that the teacher is free to devote time and attention to discussion with the parents. Parents are encouraged to contact the teacher or principal any time they would like to schedule a conference.

## PARENT-TEACHER ORGANIZATIONS

Several schools in the Community Unit School District #2 have voluntary organizations comprised of parents and teachers who work together to improve various aspects of school life. They are involved in money raising projects each year to provide service and improvements to benefit the students. Newsletters are distributed and information meetings are held regularly. Further information can be obtained from the principal of your child's school.

## TELEPHONE CALLS

If it is necessary for a parent to call a teacher, please call the school office, leaving your name and phone number, so the teacher can return the call during preparation time and/or after student dismissal. Only emergency calls should take a teacher from the classroom during the school day. Students are not encouraged to use the official school telephone at any time.

## COMPLAINT POLICY

Concerns or complaint by a parent or a student directed toward an employee shall be referred to the employee, and no disciplinary action against an employee shall be initiated by the administration until a schedule parent-employee conference has taken place whenever possible. An employee may request the presence of a member of the district administrative staff or representative of the Marion Education Association (MEA) or both at the conference. If the parent or the employee is not satisfied with the results of this conference, to see resolution of the problem the following sequence of conferences shall be followed:

1. Parent – Employee – Building Principal
2. Parent – Employee – Superintendent (or Superintendent's designee)
3. Parent – Employee – Board

The employee involved, at his/her request, shall have MEA representation at any of the above conferences.

Complaints about curriculum, instructional materials, and programs: Persons with complaints about curriculum, instructional materials, and programs should complete a curriculum objection form (Available from the District Administration Office) and use the Uniform Grievance Procedure. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a curriculum objection form and using the Uniform Grievance Procedure.

## BREAKFAST AND LUNCH PROGRAM

Breakfast and lunch are served at every school each full day school is in session. The price is determined in accordance with federal and state guidelines and taking into account local considerations. Milk is served with the lunch and is included in the price of the meal. Pupils who bring their lunch may purchase milk in the cafeteria. Student meals may be purchased on a varied basis (e.g. daily, weekly, monthly, yearly). Monies may be collected at each building or by using the district's online payment system. The link to use the online payment system may be accessed at [www.marionunit2.org](http://www.marionunit2.org).

As a participating school district in the National School Lunch Program, each student must be advised of the Free and Reduced Lunch Program. Each student will receive an application form including eligibility requirements for the program. Parents must complete the application and return it to the school to determine eligibility.

Generally, students are not allowed to leave the school premises during the lunch periods. Permission for leaving the school during the lunch period must be approved by the parent or guardian and the building principal.

### HEALTH SERVICES

Marion CUSD #2 provides comprehensive health services to district students, staff, and their families. Every building has a nurse on duty. Nurses are available to students on a daily basis to provide a variety of services, including: administer routine medications, provide general first aid for accidents and injuries, perform head lice checks, conduct health screenings (vision and hearing), make referrals to physicians or the district's Wellness Center, and conference with parents and staff.

District students, staff and their families may utilize the medical services of the district's Wellness Center, which is located at Marion High School. The Wellness Center provides physical examinations as well as immunizations. A licensed physician's assistant is available for appointments on a daily basis and is authorized to prescribe medications as necessary. The Wellness Center staff may be contacted at 997-7273. The Wellness Center is open Monday through Thursday, 7:30 a.m. – 4:00 p.m. and on Friday, 7:30 a.m. until noon.

For more information about the district's nursing staff or services provided by the district's Wellness Center, contact the District's Director of Nursing, at the Administration Office at 993-2321.

### HEALTH EXAMINATIONS/IMMUNIZATIONS

Required Health Examinations and Immunizations: A student's parent(s)/guardians(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, early childhood programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out of country).
4. Proof of immunization against meningococcal disease is required from students in grades 6 and 12.

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform

health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.

2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parent/guardian of children between the ages of one and seven years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parent/guardian information about the link between human papilloma virus (HPV) and HPB-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students, parent(s)/guardian(s).

Unless an exemption or extension applies, the failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by the first day of school of the current school year may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

### EYE EXAMINATION

Parent/guardian are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parent/guardian of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year

prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parent/guardian are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

### DENTAL EXAMINATION

All children in kindergarten and the second, sixth and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth and ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent/guardian are notified of this dental examination requirement at least 60 days before May 15 of each school year.

#### Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from: this policy's requirements for:

1. Religious grounds, if the student's parent/guardian present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent/guardian of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected;
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced registered practice nurse, or physician assistant provides written verification;
3. Eye examination requirement if the student's parent/guardian show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian show an undue burden or a lack of access to a dentist.

#### Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment.

*Policy 7:100*

## MEDICATION AND FIRST AID

In compliance with a directive from the Board of Education, teachers are permitted to administer first aid in case of an accident.

These guidelines will be followed if a student must take medication during the school day:

1. Medication is administered during regular school hours only when absolutely necessary to maintain the child in school. **THE PARENT SHOULD ASK THE DOCTOR TO ADJUST MEDICATION SCHEDULES TO AVOID SCHOOL HOURS IF AT ALL POSSIBLE.** Administering medications to a student is a service given by the school, but the responsibility remains with the parent.
2. A parent is encouraged to come to school to administer medication to their own child whenever possible.
3. Medications (both prescription and non-prescription or over-the-counter medications) may be given only after a Medication Authorization Form (available from the school nurse or school office) has been completed by the parent/guardian and a licensed prescriber.

Prescription medication must be brought to school by a parent or guardian in its original container from the pharmacy with written dosages and instructions and must have been prescribed for that child. Non-prescription medication must be brought to school by a parent or guardian with the manufacturer's original label with ingredients listed and the child's name affixed to the container.

A copy of the Medication Authorization Form is to be sent to the student's teacher for him/her to be aware of the child's need.

4. Medication at school **MAY** be administered by a nurse (LPN/RN), teacher, secretary or principal according to the practice of the school. In certain situations, the parent may be required to administer a medication to his or her child.
5. When the medication is administered, the person(s) giving the medication shall record in the appropriate place on the student's Medication Sign-off Sheet the date, dosage, time, reaction (if any) and sign their name. Medication should be given within approximately 30 minutes (either way) of time requested on the Medication Authorization Form. After the medication is discontinued, the Medication Authorization Form shall be placed in the student's health file.
6. The parent or guardian must notify the school as soon as possible if medication is changed, discontinued, or the dosage adjusted. The school must receive changes in writing from a licensed prescriber. The school will notify the parent/guardian if a problem or reaction from medication arises.
7. All medications kept at school shall be stored in an appropriate place with no student access.
8. Students should be evaluated on an individual basis regarding the need to carry emergency medication. If it is necessary for a student to have medication(s) on their person at all times, (i.e., inhaler, epi-pen) and self-administer medication(s) during school hours, the school must have the following on file in the school office:
  - a. Self-Administration Policy Statement Form (available from the school nurse or school office) completed by the parent or guardian.
  - b. Medication Authorization Form (available from the school nurse or school office) completed by the parent or guardian and a licensed prescriber.

9. All long term medications shall be evaluated annually and a Medication Authorization Form must be completed by the parent/guardian and a licensed prescriber at the beginning of each school year or if the medication dosage is changed.
10. Medications should be picked up by a parent or guardian at the end of the prescribed time. Any medication not picked up by the parent or guardian will be disposed of by a responsible adult and one witness at the end of the school year. This will be noted on the student's Medication Sign-off Sheet and placed in the student's health record.

### HEAD LICE & BED BUG PROCEDURES

1. When a head lice/bed bug case is reported or suspected, the school office personnel will notify the medical aide/other designated person so other students are checked as soon as possible.
2. If a pupil is found to have head lice/bed bugs, siblings will be checked individually as soon as possible. Classmates of all infected students will be checked when personnel are available.
3. Since the evidence of head lice are very low at the junior high and high school levels, only the involved siblings will be checked at that level.
4. Any pupil found to have head lice or nits (lice eggs) or bed bugs will be asked to wait in the office/designated area until a parent/guardian/emergency contact can be notified and take the child home for treatment. A head lice/bed bug instruction sheet will be sent home with the student. Every effort will be made to maintain the student's privacy and dignity.
5. Any child found to have head lice/nits (lice eggs) will be readmitted to school only after being treated and after being checked by the medical aide/other trained personnel and the students is found to be lice and nit-free (egg free). An adult must accompany the child in case he/she must return home for further treatment and/or nit removal. The child may not return to school on the school bus until he/she has been checked and cleared to return to school by the medical aide/designated personnel. State agencies may be notified if parents/guardians/emergency contacts are not available to pick up the student(s) or do not follow policy on accompanying the student for the admittance check.
6. Admittance checks will be from 8:00 a.m. to 9:00 a.m. each morning at your child's school.
7. A student will be allowed two (2) consecutive calendar days per incident of head lice after they have been identified. Students will be counted "excused" if any of these two (2) days are school days. Any school days that occur after these two (2) calendar days have expired will be counted as "unexcused" days until the student returns to school and is cleared of head lice.
8. The truant office may be notified if a student has unexcused absences due to head lice for 5% or more of the days enrolled.
9. Clean applicator sticks will be used for the examination of each child and then discarded to eliminate any possibility of spreading head lice to another child.
10. Carpeted areas will be vacuumed daily during any outbreak of head lice. Special equipment such as earphones, cots, and upholstered chairs will be appropriately cleaned.
11. To reduce the possibility of head lice spreading to classrooms, a screening program for detecting head lice on students will be conducted in grades K-5 at the beginning of the school year. If a student enrolls after the screening has been conducted for that building, the student will be checked when personnel is available.

### Parent Guardian Responsibilities:

1. Parents/guardians should report any known case of head lice/bed bugs to the school office so classmates can be checked. The child's name and classroom should be stated. Any anonymous "tip" causes a lot of difficulty for all involved.
2. Parents/guardians must follow all the steps of treatment included on the instruction sheet sent home with their child or follow physicians' instructions. In the case of bed bugs, parents may wish to contact a pest management professional and take every precaution to prevent transporting bed bugs to school.
3. Parents/guardians must remove all nits (eggs) from the child's hair. They usually will not comb out, but must be pulled off the hair shaft one by one with the finger nails.
4. Parents/guardians must accompany the student on the remittance check by the medical aide or other trained personnel.

### INSURANCE

Each year the Board of Education provides a limited accident insurance policy which is provided by the Worker's Compensation Self Insurance Trust (WCSIT). The policy is a limited policy and pays only after the parent's/guardian's insurance policy has paid. All students are covered by the policy during the school year. There is supplemental football coverage after the first \$25,000 in claims is paid up to a maximum of \$5 million dollars. Optional football coverage is available to cover the first \$25,000 in claims for an additional cost.

Any claim for payment is to be made directly to The Sandner Group. It is not the responsibility of the school to determine legitimacy of claims or to attempt to obtain insurance payments.

### EMERGENCY SCHOOL CLOSING

In the event the weather makes it impossible to hold school or complete the bus runs, announcements will be made on local radio and television stations from 6:30 a.m. to 8:00 a.m. Earlier announcements will be made when possible. Please do not call the radio stations or school offices.

When it is necessary to dismiss school early, announcements will be made over these stations during the day. Parents will also be notified of emergency closings via School Messenger, the automated phone system. Please listen when weather conditions suggest early dismissal.

### SAFETY

Marion Community Unit School District #2 has a safety program promoting the safety of everyone on district property or at a district event. In order that the Board can monitor the goal's achievement, the Superintendent shall make regular reports to the Board of Education containing relevant information.

Each attendance center has developed and implemented a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan specifically includes provision for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program, tornado protection; instruction in safe bus riding practices, emergency aid; post-

crisis management; and responding to medical emergencies at an indoor physical fitness facility. During each academic year, each school building must conduct a minimum of:

1. Three school fire evacuation drills (fire department present at one)
2. One bus evacuation drill
3. One severe weather and shelter-in-place drill
4. One playground evacuation drill
5. One law enforcement drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur not later than 90 day after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators or school support personnel. (*Policy 4:170*)

The Emergency Services and Disaster Agency has a system of warnings to the public in case of tornadoes or other disasters. The school will be notified in case of emergency. An announcement will be made if precautions need to be taken.

In case of a tornado warning at school, students are to move away from a gymnasium, auditorium and all glassed areas. Students should get next to the floor with head covered. In the event of a disaster, individual students will not be dismissed from school unless a parent (or individual designated by a parent) comes for him/her. High school students will not be allowed to leave the school for approximately 30 minutes in order to account for everyone and to assess the situation. Students who have their own transportation will be allowed to leave with their brothers and sisters only. Other students will not be allowed to leave until parents or an authorized person picks them up. No student will be allowed to leave with another person, even a relative or babysitter, unless written permission to that effect is presented or that particular person is listed on the student's enrollment form. All parents or designated parties who come for students must sign them out in the school's office or at the temporary student release area. Signs will be posted. If you are not able to reach the school, your child will receive care. School personnel will be in communication with various local emergency services throughout the emergency period.

**YOUR HELP IS NEEDED IN THE FOLLOWING AREAS:** Please do not call the school. The lines must be open for emergency calls. Streets and access to the school may be cluttered with debris. The school access routes and street entrance areas must remain open.

In case of emergency warnings, all students must follow instructions carefully and completely for the safety of all. Students must stay with their class

### VISITORS TO AND CONDUCT ON SCHOOL PROPERTY

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

**Visitor** - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large

groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

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

#### Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school

personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or

2. The offender received permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

### Enforcement

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

### Procedures to Deny Future Admission to School Events or Meetings

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

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

*Policy 8:30*

## ASBESTOS ABATEMENT

Even though Marion Community Unit School District #2 has completed an extensive asbestos abatement (removal) project, the district is required to provide public notification.

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials in Marion Community Unit School District #2. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

Materials containing asbestos have been found in the following school buildings: Marion High School, Marion Junior High School, Longfellow School, Jefferson School, Washington School and the Unit #2 warehouse.

Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law. Cleaning and maintenance personnel who have been trained in identification of asbestos containing materials and recognize the danger of asbestos are taking special precautions during their work to properly cleanup asbestos debris and guard against disturbance of the asbestos containing materials. All

asbestos containing material is inspected and evaluated periodically. Measures will be taken when needed to protect the health of building occupants.

Any concerns regarding asbestos containing materials should be directed to the Designated Asbestos Program Manager, Mr. Jeff Moake, Marion Community Unit School District #2, 1700 West Cherry Street, Marion, Illinois 62959 or by calling 618-993-2321.

### INTEGRATED PEST MANAGEMENT

Community Unit School District #2 has an Integrated Pest Management (IPM) policy that incorporates the safest and most effective means to control pests. In the event the district has the need for spraying or fogging with pesticides, a voluntary registry is being made. By putting your name on the registry, you are asking to be notified two days before an airborne pesticide application is made. In the event of an extreme emergency and pesticides must be used immediately, you will be notified as soon as possible. Contact the school office if you want to be added to the registry.

### CHANGE OF ADDRESS

Parents are requested to report to the school any change in a student's address or telephone number as soon as it occurs. It is important for the school to have current information at all times.

### STUDENT USE OF BUILDINGS – EQUAL ACCESS

Student groups, clubs, or organizations that are not school sponsored or directed may meet on school premises provided their meeting fulfills all of the following conditions:

1. The meeting is held during those non-instructional times identified by the Superintendent or designee for non-curricular student groups, clubs, or organizations to meet. "Non-instructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends. "Non-curricular student groups" are those student groups, clubs, or organizations that do not directly relate to the curriculum.
2. The meeting is student-initiated, meaning that the request is made by a student(s).
3. Attendance at the meeting is voluntary.
4. The school will not sponsor the meeting.
5. School employees are present at religious meetings only in a non-participatory capacity.
6. The meeting and/or any activities during the meeting do no materially or substantially interfere with the orderly conduct of educational activities.
7. Non-school persons do not direct, conduct, control, or regularly attend the meetings.
8. The school retains its authority to maintain order and discipline.
9. All non-curriculum related student groups that are non-district sponsored receive the same treatment.
10. The Superintendent or designee approves the meeting or series of the meetings.

## COMMUNITY USE OF SCHOOL FACILITIES

School facilities are available to the community for education, civic, cultural, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities. The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the district's conduct rules at all times.

Student and school-related organizations and municipalities are granted the use of school facilities at no cost. Other organizations granted use of facilities shall pay fees and costs.

The Superintendent shall develop procedures to manage community use of school facilities. Use of school facilities requires the Superintendent's approval and subject to the procedures.

### REFRESHMENTS

Food items for party treats, etc. which are not prepared by school personnel or in school cafeteria must be purchased from a bakery, store or restaurant approved by the Public Health Department or bought in sealed, prepackaged cartons. Check with building principal before bringing food items to school.

### GIFTS DELIVERED TO SCHOOL

Flowers, balloons, candy, gifts and other similar items ordered for students **cannot** be delivered to Unit #2 schools.

### SCHOOL PICTURES

Provisions have been made for the taking of individual student pictures by a professional photographer each school year. Each student has the opportunity to purchase the picture package or any part of the package for a fee set by the photographer. Parent and/or student organizations are responsible for the financial transactions of this activity.

### TOBACCO USE ON SCHOOL GROUNDS

The use of tobacco by any person (student or adult) on school grounds or property that is being used for school purposes is strictly prohibited. This includes all school events or activities or other property that the school board or school officials authorize or permit.

### VISITORS TO AND CONDUCT ON SCHOOL PROPERTY

Parents and other visitors are welcome in the schools, but care should be taken that such visits not be disruptive to the instructional program.

The following definitions apply:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

**Visitor** - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property;
5. Damage or deface School District property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of an alcoholic beverage or illegal drug.
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board of Education;
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or

15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

#### Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

#### Enforcement

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

#### Procedures to Deny Future Admission to School Events or Meetings

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

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

### SCHOOL BUS CONDUCT

Community Unit School District #2 has contracted with Illinois Central to provide all bus services for the district. The responsibilities of ALL school district bus riders and the rules established by the bus

contractor are listed below. Any questions about school bus policies should be directed to the office of Illinois Central, 993-9170.

School bus riders, while in transit on routes or trips, are under the jurisdiction of the school bus driver, unless the local Board of Education designates some adult to supervise the riders.

A. Responsibility of the Driver of a Bus:

1. To provide for the safety and welfare of the students.
2. To provide a clean and sanitary bus for students to ride.
3. To obey traffic laws and driving regulations required by the State of Illinois and Illinois Central Bus Service.
4. To follow the regular time schedule as conditions permit.
5. To report to the transportation supervisor, who then will discuss with school authorities, any misconduct by bus riders.
6. To assign seats to bus riders for disciplinary reasons.

B. Responsibility of the Parent of Bus Riders:

1. To assist the bus driver in implementing bus policies.
2. To see that the student observes all policies.
3. To cooperate with the driver and school authorities in all matters pertaining to the operation of the bus.

C. Responsibility of Bus Riders

1. To be on time at the designated bus stop.
2. To stay well off the roadway while waiting for the bus.
3. To wait until the bus comes to a complete stop before attempting to leave or enter the bus.
4. To not move toward the bus at the loading zones until the bus has stopped; never push a fellow student.
5. To keep hands, arms and heads inside the bus at all times.
6. To not lower windows below the stop line painted on the body pillar except in an emergency situation.
7. To assist the driver in keeping the bus safe and sanitary.
8. To remember that loud talking, laughing, or unnecessary confusion diverts the attention of the driver and may result in a serious accident.
9. To know laws prohibit smoking or striking matches on a bus.
10. To never tamper with the bus or any of its equipment.
11. To leave no books, lunches, or other articles on the bus.
12. To keep books, coats, and other items out of the aisles.
13. To help monitor the comfort and safety of smaller children.
14. To know that eating/drinking is not permitted on the bus.
15. To know that throwing articles is not permitted on the bus.
16. To not throw anything out of the bus windows at any time.
17. To not leave the seat while the bus is in motion.
18. To sit absolutely still and be quiet at railroad crossings.
19. To know that reptiles, animals, firearms, water pistols, etc., are not permitted on the bus at any time.

20. To remain in the bus until instructions are given by the driver in case of an emergency situation.
21. To know that at a boarding or discharge point where it is necessary to cross a roadway, the student is to wait on the shoulder of the roadway until the driver signals that traffic has stopped and it is safe to cross.
22. To know that bus students are required to ride the bus home unless picked up by their parents or someone designated by the parents and that bus riders are not permitted to take friends home with them on the bus.
23. To not ask the driver to stop at places other than the regular bus stop except in an **extreme emergency**. A note from parents to the driver or a phone call to Illinois Central (993-9170) is required for any change procedure.
24. To observe the same rules on other trips under school sponsorship as are observed between home and school.
25. To know that students ride the bus to which they have been assigned and that no one may ride a bus except designated students and school officials.

Each bus is equipped with a two-way radio communication system/cell phone which enables the driver to be in immediate contact with the transportation supervisor at all times. Thus, problems with individual students should be reduced to a minimum since the driver can pick up the radio receiver and call personnel at the bus office, which in turn can notify the parents about the problem situation. If the above rules and regulations are thoroughly understood and observed by all concerned, the safety riding a school bus can be assured.

A Bus Conduct Notice will be used for referrals for misconduct on the buses. The parent of a student receiving a Bus Conduct Notice will be required to sign the form and return it by the student to the bus driver the following morning. Illinois Central and the administration urge the cooperation of all concerned. Students violating these bus conduct rules are subject to discipline by the school administration, up to and including expulsion from school.

### BUS CONDUCT POLICY

All students must follow the District's *School Bus Safety Rules*.

#### School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited student conduct as defined in Board of Education policy 7:190, *Student Behavior*.
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 the bus driver's or other supervisor's directives.
6. Such other behavior as the administration 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. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

#### Academic Credit for Missed Classes during School Bus Suspension

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 Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with 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.

*Policy 7:220*

### MARION UNIT #2 FOUNDATION

A not-for profit foundation has been established to accept donations and distribute grants for worthwhile educational projects in the district. The foundation solicits donations of money or property to further the educational goals of the district. Grants are awarded for innovative programs, projects or activities proposed by teachers and others in the schools of the district. For more information contact the Foundation Liaison, Mr. John Fletcher, at 400 Morningside Drive or phone 997-6063.

### VOLUNTEERS

Community Unit School District #2 encourages parents and other interested community people to volunteer their time to assist students in the learning process. Volunteers are trained by district personnel and work with the classroom teacher. Members of the National Honor Society at Marion High School also serve as volunteer tutors to assist those in need of special help.

### PARENTAL ENGAGEMENT

In order to ensure collaborative relationships between students' families and the Board of Education and district personnel, and to enable parent(s)/guardian(s) to become active partners in education, the Superintendent shall develop administrative procedures to:

1. Keep parents(s)/guardian(s) thoroughly informed about their child's school and education.
2. Encourage engagement in their child's school and education.

3. Establish effective two-way communication between all families and the Board of Education and district personnel.
4. Seek input from parents(s)/guardian(s) on significant school-related issues.
5. Inform parents(s)/guardian(s) on how they can assist their children's learning.

### PUBLIC COMPLAINTS

The Board of Education is interested in receiving valid complaints and suggestions. Public complaints or suggestions shall be referred to the appropriate level staff member or district administrator. Each complaint or suggestion shall be considered on its merits.

An individual, not satisfied after following the channels of authority, may file a grievance under the Uniform Grievance Procedure. This policy shall not be construed to create an independent right to a hearing before the Board.

### ADVERTISING AND DISTRIBUTING MATERIALS IN SCHOOLS PROVIDED BY NON-SCHOOL RELATED ENTITIES

No material or literature shall be posted or distributed that would:

1. Disrupt the education process,
2. Violate the rights or invade the privacy of others,
3. Infringe on a trademark or copyright, or
4. Be defamatory, obscene, vulgar, or indecent

Community, educational, charitable, or recreational organizations: Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. This may include displaying posters in areas reserved for community posters, having flyers provided to students by being placed on the community table, or being included in the school's or district's website where appropriate. All materials and literature must be student-oriented and have the sponsoring organization's name prominently displayed.

Commercial companies and political candidates or parties: Commercial companies may purchase space for their advertisements in or on:

1. Athletic field fences
2. Athletic, theater, or music programs
3. Scoreboards or
4. Other appropriate location,

Provided the advertisements are consistent with administrative procedures and approved by the Board of Education. No Board approval is needed for commercial material related to graduation, class pictures, or class rings.

No part of the school district, including facilities, the name, the staff, and the students, shall be used for advertising or promoting the interests of any commercial company except as authorized by and consistent with administrative procedures and approved by the board.

Materials from candidates from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

ADMINISTRATIVE STAFF

The Administrative Staff is located at 1700 West Cherry Street. The telephone number is 993-2321.

Dr. Keith Oates, Superintendent  
Mrs. Amy M. Sanders, Assistant Superintendent  
Mr. Patrick Brown, Chief Financial Officer  
Mr. Jeff Moake, Maintenance Supervisor  
Mr. Kyle Hartwell, Food Service Director

Marion High School, 1501 South Carbon Street, 993-8196

Mr. Joey Ohnesorge, Principal  
Mr. Nathan Addison, Assistant Principal  
Mr. Ryan Goodisky, Assistant Principal & Athletic Director  
Mr. Darrell Wimberly, Dean of Students

Marion Junior High School, 1609 West Main Street, 997-1317

Mrs. Becky Moss, Principal  
Mr. Charles Williamson, Assistant Principal  
Mrs. Sarah Stowers, Assistant Principal  
Mrs. Jenna Fletcher, Assistant Athletic Director

Adams School, 15470 Lake of Egypt Road, Creal Springs, 996-2181

Ms. Kim Burns, Principal

Jefferson School, 700 East Boulevard, 997-5766

Mrs. Kim Brave, Principal

Lincoln School, 400 Morningside Drive, 997-6063

Mr. John Fletcher, Principal  
Mr. Tom Roper, Assistant Principal

Longfellow School, 1400 West Hendrickson, 993-3230

Mrs. Lindsay Watts, Principal

Washington School, 420 East Main, 993-8534

Mr. Tommy Colboth, Principal  
Mrs. Ashleigh Benson Assistant Principal

Alternative Learning Opportunities Program (ALOP)/High School Extension Center

15470 Lake of Egypt Road, Creal Springs 996-2181  
Ms. Kim Burns, Principal

WILLIAMSON COUNTY EDUCATIONAL SERVICES DISTRICT ADMINISTRATION

Office and Clinic, 411 South Court Street, 993-2138

Mrs. Jami Hodge, Director

Jefferson School, 801 East Reeves, 997-2472

Mr. John Belcher, Supervisor

TRANSPORTATION ADMINISTRATION

Illinois Central Bus Service, 200 N. Fifth Street, 997-9170

Mr. Jon Wagner, Transportation Director

## 2019-2020 SCHOOL YEAR CALENDAR

Total Days of Attendance: 184 Regular Day: 8:10AM - 3:15PM Instruct. Day Lgth: 5 Hrs. 30 Mins.

July 2019							August 2019							September 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
										1	2	3	4							1
1	2	3	4 HOL	5	6	7	5	6	7	8	9	10	11	2 HOL	3 X	4 XHS	5 X	6 X	7	8
8	9	10	11	12	13	14	12 TI	13 TI	14 X	15 X	16 X	17	18	9 X	10 X	11 X	12 X	13 X	14	15
15	16	17	18	19	20	21	19 X	20 X	21 X	22 X	23 X	24	25	16 X	17 X	18 X	19 X	20 WFS	21	22
22	23	24	25	26	27	28	26 X	27 X	28 X	29 X	30 X	31		23 X	24 X	25 X	26 X	27 X	28	29
29	30	31												30 X						

July Atmd: 0

Accum: 0

Aug Atmd: 13

Accum: 13

Sept Atmd: 19

Accum: 32

October 2019							November 2019							December 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
											1 X	2	3							1
	1 X	2 X	3 X	4 XHS	5	6														
7 X	8 X	9 X	10 X	11 X	12	13	4 X	5 X	6 X	7 X	8 X	9	10	2 X	3 X	4 X	5 X	6 XHS	7	8
14 HOL	15 X	16 X	17 X	18 X	19	20	11 HOL	12 X	13 X	14 X	15 X	16	17	9 X	10 X	11 X	12 X	13 X	14	15
21 X	22 X	23 X	24 X	25 TI	26	27	18 X	19 X	20 X	21 X	22 X	23	24	16 X	17 X	18 X	19 X	20 X	21	22
28 X	29 X	30 X	31 X				25 X	26 X	27 FPT	28 HOL	29 NIA	30		23 NIA	24 NIA	25 HOL	26 NIA	27 NIA	28	29
														30 NIA	31 NIA					

Oct Atmd: 21

Accum: 53

Nov Atmd: 17

Accum: 70

Dec Atmd: 15

Accum: 85

January 2020							February 2020							March 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
												1	2							1
		1 HOL	2 NIA	3 NIA	4	5														
6 X	7 X	8 X	9 X	10 X	11	12	3 X	4 X	5 XHS	6 X	7 X	8	9	2 X	3 X	4 X	5 X	6 X	7	8
13 X	14 X	15 X	16 X	17 X	18	19	10 X	11 X	12 X	13 X	14 X	15	16	9 NIA	10 NIA	11 NIA	12 NIA	13 NIA	14	15
20 HOL	21 X	22 X	23 X	24 XHS	25	26	17 NIA	18 X	19 X	20 X	21 X	22	23	16 X	17 X	18 X	19 X	20 X	21	22
27 X	28 X	29 X	30 X	31 X			24 X	25 X	26 X	27 X	28 XHS	29		23 X	24 X	25 X	26 X	27 XHS	28	29
														30 X	31 X					

Jan Atmd: 19

Accum: 104

Feb Atmd: 19

Accum: 123

Mar Atmd: 17

Accum: 140

April 2020							May 2020							June 2020							
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
												1 X	2	3							
		1 X	2 X	3 X	4	5															
6 X	7 X	8 X	9 X	10 NIA	11	12	4 X	5 X	6 X	7 X	8 X	9	10	1 NED	2 NED	3 NED	4 NED	5 NED	6	7	
13 NIA	14 X	15 X	16 X	17 X	18	19	11 X	12 X	13 X	14 X	15 X	16	17	8	9	10	11	12	13	14	
20 X	21 X	22 X	23 X	24 XHS	25	26	18 X	19 X	20 X	21 TI	22 NED	23	24	15	16	17	18	19	20	21	
27 X	28 X	29 X	30 X				25 HOL	26 NED	27 NED	28 NED	29 NED	30	31	22	23	24	25	26	27	28	
														29	30						

Apr Atmd: 20

Accum: 160

May Atmd: 19

Accum: 179

June Atmd: 5

Accum: 184

**Calendar Legend - Totals for the Year**

Calendar Code	Code Description	No. of Days	Totals
X	Pupil Attendance Day	166	
XHS	Half-Day School Improvement Program	8	
XED	Emergency Day-Proposed	10	
			Total Attendance Days: 184
FPT	Full-Day Parent/Teacher Conference	1	
TI	Teacher Institute/Workshop	4	
WFS	Full-Day School Improvement Program Waiver	1	
			Total Calendar Days: 190
HOL	Holiday	9	
NIA	Not in Attendance	17	

**PT /In-Service/School Improv./Act of God/Interrupted Days/Delayed Start-Explanations**

School Begin Date: 08/12/2019 School End Date: 06/05/2020

Regular Day: 8:10AM - 3:15PM Instruct. Day Lgth: 5 Hrs. 30 Mins.

Cal. Date	Cal. Code	Code Descr.	Student Attend.	Activity Time	Brief Explanation for Activity or School Closing
08/12/2019	TI	Teacher Institute/Workshop			
08/13/2019	TI	Teacher Institute/Workshop			
09/04/2019	XHS	Half-Day School Improvement Program	8:10AM 11:30AM	1:00PM 3:40PM	School Improvement Activities - School Assessments and Curriculum Alignment
10/04/2019	XHS	Half-Day School Improvement Program	8:10AM 11:30AM	1:00PM 3:40PM	School Improvement Activities - School Assessments and Curriculum Alignment
10/25/2019	TI	Teacher Institute/Workshop			
11/27/2019	FPT	Full-Day Parent/Teacher Conference		4:00PM 7:00PM	Parent Teacher Conferences held on approximately 10/17 and 10/22 from 4-7 p.m.
12/06/2019	XHS	Half-Day School Improvement Program	8:10AM 11:30AM	1:00PM 3:40PM	School Improvement Activities - School Assessments and Curriculum Alignment
01/24/2020	XHS	Half-Day School Improvement Program	8:10AM 11:30AM	1:00PM 3:40PM	School Improvement Activities - School Assessments and Curriculum Alignment
02/05/2020	XHS	Half-Day School Improvement Program	8:10AM 11:30AM	1:00PM 3:40PM	School Improvement Activities - School Assessments and Curriculum Alignment
02/28/2020	XHS	Half-Day School Improvement Program	8:10AM 11:30AM	1:00PM 3:40PM	School Improvement Activities - School Assessments and Curriculum Alignment
03/27/2020	XHS	Half-Day School Improvement Program	8:10AM 11:30AM	1:00PM 3:40PM	School Improvement Activities - School Assessments and Curriculum Alignment
04/24/2020	XHS	Half-Day School Improvement Program	8:10AM 11:30AM	1:00PM 3:40PM	School Improvement Activities - School Assessments and Curriculum Alignment
05/21/2020	TI	Teacher Institute/Workshop			