

# Parent-Student Handbook

Eastland CUSD #308

2019-2020



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Approved by the Board of Education 5/2019

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This handbook is a summary of the school’s rules and expectations and is not a comprehensive statement of school procedures. The Board’s comprehensive policy manual is available for public inspection through the District’s website [www.eastland308.com](http://www.eastland308.com) or at the District Office, located at 601 S. Chestnut St., Shannon, IL 61078.

**BOARD OF EDUCATION**

Steven Snider, President  
Jennifer Sturtevant, Vice President  
Diann Cassens, Secretary  
Brian Heldt  
Karl Henze  
Anthony Preston  
Chad Waller

**ADMINISTRATION**

Superintendent: Alex Kashner  
Jr./Sr. High School Principal: Monica Burkholder  
Elementary School Principal: Angela Mahoney

**DISTRICT #308 SCHOOLS AND LOCATIONS**

District Office  
Eastland CUSD #308  
601 S. Chestnut St.  
Shannon, IL 61078  
(815) 493-6300

Eastland Elementary School  
601 S. Chestnut St.  
Shannon, IL 61078  
(815) 864-2300

Eastland Jr/Sr High School  
500 S. School Dr.  
Lanark, IL 61046  
(815) 493-6341

**WELCOME**

Dear students and parents/guardians,

We welcome you to another academic year in the Eastland schools. This handbook serves an important function in communicating our practices, procedures, and expectations to students and their guardians. We feel so strongly about this that you are asked to read the handbook in its entirety and sign and date the acknowledgment form as a condition of your enrollment in school.

As always, our focus is to improve student learning. We believe that students thrive when the adults in their lives reinforce and demonstrate the shared values of responsibility, hard work, and civility. Our rules and procedures have been designed to ensure that students feel safe and secure while attending our schools, and just as importantly, to maximize their time-on-task.

Sincerely,

Alex Kashner

**EASTLAND COMMUNITY UNIT SCHOOL DISTRICT #308**  
**2019 / 2020 School Calendar**  
**For up-to-date information please check [www.eastland308.com](http://www.eastland308.com).**

August 12 & 13	Teachers' Institute Day (No School)
Wednesday, August 14	First Day of Student Attendance
Monday, September 2	Legal Holiday – No School (Labor Day)
Tuesday, September 17	Early Dismissal/School Improvement (11:30 a.m.)
Friday, October 11	Early Dismissal/School Improvement (11:30 a.m.)
Monday, October 14	Legal Holiday – No School (Columbus Day)
Friday, October 18	End of 1 <sup>st</sup> Quarter
Friday, October 25	Report Cards Sent Home
Monday, November 11	No School / Parent-Teacher Conferences (12:00 Noon-8:00 p.m.)
Tuesday, November 12	Late Start: School from 11:10-3:10 - P/T Conferences (3:30-7:00 p.m.)
November 28 - 29	No School / Thanksgiving Break
Friday, December 20	End of 2 <sup>nd</sup> Quarter
December 23 - January 3	Christmas Vacation (No School)
Friday, January 10	Report Cards Sent Home
Friday, January 17	Early Dismissal/School Improvement (11:30 a.m.)
Friday, February 14	Early Dismissal/School Improvement (11:30 a.m.)
Monday, February 17	Presidents' Day (No School)
Friday, March 6	End of 3 <sup>rd</sup> Quarter
Friday, March 13	Report Cards Sent Home
Tuesday, March 17	Early Dismissal/School Improvement (11:30 a.m.)
March 23 – March 27	Spring Break (No School)
Friday, April 10	Good Friday (No School) – <b>Pending Unused Emergency Days</b>
Tuesday, April 21	Early Dismissal/School Improvement (11:30 a.m.)
Friday, May 15	Last Day for Students; Dismiss at 11:30 a.m. – <b>Pending Unused Emergency Days</b>
Monday, May 18	Teachers' Institute Day – <b>Pending Unused Emergency Days</b>
May 19 – June 1	<b>Emergency Days</b>
Monday, May 25	Legal Holiday – No School (Memorial Day)



**EASTLAND SCHOOLS STAFF/ADMINISTRATION**  
**Jr/Sr High School**

<b>Name</b>	<b>Department</b>	<b>E-mail Address</b>
Ms. Blackmore	JH/HS Math	hblackmore@eastland308.com
Ms. Brinker	HS Soc. St.	nbrinker@eastland308.com
Mrs. Burkholder	JH/HS Principal	mburkholder@eastland308.com
Ms. Cox	Media Specialist/Instructional Tech	ecox@eastland308.com
Mrs. Dahlman	HS Spanish / JH Soc. St.	kdahlman@eastland308.com
Ms. Davidson	HS Science	hdavidson@eastland308.com
Mr. Dertz	Soc. St. / PE Summer Driver Education	cdertz@eastland308.com
Mrs. Dertz	JH Science	bdertz@eastland308.com
Mr. Dunlap	JH/HS P.E.	tdunlap@eastland308.com
Mr. Ehlers	JH/HS Soc. St.	jehlers@eastland308.com
Mrs. Feltmeyer	JH/HS Ag	cfeltmeyer@eastland308.com
Mrs. J. Fink	JH/HS Business/Computers	jfink@eastland308.com
Mrs. R. Fink	HS Math	rfink@eastland308.com
Mr. Haan	Dist. Technology Director	ehaan@eastland308.com
Mrs. Hansberry	JH/HS Special Education	vhansberry@eastland308.com
Mr. Hartman	JH/HS Athletic Director/ Dean	shartman@eastland308.com
Mrs. Haverland	HS FACS/Aide	khaverland@eastland308.com
Mrs. Henze	JH/HS P.E. / Health	chenze@eastland308.com
Mrs. Kniss	Asst. to Principal	nkniss@eastland308.com
Mrs. Lamoreux	JH English	slamoreux@eastland308.com
Mrs. Law	Athletic and Attendance Assistant	mlaw@eastland308.com
Mrs. Ludwig	6th Grade	aludwig@eastland308.com
Mr. McLain	JH/HS English	wmclain@eastland308.com
Mrs. McLain	Food Service Director	mmclain@eastland308.com
Mr. McNutt	6 <sup>th</sup> Grade	jmcnutt@eastland308.com
Mrs. Norton	HS English	anorton@eastland308.com
Mrs. Pilgrim	JH/HS Counselor	apilgrim@eastland308.com
Mr. Prowant	Director of Operations	johnprowant@eastland308.com
Mrs. Scobee	JH/HS Special Education	kscobee@eastland308.com
Mrs. Spears	HS Math	sspears@eastland308.com
Mrs. Stoner	HS Science	sstoner@eastland308.com
Mrs. Swart	JH/HS Band and HS Choir	sswart@eastland308.com
Mrs. Todd	JH/HS Art	rtodd@eastland308.com
Mrs. Whitehead	JH Choir and General Music	kwhitehead@eastland308.com

## Elementary School

<b>Mrs. Adolph</b>	<b>District Payroll and HR</b>	<b>dadolph@eastland308.com</b>
<b>Mrs. Bamberg</b>	<b>2nd grade</b>	<b>sbamberg@eastland308.com</b>
<b>Mrs. Becker</b>	<b>District Nurse</b>	<b>bbecker@eastland308.com</b>
<b>Mrs. K. Blair</b>	<b>2nd grade</b>	<b>kblair@eastland308.com</b>
<b>Ms. T. Blair</b>	<b>5th grade</b>	<b>tblair@eastland308.com</b>
<b>Ms. Busch</b>	<b>Special Education</b>	<b>abusch@eastland308.com</b>
<b>Mrs. Byers</b>	<b>Secretary</b>	<b>lbyers@eastland308.com</b>
<b>Mrs. Dickman</b>	<b>Early Step Preschool</b>	<b>tdickman@eastland308.com</b>
<b>Ms. Eich</b>	<b>3<sup>rd</sup> Grade</b>	<b>keich@eastland308.com</b>
<b>Mr. Erbsen</b>	<b>1st grade</b>	<b>cerbsen@eastland308.com</b>
<b>Ms. Freidag</b>	<b>Secretary</b>	<b>bfreidag@eastland308.com</b>
<b>Ms. Guerra</b>	<b>Art/Keyboarding</b>	<b>oguerra@eastland308.com</b>
<b>Ms. Hansen</b>	<b>Special Education/Interventions</b>	<b>whansen@eastland308.com</b>
<b>Mrs. Hartman</b>	<b>Dist. Bookkeeper Asst. to Superintendent</b>	<b>mhartman@eastland308.com</b>
<b>Mrs. Hasken</b>	<b>4th grade</b>	<b>chasken@eastland308.com</b>
<b>Mrs. Hayden</b>	<b>Kindergarten</b>	<b>mhayden@eastland308.com</b>
<b>Mrs. Heeren</b>	<b>1st Grade</b>	<b>kheeren@eastland308.com</b>
<b>Mrs. Horn</b>	<b>Speech/Language</b>	<b>shorn@eastland308.com</b>
<b>Mrs. Huber</b>	<b>1st Grade</b>	<b>chuber@eastland308.com</b>
<b>Ms. Johnson</b>	<b>Kindergarten</b>	<b>mjohnson@eastland308.com</b>
<b>Mr. Kashner</b>	<b>Superintendent</b>	<b>akashner@eastland308.com</b>
<b>Mrs. Nielsen</b>	<b>Kindergarten</b>	<b>rnielsen@eastland308.com</b>
<b>Mrs. Mahoney</b>	<b>Principal</b>	<b>amahoney@eastland308.com</b>
<b>Ms. Pierce</b>	<b>3rd grade</b>	<b>kpierce@eastland308.com</b>
<b>Mrs. Prowant</b>	<b>Counselor</b>	<b>jprowant@eastland308.com</b>
<b>Mrs. Roethe</b>	<b>4th grade</b>	<b>rroethe@eastland308.com</b>
<b>Mrs. Snyder</b>	<b>Interventions</b>	<b>asnyder@eastland308.com</b>
<b>Mrs. Thurman</b>	<b>5th Grade</b>	<b>kthurman@eastland308.com</b>
<b>Mrs. Whitehead</b>	<b>Elementary Music</b>	<b>kwhitehead@eastland308.com</b>
<b>Mrs. Wilkinson</b>	<b>2nd Grade</b>	<b>bwilkinson@eastland308.com</b>
<b>Mr. Willey</b>	<b>Asst. Technology Director</b>	<b>rwilley@eastland308.com</b>
<b>Mrs. Woessner</b>	<b>Librarian</b>	<b>lwoessner@eastland308.com</b>
<b>Mr. Zuberbuhler</b>	<b>5th Grade</b>	<b>wzuberbuhler@eastland308.com</b>
<b>Mr. Zumdahl</b>	<b>P.E.</b>	<b>tzumdahl@eastland308.com</b>

## District Vision

Learning is paramount at Eastland, where students are provided the foundation for a happy, healthy, and successful life through the development of competencies . . .

### **CORE COMPETENCIES**

to **read, write, speak,** and **listen** effectively  
to **apply math and science skills** to solve problems

### **SUPPLEMENTAL COMPETENCIES**

to **reference history and civics**  
to **use technology** to communicate and solve problems  
to live a life of **mental and physical wellness**

### **SOCIAL-CULTURAL COMPETENCIES**

to **lead** ethically  
to communicate **civily**  
to act **confidently**  
to **collaborate** effectively  
to **think** creatively  
to **work** productively and  
to **contribute personally** to a better school, community, and world.

# Section II

## Parental Procedures

## **PARENT AND STUDENT RESPONSIBILITIES AND RIGHTS**

Parents have the responsibility to:

1. ensure their student complies with attendance rules and procedures.
2. support disciplinary actions taken in the best interest of the student.
3. plan time and space for homework completion and provide necessary supervision.
4. talk with their student about school activities and expected behavior.
5. respect the teacher's authority and accountability for making decisions in the best interest of every student.
6. instill in the student respect for the law, including the rights of others.

Parents have the right to:

1. an explanation of the basis for any conduct mark given by the teacher.
2. request and be granted a conference with the teacher and/or the principal.
3. know that the disruptive action of a few will not interfere with the opportunity of the majority for academic and social growth.
4. reasonable access to all school records pertaining to their child (subject to State statute).
5. share in their child's right to due process in matters of pertaining to school discipline.
6. notification of their child's serious or repeated violation of school rules and regulations.

Students have the responsibility to:

1. know and act in accordance with school rules.
2. act in accordance with city, state, and federal laws.
3. respect the individual rights and property of fellow students and school personnel.
4. refrain from using abusive language, verbal and written.
5. dress appropriately and practice habits of personal cleanliness.
6. be punctual and regular in their attendance at school.
7. not disrupt the educational process.
8. respect authority both in school and at school-sponsored activities.
9. respect school and community property.
10. act responsibly and contribute to a positive learning climate.
11. make sufficient effort to improve performance upon notice of unsatisfactory progress.

Students have the right to:

1. a written discipline policy.
2. an explanation of the basis for any conduct marks given.
3. be disciplined in a humane and appropriate manner.
4. dress and groom themselves according to their personal taste as long as such dress and grooming do not present health/safety hazards or disrupt the educational process.
5. due process in matters of disciplinary action.
6. a formal due process hearing before a hearing officer when recommended for suspension or expulsion.

**REGISTRATION AND ENROLLMENT**

State law requires that parents register students for school annually. No students are considered to be enrolled until their parents/guardians have completed the registration process. Parents can register their children for school during one-site registration conducted annually, or in the case of transfer students, in the office of the Eastland school into which their child(ren) will be transferring. If parents are not able to attend on the date of one-site registration, they will need to register each of their students in the building which he/she will attend. No student can register himself/herself. No student can attend classes until the registration process has been completed.

**REGISTRATION FEE**

**Instructional Material Fees for 2019-2020**

Kindergarten.....	\$37.50
Grades 1 & 2.....	\$42.50
Grades 3-8.....	\$47.50
Grades 9-12.....	\$55.00

The Board of Education may waive instructional fees for students whose parents are unable to pay. A waiver form for these fees must be picked up from the Superintendent’s office and returned for approval.

Dates and requirements for one-site registration are published annually in the Prairie Advocate. If you have questions, please contact the District Office at (815) 493-6301.

**SECURITY SYSTEM PROCEDURES**

For security purposes, all exterior doors to the school buildings are locked after the start of the instructional day. Visitors during the day will need to buzz into the office using the exterior intercom to identify themselves. A camera system allows district personnel to see visitors before admitting them into the building.

**VIDEO AND/OR AUDIO MONITORING SYSTEM**

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

**VISITING SCHOOL**

Parents and other adults are invited to visit school. For the security of our students and staff, students are not to invite friends to school without prior approval by the Principal. All visitors will report to the school office where they will sign in and receive a visitor’s badge. If visitors intend to stay for lunch, please call

the school by 8:30 a.m. so that the cafeteria staff can plan for additional meals.

If you wish to talk to the teacher or Principal, please call for an appointment. Teachers and administrators have responsibilities and are not always available on a moment's notice.

### **EASTLAND SCHOOL DISTRICT VISITOR PROTOCOL**

- Visitors will be asked at the door to state their name and business here; after being admitted into the building, they are required to report first to the office to sign in.
- Upon signing in at the office, they will receive a lanyard with a visitor pass.
- The visitor will be asked to wear the lanyard throughout his/her stay.
- Upon seeing a visitor in the building, staff are expected to look for the lanyard with the pass in it.
- **If a visitor isn't wearing a lanyard, the staff person should re-direct him/her to the building office to get a visitor lanyard.**
- If the visitor refuses to go or says, "I'm just dropping something off", he/she should be reported to the office immediately. Administration will then find the visitor in the building to let them know of the protocol.
- A follow up letter will be sent to the person who refused to go to the office upon a staff member requesting.

### **VISITORS DURING LUNCH AND FORMER STUDENTS**

- Recent graduates and/or former students **MUST** report to the office and follow the correct protocol during school hours.
- Only parent(s), grandparent(s), or guardian(s) will be allowed to come in and eat lunch with their student(s) and they must still follow the visitor protocol listed above. Siblings will be allowed to eat lunch with a student(s) only if accompanied by the parent(s)/guardian(s).
- Former students wishing to visit a teacher/staff member must follow the visitor protocol listed above and visit the staff member before school, after school, or during their prep time.
- Students from other districts will not be allowed to visit during the school day.

### **SCHOOL VISITATION RIGHTS**

The School Visitation Rights Act permits employed parents/guardians who are unable to meet with educators because of a work conflict the right to time off from work to attend necessary educational or behavioral conferences at their child's school.

### **SCHOOL VOLUNTEERS**

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents and will ensure that volunteers complete and submit the Volunteer Information Form to the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## **REQUIRED PHYSICALS, EXAMS AND IMMUNIZATIONS**

All school physicals are due on the first day of school. The School Code of Illinois requires preschool, kindergarten, sixth, and ninth grade students to have a physical examination. Immunizations must be current according to state requirements. All 6<sup>th</sup> through 12<sup>th</sup> grade students need Tdap immunizations.

All students participating in any interscholastic sports or cheerleading are expected to have completed similar examinations before the first practice. Forms for this purpose may be obtained from any school office.

- Students entering K, 2nd, 6th and 9th grades are required to have dental exams.
- K students are required to have a vision exam.
- K, 6th, and 9th grade students are required to have diabetes screening on their physicals.
- 6th and 12th grade students are required to have the meningococcal conjugate vaccination (MCV)
- Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

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

### **Dental Examination**

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

## **HEALTH POLICIES**

We strive always to promote the health and safety of your children attending Eastland schools. If your child becomes sick or injured while at school, we will attempt to contact you immediately. If your address, telephone number, place of employment, etc. changes, please notify the school so the records are current.

The following are accepted as our routine practices:

Pupils should be excluded from school if they show symptoms of:

- a. fever above 99.8. (\*Must be fever-free for 24 hours WITHOUT medication before returning)
- b. vomiting or diarrhea (\*24 hours must pass after last episode before returning)



- c. painful / draining ears
- d. persistent headache
- e. persistent abdominal pain
- f. lice (\*until treated)
- g. ringworm (\*until treated)
- h. severe congestion, cough, sinus infection or sore throat
- i. undiagnosed rash
- j. “pink eye” (\*must be on antibiotic drops for 24 hours before returning)
- k. any illness / rash / wound that is contagious and can be spread to others.

Any injury or sickness incurred at home must be referred to your physician. We are unable to accept the responsibility for the treatment of such cases at the school.

The nurse may reinforce but not change a dressing applied by a physician unless requested to do so by the doctor.

A note from your doctor will be necessary for extended absences from class.

#### 5. Medication:

Students should not take medication during school hours or during school-related activities unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child. No school district employee shall administer to any student any prescription or non-prescription medication until a completed and signed “School Medication Authorization Form” is submitted by the student’s parent/guardian. Notice of this policy will be provided to parents and students within 15 days of the beginning of the school year or within 15 days after student transfers to the district. No students shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy. Two exceptions are that a student may possess medication prescribed for asthma or an epinephrine injector (EpiPen®) for immediate use at the student’s discretion, provided the student’s physician and parent/guardian have completed and signed a School Medication Authorization Form. Nothing in this policy shall prohibit any school employees from providing emergency assistance to students, including administering medication. If, for any reason, you would like to discuss a problem with the nurse, please feel free to phone the school. A student may possess an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student’s parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine injector and/or asthma inhaler, or the storage of any medication by school personnel.

#### 6. Vision:

Vision screening will be done, as mandated, for the following children: preschool, K, 1, 2, 3, 5, 8, special education, transfer students from out-of-state, and teacher referrals during the school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve (12) months and that evaluation is on file at the school. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

7. A note from a parent may excuse a physical education student for 1 day only. If a doctor's note reads "excused until further evaluated," the physical education student must see a doctor within 2 weeks of the initial note.

### CONCUSSION POLICY

A student must be removed from interscholastic athletic practices or competition immediately if a coach, physician, game official, athletic trainer, parent/guardian, student, or other person deemed appropriate under the school's return to play protocol believes that the student may have suffered a concussion.

- A student removed from competition or practice due to a possible concussion **may not** practice or play until the student has been evaluated by a licensed physician or an athletic trainer working under the supervision of a physician, and it has been determined that:
  1. the student can safely return to learn and/or play through the protocols listed below or;
  2. the student did not suffer a concussion and may return to school/athletics as normal.
- If a licensed physician or an athletic trainer working under the supervision of a physician determines a student has a concussion the following must be completed:
  1. The student's parent/guardian signs the IHSA Post-concussion Consent Form (RTP/RTL)
  2. Return to learn protocol
  3. Return to play protocol

A student **WILL NOT** be able to compete until he/she has completed all requirements of the school's return to learn and return to play protocols as documented by the principal.

### STUDENTS WITH FOOD ALLERGIES

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

If your student has a **life-threatening allergy or life-threatening chronic illness**, please notify your student's building principal. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### CARE OF STUDENTS WITH DIABETES

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

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or

- contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
  - d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

### STUDENT INSURANCE

Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, he/she will be given a claim form from the office. This form must be completed by his/her parents and presented to the doctor or hospital. The school merely acts as an intermediary in supplying information about the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

### NOTICE TO PARENTS OF EASTLAND DISTRICT #308 STUDENT RECORDS

Each student will have two files at Eastland District #308. The first file will be the student permanent record. This file consists of basic identifying information and academic transcript, including grades, class rank, college entrance test scores, attendance record and other basic information. The permanent record shall be kept for at least sixty (60) years after graduation or withdrawal. The permanent record is kept in the school office.

The second file kept on a student is the temporary record and is kept by the Principals or guidance counselor. The student's temporary record consists of all information not required to be in the student permanent record, including family background information, test scores, psychological evaluations, health records, teacher anecdotal records and disciplinary information. The temporary record will be destroyed entirely within six years after graduation or withdrawal.

Eastland Community Schools comply with the public law commonly referred to as the Family Educational Rights and Privacy Act of 1974 and the Ill. Rev. Stat., 1985.

**Note:**

**Student directory information (consisting of student name, parent/guardian name, address, and home phone number) will be released without prior consent unless the parent or eligible student has notified the school district on or before October 1 of the current school year that he/she does not want the information released. For further information, contact the Superintendent's office.**

### WEB-BASED SERVICES

Parents of students in grades K-12 can access student information via the Internet through the Skyward software used by the Eastland Schools. The program can be accessed through a link on the district website located at [www.eastland308.com](http://www.eastland308.com).

By clicking on the "Parent Info" icon, parents can access student demographic information, grade books, transcripts, attendance, meal account, and disciplinary information. This information is secure, and can only be accessed by those who have the correct password. Parents will receive their password for accessing information on their students, but if you ever lose that information, you can contact the building office of the school your student attends.

## STUDENT ATTENDANCE

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

It is imperative that students attend school regularly. Students, parents, teachers, and administrators will strive together to maximize student contact time with highly qualified teachers. A joint effort in this regard will reinforce not only academic achievement, but also, the habits valued by employers in the workplace.

### Excused Absences:

- illness
- doctor / dentist appointment
- college visits (junior and seniors only)
- court appearances
- Circumstances that cause reasonable concern for the student's mental, emotional or physical health or safety
- death / illness of immediate family
- observance of a religious holiday
- emergencies approved by administration
- playing TAPS at a military observation

Students will be required to provide documentation for verification of all excused absences except for those related to illness.

Each semester, after three (3) consecutive days, or five (5) aggregate days of absence due to illness, the student will be required to provide a note signed by a physician.

**Students must be in attendance by 11:10 am to participate in after-school practices, games, or activities. If a student is absent from school due to illness or unexcused absence they will not be allowed to attend any extra-curricular events that evening.**

### Procedures for Reporting Student Absence

A function of school is to reinforce the value of being on time for school and classes. The Illinois School Code treats tardiness the same as truancy: any students who are habitually tardy to school or classes can be subject to suspension from school.

Parents are expected to discuss the following policies with their children so that they are both aware of what is expected when students must be absent or leave school early.

1. Due to the increase of child abductions throughout the nation, the State Board of Education has mandated that school districts make an effort to contact parents in grades K-8 if their child is

absent from school without prior notification.

- a. If their student will be absent from school on a given day, parents are to call their child's school (Elementary 815-864-2300 or Jr. /Sr. High School 815-493-6341) by **8:15 a.m.** and leave a message. The school has a telephone message recorder for convenience for anyone who calls before staff on site to answer phones. Callers will be requested to give the following information: parent's name, student's name, and reason for the absence. In the event that the absence is due to illness, additional questions about the student's symptoms may be asked for the purpose of tracking and reporting to the county health department. Parents will be reminded to send a note (signed and dated) when the student returns to school.
  - b. If a call is not received at school and a student is absent, a call will be made to the parent's home **or place of work** within two (2) hours of the start of the school day to verify the reason for the absence.
2. Whenever a student needs to be dismissed from school early, a written notification or telephone call will be required before the student will be dismissed. Excuses will be accepted at the discretion of the administration.
  3. When a student becomes ill during school, the nurse, or other designated person, will make arrangements for the child to be picked up from school by a parent, guardian, or emergency contact person. Parent permission must be given for a student to be able to drive him/herself home.
  4. **Anyone leaving school early must sign out at the office and be cleared to leave.**
  5. **Any students PreK-6<sup>th</sup> grade arriving late to school (after 8:10 a.m.) must have a parent, guardian, or other designated person sign them in at the office before going to class.**

### **Tardiness**

If parent knows in advance that his/her student will be late to school, he/she should call the school office. Students must report to the office upon their arrival at school to be admitted to class.

### **Tardies Between Classes**

When a student is tardy to class or learning lab three times per quarter a warning letter will be sent home. The fifth tardy per quarter will result in an extended detention (from 3:15 – 5:45).

### **Sign-Out Procedure**

A student is not to leave the building during the school day unless he/she has a note from home, phone call from home, or has received permission from the office to leave.

### **Permission to Leave the Building**

If a student is to leave during the school day for a doctor or dentist appointment, a note or phone call must be received from the parent before the student can be signed out in the office. Failure to follow this

procedure will result in an unexcused absence from school. If a student becomes ill during school time and wishes to go home, the parent must pick up the student, or give verbal permission to the office secretary over the phone to allow the student to drive his/her vehicle home.

Parents will note that these rules are for the protection and safety of your children, not to pose difficulties. Parents will discuss and support them with their children.

### **Other Excused Absences**

District #308 administrators have the discretion to excuse other student absences as follows:

- Absences for family outings or trips (students must be with their parents/guardians)
- Absences for other family / organizational commitments (ex. 4-H Fair, County Fairs)
- Absences for college visits or military testing (juniors / seniors only)

Decisions to excuse these absences will depend on:

1. the absence being pre-arranged by the student's parent(s)/guardian(s) (at least five days in advance)
2. the absence being pre-approved by the student's teacher and building principal (for one of the reasons listed above)
3. the absence **not occurring during a state academic testing period**
4. the aggregate number of "other excused absences" not exceeding five (5) for the year.

To request permission to be absent for a reason considered an "other excused absence," a parent/guardian and the student will complete a pre-approval form at least five (5) days in advance and submit it to the building principal. The principal will approve or deny the request, and the student will be responsible for making arrangements with teachers for completing the work he/she will miss.

### **Procedures for "Other Excused Absences" in excess of 5 days:**

For students who miss in excess of five (5) days of school due to family outings, vacations, college visits, or military testing, the student will be given all make-up work for the first five days of excused absence provided the absence is pre-arranged and pre-approved with the building principal.

### **Unexcused Absences**

Absences for any other reason, or absences not pre-approved by the building principal, will be considered "unexcused." These absences include, but are not limited to:

- |                 |                          |                       |
|-----------------|--------------------------|-----------------------|
| missing the bus | employment               | shopping              |
| babysitting     | birthdays                | hair appointments     |
| oversleeping    | car trouble              | photographer sessions |
|                 | obtaining driver license |                       |

### **Consequences for Unexcused Absences**

1. Students will serve an extended detention for each day of unexcused absence as described below: Students will receive a regular detention for unexcused absences that are a partial day.

3:10-4:10	60 minutes	Eastland Elementary
3:15-5:45	2.5 hours	Eastland Jr. / Sr. High School

2. In addition, the absence will be reported as “unexcused” in the student’s attendance record. Students with multiple unexcused absences will be referred to the County Truancy Officer. Truancy from school is a violation of state law.

### **CARROLL COUNTY TRUANCY PROTOCOL**

Truancy from school is one of the precursors of students dropping out of school. In 2008, the Eastland Board of Education approved as policy the Carroll County Truancy Protocol. The purpose of the protocol is to establish uniform expectations and procedures for compulsory student attendance at Carroll County schools.

The protocol works to improve communication between various agencies, and ensures swift and consistent enforcement for students and parents who are not compliant as follows:

1. On a student’s second unexcused absence, the building principal will notify the Regional Office of Education (ROE). A truancy specialist will initiate interventions with the student, and his/her parents or guardians.
2. Upon a third unexcused absence, the principal will file a First Notice of Noncompliance with the ROE.
3. Continued unexcused absences will result in the ROE notifying the Carroll County State’s Attorney’s Office. The States Attorney will have the authority to file a complaint against the parent or guardian, or the ROE may conduct a truancy hearing. If the student is determined to be truant, the ROE has authority to require the student to perform 20-40 hours of public service over a 90 day period.
4. If truancy persists, either the ROE or the States Attorney will make a complaint against the parent or guardian, with an adjudicatory hearing to be held within 10 days. A finding must be acted upon within 30 days.

### **REQUESTING MAKE-UP WORK**

When parents call the school to report an absence, they may make arrangements to pick up homework after school or to have a sibling pick it up. Students in grades 4-12 can receive their homework via email or on Schoology. Students will need to make arrangements with their teacher for turning in make-up work.

A homework request made late in the day can cause disruption of teaching. When their student is absent, parents are asked to request homework before noon. Otherwise, they are asked to wait until their child returns to school to request any missed work.

## **STUDENT DROP OFF AND PICK UP**

- Students on regular routes will receive a mailing in mid-August with information on their pick-up and drop-off times.
- Students who reside in Lanark or Shannon and attend school in the other town will be provided shuttle bus service to EES or EJSHS every morning and back to Lanark or Shannon after school. Students can access these shuttle buses in two ways:

Option 1: From in-town bus stops. **ONLY K-6 students will be allowed to use the in-town bus stops.** Below are the in-town bus stops:

### **LANARK IN-TOWN BUS STOPS**

West Lanark Ave. / West Pearl St.  
West Lanark Ave. / West Locust St.  
West Lanark Ave. / Hanabarger St.  
South School St. / East Franklin St.  
East Lanark Ave. / East Pearl St.  
West Claremont St. / North Boyd St. (Lanark City Park)  
East Leland St. / North Broad St.  
West Dame St. / North Broad St.

### **SHANNON IN-TOWN BUS STOPS**

East Badger St. / South Linn St.  
West Badger St. / South Walnut St.  
Shannon Route / Sunset Ct.

Option 2: From Eastland Jr./Sr. High School in Lanark. K-6 students can walk to school, or parents can drop students off between 7:30 and 7:40 a.m. From the school they can board the shuttle bus. Parents dropping off students should use the south lot entrance from Rt. 64, exiting through the north lot to Broad St. Students will be provided bus service back to Lanark from Shannon after school.

-OR-

From Eastland Elementary in Shannon: Grades 7-12 students who reside in Shannon can walk to EES, or parents can drop students off between 7:30 and 7:40 a.m. From the school they can board the shuttle bus. Parent dropping off students should use the north parking lot on Chestnut St. **Through traffic on Chestnut St. will not be allowed during this time.** Students will be provided bus service back to Shannon from Lanark after school.

**\*NOTE: Drop-off times will need to be adjusted on early-out days.**

## **EMERGENCY CLOSING OF SCHOOL**

Whenever snowstorms, bad roads or other emergencies make it necessary to cancel school for the day, students and parents will be notified via phone call through the SchoolReach Instant Message system as soon as a decision has been made to close. This decision will be made no later than 6:00 a.m. The information will also be reported on the district website at [www.eastland308.com](http://www.eastland308.com) and through the following media outlets:



WCCI - Savanna	100.3 FM	WFPS/WFRL - Freeport	92.1 FM
WSDR – Sterling	1240 AM	WXXQ/WZOK/WROK - Rockford	98.6 FM
KWQC TV - Davenport	TV 6	WREX - Rockford	TV 13
Newschannel 17 – Rockford	TV 17	WIFR- Rockford	TV 23
WLLT - Polo	107.7 FM	WQAD - Moline	TV 8

In case school is dismissed early or it is necessary to delay the running of buses due to inclement weather, the information will be broadcast in the same manner. Parents should have a plan whereby their child may stay at a neighbor’s home if the parents are not home on such a day. Early dismissal could come about because of bad weather, tornado warning, hot weather, boiler failure, etc.

### ACADEMIC ASSISTANCE

All students learn in different ways and at different rates. It is the goal of the Eastland Schools to teach all students so that they can acquire the competencies identified in the District Vision.

The administrators, teachers, and teachers’ aides are committed to teaching all students their fullest potential. Student progress in reading, math, and social-emotional development will be monitored regularly to identify areas of strength and areas for growth. We will evaluate not only whether students are learning, but also, their rate of learning in relation to their same age peers. We will develop plans to provide targeted assistance to students who are struggling, or whose rate of learning is causing them to fall significantly behind their peers. These interventions will be designed to supplement and reinforce the reading, math, or behavioral instruction that they are receiving with their classmates.

In most cases, these interventions will be sufficient to help students keep pace with their classmates. When they are not, conferences will be arranged with parents to discuss issues that are arising.

Parents are encouraged to monitor student progress as well. When they have concerns, parents are encouraged to take the following steps in seeking assistance:

- STEP 1**      Contact the classroom teacher.
  
- STEP 2**      With the help of the classroom teacher, provide extra practice and reinforcement of skills at home, or through a non-school tutoring program.
  
- STEP 3**      If you are still concerned, ask whether a Student Assistance Plan has been developed. (Remember that Student Assistance Plans are reserved for students who are significantly behind grade level in reading/math/or behavior).
  
- STEP 4**      If a Student Assistance Plan has been implemented, evaluated, and modified, and progress continues to fall below expected levels of performance, contact the classroom teacher about referring your student for a psycho-social evaluation conducted by the school psychologist and social worker.

## **ENGLISH LANGUAGE LEARNERS**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Superintendent Hansen at (815) 493-6301.

## **STUDENT SUPPORT SERVICES**

The school counselors are available to help students and families identify and address social-emotional and/or environmental issues that may be interfering with the educational process. Working with students, parents/guardians, teachers, administrators, and community based resources, the counselors help implement strategies that promote students' positive school adjustment. These strategies may include:

- Individual Counseling or Group Counseling
- Behavior Intervention Support
- Academic monitoring, Standardized Assessment, and Educational Planning

The school counselors also provide Character Education Programming aimed to help students improve their social skills, gain a positive self-concept, and make appropriate decisions. This programming includes whole class, small group, or individual instruction of students as an extension of the classroom guidance lessons to further promote academic and social-emotional success.

## **APPEAL OR COMPLAINT PROCEDURES (CHAIN OF COMMAND)**

To resolve a concern or to have your questions answered, please follow the step-by-step procedure outlined below.

### **STEP 1 CONTACT THE TEACHER, COACH, OR SPONSOR**

If parents have questions regarding rules, the progress of their child, the conduct of their child in the classroom, or a complaint, they are asked to talk directly with their child's teacher, coach, or sponsor. They can do this by calling the school's office at 815-493-6341 (Jr./Sr. High School), or 815-864-2300 (Elementary School), to make an appointment.

### **STEP 2 CONTACT THE BUILDING PRINCIPAL**

If parents have a question regarding building procedures, or a question that they were unable to resolve with the teacher, coach, or sponsor, they should contact their child's building Principal at (815) 493-6341

(Mrs. Burkholder, Jr./Sr. High School), or (815) 864-2300 (Mrs. Mahoney, Eastland Elementary School).

### **STEP 3 CONTACT THE SUPERINTENDENT**

If parents have a concern that they were unable to resolve in Step 1 or Step 2, or questions regarding the overall Eastland School District, they should contact the Superintendent (Dr. Hansen) at 815-493-6301.

### **STEP 4 CONTACT THE BOARD OF EDUCATION**

The school district is governed by a seven (7) member board that establishes the operational policies for the district. If parents have concerns that they were unable to resolve in Steps 1, 2 or 3, or a question or issue which they feel should be brought to the attention of the Board, they should contact the Superintendent (Dr. Hansen) to make arrangements to address the Board members at their next regular meeting.

### **FEES, FINES, AND CHARGES / WAIVER OF STUDENT FEES**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

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

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

Within 30 days, the district will notify the parent/guardian if the fee waiver request has been approved or denied, along with the appropriate appeal process. Parents who have questions regarding the fee waiver process may contact the building office where their student attends.

## **HOT LUNCH PROGRAM**

The schools make available to all students a hot breakfast and lunch program. Fees for meals are as follows:

	<u><b>Breakfast</b></u>	<u><b>Lunch</b></u>
K-2	\$1.40	\$2.40
Gr 3-5	\$1.40	\$2.60
Gr 6-12	\$1.90	\$2.70
Adult	\$2.20	\$3.10

A la carte items may be purchased for an additional fee:

Entre - \$1.50	Milk - \$.50	Vegetable - \$1.00	Fruit \$1.00
Chips - \$.75	Un crustable - \$1.00	Water - \$1.00	Whole Grain Treat \$.75

The goal is that all students will take advantage of these programs. Students who bring their own lunches are required to go to the cafeteria. Soft drinks or other caffeinated beverages are not allowed to be part of a student lunch. No food is to be taken out of the cafeteria unless permission is granted by the administration.

### **MEAL ACCOUNT STANDARD PROCEDURE**

The Eastland School District #308 operates with a closed campus during the noon hour, which means that all students are required to remain at school unless given special permission to leave by parents and administrators.

Eastland operates its Skyward meal program according to the following guidelines and protocols:

When a parent/guardian makes a deposit in a student's Skyward meal account...

- Cash or a check payable to Eastland Schools will be sent to school with the student (Please include your student's name, homeroom, and amount paid on the check or envelope.)
- Online payments will be made using RevTrak which is accessible under the parent tab on the website or in the food service section on Skyward.
- It is preferred that payments will be received between 7:40 – 10:30 AM.
- A parent can pay for multiple children in one payment at any school office
- If cash is paid, the total amount will go into the child's account. No exchange of cash will take place.
- If they prefer, parents can mail a check to their child's school office.

A student will need to have money in his/her Skyward meal account if he/she . . .

- brings a sack lunch and would like to purchase milk
- would like to purchase an extra milk, entrée or ala carte item

If a student does not have money deposited in his/her Skyward meal account, he/she . . .

- will not be allowed to make any purchases
- will be served a cheese sandwich, fresh fruit and milk in lieu of a standard lunch at a cost of \$.75

per day.

Parents will be informed of their students' Skyward meal balances periodically as follows:

- Students will be notified when their account falls below \$5.00 in the form of a note – The note will be sent home with student in grades K-6
- An email will be automatically generated and sent to parents when the balance is \$5.00 or less.
- Parents need to request email notifications as part of the Skyward registration process.

Visitors wishing to purchase school meals will . . .

- check in at the office
- make payment and receive a temporary ID card

When a student has a balance in his/her Skyward account at the end of the school year...

- that balance may be transferred from child to child, year to year, and/or building to building
- refunds will be issued only upon graduation or transfer to another district

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack

### **LUNCHES BROUGHT FROM HOME**

Students may not bring soft drinks or other caffeinated beverages to school as part of their school lunches. Lunches brought from home should comply with the nutritional standards of school lunches.

# Section III

## Security Procedures

## **SAFETY DRILLS**

In accordance with state law and local practices, Eastland staff and students will regularly participate in safety drills. The purpose of these drills will be to review procedures to be taken in the event of a school emergency. These drills will cover the following:

1. Fire drills
2. Tornado drills
3. Shelter-in-place drills

The goals of the drills will be to prepare students and staff to take appropriate action in the event of a crisis. Teachers also review and rehearse for crises during institute and in-service days, when students are not in attendance. Fire and police departments, and first responders, will occasionally speak to students regarding their roles in the event of a crisis. Each school building has a safety plan that is reviewed annually by the safety committee.

## **FIRE REGULATIONS**

All staff and students are to become familiar with fire drill procedures. Everyone must leave the building immediately upon hearing the alarm. Go directly to the designated areas.

1. Everyone should follow the exit directions that are posted in each room. No talking, pushing, or running.
2. Students who are not with their regular scheduled class when the alarm is sounded should leave the building and join their class.
3. Return to the building when told to do so.

## **TORNADO DRILLS**

Tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the classroom by the prescribed route as quickly as possible.

## **RAPID EMERGENCY RESPONSE SYSTEM/ BUILDING LOCK DOWN**

Eastland buildings have been equipped with a Rapid Emergency Response System (RERS) that is specifically designed to speed the response times of law enforcement/first responders and notify building occupants when life-threatening incidents occur within a school. Similar to a standard "fire alarm," occupants can activate a BluePoint pull station and instantly notify police of an emergency situation to expedite a rapid response. It also communicates internally to initiate emergency management protocols that are proven to save lives in times of chaos and crisis. When a station is activated, staff and students are trained to close and secure all classrooms and initiate intruder procedures as outlined in the District Crisis Plan.

## **DESIGNATED SAFE PLACES**

In the event of a building evacuation, all students will be evacuated to a “safe place” designated in the District Crisis Plan. Parents will be notified by Skylert, and will be instructed as to the location and the sign-out procedures upon their arrival at the “safe place”.

## **BACKPACKS**

Students are allowed to use backpacks to carry books and school materials to and from school. In grades PreK – 5, students will hang their backpacks in the designated area during the school day. In grades 6-12 students will be allowed to carry one (1) school-provided backpack for materials and their laptop computer.

## **LOCKERS**

Lockers are provided for the use of students but remain the property of the District. Students need to maintain a clean and orderly locker. Food should only be stored in a student’s locker for the day it will be consumed. Students are not to store any substances or objects that are prohibited or that constitute a threat to health, safety, or welfare of the occupants of the building or the building itself.

Parents/Guardians and students should be aware that:

1. The school keeps records of every locker number and locker combination.
2. The school assumes no responsibility for loss of student’s personal property.
3. Random locker and backpack searches can be conducted periodically throughout the year either by the District administration or in conjunction with local law enforcement.
4. District administration can search lockers without warning when there is a suspicion that a locker, book bag, or personal bag may contain objects that violate Illinois School Code and/or Board Policy.

Academic Lockers:

1. Locks will be provided for all 6<sup>th</sup>-12<sup>th</sup> grade lockers upon request in the office, free of charge. At the end of the year the locks will be collected. If a student loses a lock the cost will be \$5.00.
2. Sharing lockers or switching lockers is prohibited.
3. Any damage to a locker needs to be reported immediately to the office.

Physical Education Lockers:

1. Locks will be provided for all 6<sup>th</sup>-12<sup>th</sup> grade students and lockers MUST be locked at all times.
2. Sharing lockers or switching lockers is prohibited.
3. Using other students lockers, taking things out of other students’ lockers, or attempting to defile lockers will result in disciplinary action.

## **CARE OF INSTRUCTIONAL OF SCHOOL PROPERTY**

Each student is responsible for the care of computers, textbooks, library books, desks and any other school property which is used by the student. Students will pay in full the costs for repair and/or replacement for property damage caused by misconduct, horseplay, or carelessness. Arrangements for making payments will be made with the Principal.



# Section IV

## Discipline Policies & Procedures

## **POSITIVE BEHAVIORAL SUPPORTS (PBS)**

The ultimate purpose of a disciplinary code and central function of a public education is to develop within students the capacity to self-regulate. For this reason, Eastland provides students with positive behavior supports at all levels. These supports fall into broad general categories:

1. Formal character education
2. Informal character education
3. Behavioral interventions for struggling students
4. Assistance to students returning after an exclusionary consequence

### **Eastland Elementary “The Eastland Way”**

Behavior and a positive school climate are priorities at Eastland Elementary School. District-wide expectations are taught, modeled, practiced, and re-enforced by recognizing the positive behaviors of students who meet and exceed these expectations and supporting those who need extra assistance.

Pre-K through 5th grade students are taught “THE EASTLAND WAY:” three general expectations for ourselves and our students while at school:

1. BE RESPECTFUL
2. BE RESPONSIBLE
3. BE READY

Specific school-wide behavior expectations are:

1. Follow the directions the first time given.
2. Keep hands, feet, and objects to yourself at all times.
3. No teasing, harassment, put-downs, foul, or loud language.
4. Stay in your designated area.
5. Walk.

Specific school-wide behavior consequences are:

1. Verbal warning.
2. 2-minute removal from group.
3. Problem solving meeting with your teacher.
4. Parent contact and a before or after school detention.
5. Referral to the office.

### **Eastland Elementary – Character Education**

Students in grades K-5 receive regular character education through the Second Step curriculum. Homeroom teachers provide daily lessons organized around weekly themes. The Elementary Counselor visits and presents extended lessons to each classroom every two weeks. Incentive programs like the “Cougar with Character” program are used to recognize students who are demonstrating the positive behaviors emphasized through the Second Step Curriculum.

Eastland Jr/Sr High School – Character Education

Students in grades 6-12 receive regular character education through embedded classroom units, presentations by the school counselor and/or outside groups or agencies like the Riverview Center. .

Behavioral Interventions – Student Assistance Teams (SAT)

When student misbehavior or misconduct reaches levels of severity or pervasiveness that are detrimental to learning of the student or others, or poses a disruption or threat to safety or security, it is policy and practice to convene a Student Assistance Team (SAT). The SAT can include teachers, administrators, parents, and related service providers. The meeting concludes with a plan for formal interventions that will be implemented and evaluated over the next 4-6 weeks. Students, parents, teachers, principals, or related service providers will request an SAT meeting whenever they as an individual believe that a student’s misbehavior or misconduct has reached the threshold where assistance is needed.

**CONTINUUM OF DISCIPLINARY CONSEQUENCES**

<u>Non-exclusive</u>	<u>Temporary Removal</u>	<u>In-school Alternate Setting</u>	<u>Exclusive</u>	<u>Highly Exclusive</u>
<ul style="list-style-type: none"><li>· Verbal reprimand</li><li>· Change in seating</li><li>· Parental contact</li><li>· Withholding of privileges</li><li>· Seizure of property</li><li>· After-school detention</li><li>· Saturday detention</li><li>· Bus suspension</li><li>· Lunch/recess detention</li></ul>	<ul style="list-style-type: none"><li>· temporary removal from classroom for 20 min. or less</li></ul>	<ul style="list-style-type: none"><li>- In school suspension</li></ul>	<ul style="list-style-type: none"><li>· In school suspension</li><li>· &lt;4-day out of school suspension</li></ul>	<ul style="list-style-type: none"><li>· &gt;4-day out of school suspension</li><li>· Expulsion for 1-2 years</li></ul>

For more information on student discipline and administrative procedures please see section 7 of the Eastland School Board Policy.

## USE OF EXCLUSIONARY DISCIPLINE

As stated in the District Vision approved by the Board of Education and posted in our buildings, “Learning is paramount at Eastland.” Consequently, District administrators and staff are encouraged and expected, to the extent possible, to assign disciplinary consequences for student misconduct that do not exclude the students from instruction.

Illinois School Code specifically defines the authority of public school districts to administer certain types of exclusionary discipline (out-of-school suspensions, expulsions, and alternative school placement) and the procedures for doing so. The law sets the general standard that schools limit the use of suspensions and expulsions for “legitimate educational purposes:”

Exclusive disciplinary consequences may be assigned for misbehaviors or misconduct that poses:

1. a threat to school safety; or
2. a disruption to other students' learning opportunities.

***Note:*** Determining whether a student’s continuing presence constitutes a “threat to school safety” or a “disruption to other students’ learning opportunities” is left to the discretion of the school board or its designee, and must be determined on a case-by-case basis rather than pre-determined.

Highly exclusive disciplinary consequences may be assigned for misbehaviors or misconduct when other appropriate and available behavioral and disciplinary interventions have been exhausted, and the student’s continuing presence in school would either:

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.

***Note:*** Determining whether a student’s continuing presence constitutes a “threat to the safety of other students, staff, or members of the school community” or would “substantially disrupt, impede, or interfere with the operation of the school” is left to the discretion of school officials, and must be determined on a case-by-case basis. In addition, determining whether “appropriate and available behavioral and disciplinary interventions have been exhausted” is also left to the discretion of school officials.

## SUPPORTS FOR STUDENTS RETURNING AFTER EXCLUSIONARY DISCIPLINE

Students returning to school after exclusionary discipline are entitled to the following supports to facilitate their success:

1. A re-entry conference to facilitate the student’s successful return and re-integration into school operations.
  - a. For suspensions 3-days or less in length, this conference will involve the student, his/her parents/guardians, the principal or counselor, and any staff member involved in the incident that led to the consequence.

- b. For suspensions or expulsions longer than 3-days, this conference will involve the student, his/her parents/guardians, the principal and counselor. Teacher(s) may also be involved.
2. Opportunity to make-up all work assigned during their period of exclusion for full credit. Students will be provided
  - a. Sufficient and reasonable time to complete missed assignments or assessments as agreed to in the re-entry conference, and
  - b. Reasonable and necessary supplemental instruction at a time to be determined by the school at the re-entry conference
3. School personnel will not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. **Note:** This does not preclude the principal or counselor from responding to requests from the student or his/her parents regarding GED or other alternative educational options.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

#### **Behavioral Interventions**

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

#### **Discipline of Special Education Students**

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

### **DELEGATION OF AUTHORITY**

Teachers and other school personnel when acting with students are under their charge are authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certified 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 remove students from a classroom for disruptive behavior.

The Superintendent and Building Principal are authorized to impose the same disciplinary measures as teachers and may administer exclusionary consequences for students guilty of gross disobedience or misconduct.

### **STUDENT HANDBOOK**

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's policies. These 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 distributed to the students and their parents/guardians within fifteen (15) days of the beginning of the school year or a student's enrollment.

### **ADMINISTRATIVE DISCRETION**

It is recognized that not all disciplinary problems and situations can be foreseen or defined within the "general" guidelines outlined in this handbook. The administration reserves the right to act appropriately at their discretion in any situation or problem that is not specifically stated, calls for additional disciplinary measures, or to overrule or suspend the guidelines due to an unusual or unique set of circumstances.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

### **CORPORAL PUNISHMENT**

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

### **ELEMENTARY NOON DETENTION**

Noon detention requires that a student meet with the principal for one day during lunch period. The principal will contact parents and a detention notice will be sent.

### **ELEMENTARY SCHOOL - BEING KEPT AFTER SCHOOL**

Students may be kept after school for failure to do work or for disciplinary action (detention), to receive individual help, or upon agreement of the parent and teacher/or principal. When the teacher or principal requires the student to stay after school for a detention at least one day written or phone notice will be given to the parents so they can arrange transportation. Same day detentions can be arranged by phone if agreeable to parents. Detentions are not the choice of the parent or student. They are the result of misbehavior or failure to do required work. They are assigned by the teacher or principal as necessary to modify student behavior.

### **ELEMENTARY SCHOOL DETENTION POLICY**

We expect students to follow the school's rules; however, when students violate rules, detentions can/will be assigned as follows:

1. Lunch detention.
2. Before or after school detention which will be arranged with parents in advance.

We expect students to finish assigned work in the time allotted. If this becomes a habitual problem, the teacher will set up a time either during lunch, before school, or after school for the student to complete work. Before or after school homework support will be arranged with parents in advance.

## **EASTLAND JR/SR HIGH SCHOOL DETENTION POLICY**

Detentions will be served after school based on teachers' availability from 3:15 to 4:00 pm. Each teacher is responsible for calling and informing the parents of each student who has been assigned a detention. Written notification will also be sent home with the student. If a student misses a detention, he/she will then have to serve an extended detention from 3:15 to 5:45 pm.

Offenses that receive detentions include:

1. Severe or repeated disruptions of a class.
2. Refusal to follow classroom rules.
3. Wearing clothing which would be construed as depicting or promoting illegal, immoral, or obscene acts; or specific items that depict or refer to alcohol, drugs, gangs, Satanism, cults, or obscenities.
4. Public displays of affection other than holding hands.
5. Skipping class, study hall, or assemblies while still on school grounds.

Each student is responsible for finding his or her ride home after detention.

### **OUT OF SCHOOL SUSPENSION / EXPULSION REVIEW AND DUE PROCESS RIGHTS**

#### **Suspension**

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their rights to a review of the suspension. The School Board must be given a summary of the notice, including the reason for the suspension and the suspension length.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board.

#### **Expulsion**

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 certified mail, return receipt requested. The request should include the reason for the proposed expulsion, the time, date, and place for the hearing, a short description of what will take place, the length of an expulsion, and a request that the parent(s)/guardian(s) notify the district if the student will be represented by an attorney and if so, the attorney's name.

**PROHIBITED STUDENT CONDUCT**  
**“Eastland CUSD #308 Policy”**

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

1. Using, possessing, distributing, purchasing, or selling or offering for sale tobacco or nicotine materials, including vapor or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. any illegal drug, controlled substance, or cannabis (including medical cannabis, marijuana and hashish),
  - 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 IHSA’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 licensed physician or when used in a manner inconsistent with the prescription or prescribing physician’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. “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 implicitly 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.
  - h. any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling, or transferring a weapon in violation of the “weapons” section of



this policy.

5. Using or possessing an electronic signaling device, a two-way radio, and/or other telecommunication device, unless authorized and approved by the Building Principal.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, bullying using a school computer or a school computer network, hazing, or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
17. Being involved with any public school fraternity, sorority, or secret society, by:
  - being a member;
  - promising to join;
  - pledging to become a member; or
  - soliciting any other person to join, promise to join, or be pledged to become a member.
18. Being involved in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
19. Violating any criminal law, such as assault and battery, arson, theft, gambling, eavesdropping,

vandalism and hazing.

20. Engaging in any activity, on or off campus, that: (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of 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, automobile; (c) in a student’s school locker, desk, or other school property; or (d) at any other location on school property or at a school-sponsored event.

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 psycho stimulant 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 school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
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: (a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member; (b) the conduct may reasonably be considered to be an interference with school purposes or an educational function; or (c) the student’s presence at school may reasonably be considered to create an interference with school purposes or an educational function.

### Minor Disciplinary Violations

Minor disciplinary violations will be addressed on an individual basis with non-exclusive consequences and positive behavioral supports assigned as appropriate to the situation. Multiple or repeated minor violations may indicate a behavioral problem in need of targeted interventions. Repeated violations may result in assignment of exclusionary consequences if the behavior or its frequency is posing a disruption to school operations.

### Major Disciplinary Violations

Gross disobedience or misconduct are the terms used to describe behavior that poses a threat to student

safety or security, ow which poses a disruption to school operations. Students found to have engaged in gross disobedience or misconduct may be subject to exclusive discipline. Maximum penalties can include expulsion from school. The listing of infractions is not inclusive.

Gross disobedience or misconduct can apply to students 24 hours a day, 7 days a week, 365 days a year, especially in the case of disrespect, threatening a district employee, etc. . .

Acts of Gross Disobedience or Misconduct (list is not intended to be inclusive)

1. THEFT may be reported to law enforcement for official action. The student may be subject to exclusive discipline, and the stolen items will be returned or restitution paid.
2. VANDALISM may be reported to law enforcement for official action. The student may be subject to exclusive discipline, and restitution will be paid for damages to property.
3. ARSON AND OR TRIPPING A FALSE ALARM will be reported to law enforcement for official action, and the student will be subject to exclusive discipline including possible expulsion.
4. FIGHTING at school, on school property, or at school events as determined by the building principal may be reported to law enforcement for official action. The student will be subject to exclusive discipline.
5. USE OR POSSESSION OF ALCOHOL, ILLEGAL DRUGS, OR THE MISUSE/ABUSE OF PRESCRIPTION AND/OR OVER-THE-COUNTER DRUGS, OR ANY CHEMICAL USED TO OBTAIN A “HIGH” on school property during school hours or at school activities is prohibited. Students found to be in violation will be reported to law enforcement and subject to exclusive discipline including possible expulsion. Students are also prohibited from being under the influence of drugs or alcohol while at school, on school property, or at school activities. Students found to be selling or distributing these substances at school or school activities will be reported to law enforcement and will be subject to expulsion.
6. USE OR POSSESSION OF TOBACCO OR TOBACCO PRODUCTS in any form at school, on school property, or at school activities is prohibited. Students found to be in violation will be subject to exclusive discipline including possible expulsion.
7. USE OR POSSESSION OF FIREWORKS, EXPLOSIVE DEVICES OR OTHER DANGEROUS INSTRUMENTS which can inflict bodily injury at school, on school property, or at school activities will be reported to law enforcement and will be subject to expulsion.
8. USE OR POSSESSION of lighters or matches at school, on school property, or at school activities is also prohibited. A student found in violation may be subject to exclusive discipline.
9. USE OR POSSESSION OF WEAPONS by any student at school, on school property, or at school activities is prohibited by state law. Students found to be in violation will be reported to law enforcement and will be subject to expulsion as defined Board of Education policy and state

law.

10. GROSS INSUBORDINATION, LYING, OR USE OF PROFANITY AND/OR OBSCENITIES DIRECTED AT A STAFF MEMBER OR STUDENT is prohibited. Students found to be in violation may be subject to exclusive discipline:
11. TRIPPING A FALSE POLICE / INTRUDER ALARM is prohibited. Students found to be in violation may be reported to law enforcement and may be subject to exclusive discipline including expulsion.
12. CHEATING or PLAGIARISM is prohibited. The teacher who finds a student to be in violation of this rule will warn the parents the second time a student is caught cheating, he/she will be referred to the Principal immediately.

**Note:** Internet plagiarism is a serious offense. If plagiarism is detected, a student may be given a chance to revise written work on a rough draft. Subsequent Internet plagiarism offenses will be referred to the Principal immediately and will be subject to discipline measure outlined in section H of “Guidelines of Acceptable Use of District Computer System by Students.”

13. TRUANCY: Any time that an absence cannot be verified by phone, or if the parent or guardian has no knowledge of the student’s whereabouts, the student will be considered truant. Truancy shall be defined as an unexcused absence. If a student is suspended, parents will be notified. Students truant for five days shall be referred to the Probation Office of the Educational Service Region. Students absent ten or more days may be referred to the Office of the States Attorney.
14. GANG ACTIVITY is prohibited. Students are prohibited from engaging in gang activity. A “gang” is any group of 2 or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including, but not limited to:
  - a. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that depicts evidence of membership or affiliation any gang.
  - b. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang.
  - c. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

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

- Removal from extracurricular and athletic activities as defined in the “Co-curricular Conduct Code.”
- Conference with parent(s)/guardian(s)

- Referral to appropriate law enforcement agency
- Exclusive discipline including possible expulsion

15. HAZING is prohibited. Soliciting, encouraging, aiding, or engaging in hazing is prohibited. “Hazing” is any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliated with, allowed to hold office in, or otherwise maintain a membership in any organization, club, or athletic team whose members are or include other students.

Students found to have engaged in hazing will be subject to one or more of the following consequences:

- Removal from the extra-curricular activities
- Conference with parent/guardian
- Referral to the appropriate law enforcement agency
- Exclusive discipline including possible expulsion

### COMPUTER USAGE

District #308 supports the use of the Internet and other computer networks in the district’s instructional program in order to facilitate learning and teaching through interpersonal communication, access to information, research, and collaboration.

The use of network facilities shall be consistent with the curriculum adopted by District #308 as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

When using school computers, the Internet, or the local area network for Eastland District #308, students and staff are expected to act in a responsible, ethical and legal manner in accordance with school policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity
2. Use of the network for commercial or for-profit purposes
3. Use of the network for non-work or non-school related work
4. Use of the network for product advertisement or political lobbying
5. Use of the network for hate mail, discriminatory remarks, or offensive or inflammatory communication
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials
7. Unauthorized use of software
8. Use of the network to access obscene or pornographic material
9. Use of inappropriate language or profanity on the network
10. Use of the network to transmit material likely to be offensive or objectionable to recipients
11. Use of the network to intentionally obtain or modify files, passwords, or data belonging to other users
12. Impersonation of another user, anonymity, and pseudonyms
13. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws
14. Loading or use of unauthorized games, programs, files or other electronic media
15. Use of the network to disrupt the work of other users

16. Destruction, modification, or abuse of network hardware and software
17. Quoting personal communications in a public forum without the original author's prior consent

Each student and his/her parent/guardian must read and sign a copy of the "Digital Citizenship Agreement," and agree to follow the "Guidelines for Acceptable Use of District Computer System by Students."

Some additional guidelines implicit in the Acceptable Use Guidelines:

1. Internet – No recreational browsing is allowed. No game playing is allowed.
2. Any portable media device used outside of the school must be scanned for viruses prior to use on any school computer.

### **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES**

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure. Any use of social networks on a district owned device will be monitored and logged.

### **ELECTRONIC SIGNALING DEVICES**

**Eastland District #308 is not responsible for the loss, damage, or theft of any electronic device brought to school.** Cell phones, MP3 players, two-way radios, or any other electronic devices will not be allowed to be used in study halls or classrooms, buses, field trips, or school buildings without permission from the principal's office, or individual teachers during class.

### **CELL PHONE USE**

Because of the prevalence of cell phones and similar technologies in our communities and our culture, Eastland has established a set of tiered guidelines and expectations for their use at school.

#### **Grades PreK-5**

Students in grades pre-school through five are prohibited from using cell phones while at school or on the school bus.

#### **Grade 6**

Students in grade six may possess cell phones at school. However, phones must be off during the school day.

#### **Grades 7-12**

Students in grades seven through twelve may carry cell phones with them during the school day. Cell phones may not be used in the classroom unless specifically authorized by the teacher and should not be placed on the tables/desks. Classroom usage will be determined on a teacher by

teacher basis.with rules determined by the teacher.

Students may check their cell phones during passing periods. Grades sixth through twelve may use them at lunch for texting/internet use only.

Students who violate these rules and expectations will receive the following consequences:

First Offense: Cell phone is confiscated and returned at the end of the day

Second Offense: Cell phone is confiscated and returned only to a parent/guardian

**Note:** Repeated cell phone violations may cause loss of cell phone privileges. Students who use cell phones for inappropriate activities such as sexting, plagiarism, academic dishonesty, etc. will be subject to the consequences associated with these particular behaviors, in addition to the consequences identified above.

### **SEXTING**

Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images - commonly known as “sexting” - is not allowed in the Eastland School District. Any person who receives sexually explicit or otherwise inappropriate pictures or images should immediately report it to an Administrator (or staff member if the Administrator is not available). Students who are in possession of, or who have sent sexually explicit or otherwise inappropriate pictures or images, will be subject to exclusionary discipline due to behavior that poses a threat to the safety of others and/or may cause a disruption or substantial disruption to school operations. Consequences will be assigned on a case by case basis.

### **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” including school resource officers.

#### **School property, equipment, and personal effects left by students**

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

The Administrator may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials. These searches may be conducted with the use of specially trained dogs.

#### **Students**

School authorities may search a student and/or any personal effects in the student's possession (such as purses, wallets, knapsacks, backpacks, lunch boxes, etc.) when there are reasonable grounds for

suspecting that the search will produce evidence that the 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 which is reasonably related to its objectives, and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### **Seizure of Property**

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

### **Weapons**

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 for the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, and not intended, to do bodily harm.

## **LEGAL REQUIREMENTS – INCIDENTS INVOLVING FIREARMS, DRUGS, VIOLENT OR AGGRESSIVE BEHAVIOR**

A school staff member shall immediately notify 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 the student's parent(s)/guardian(s).

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(s)/guardians(s) of a student who engages in aggressive behavior are 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.



## **DRESS CODE**

All dress and grooming must be in accordance with the Health Laws of the State of Illinois.

Dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent. Students are expected to dress appropriately for school. Safety and good taste should be the direction. As a school, we reserve the right to maintain a business-like atmosphere within the school. The following guidelines for dress and grooming will be observed:

1. All students must be covered with an opaque material from the shoulders to the mid-thigh. Shorts are permitted within these guidelines if they are at least as long as the tips of your fingers. Open midriffs (even when arms are raised), open-sided tank tops, spaghetti strap tops and strapless tops are not permitted.
2. Shorts made of skin-tight Spandex or Spandex-type materials are inappropriate for classroom wear (unless worn underneath appropriate attire).
3. Undergarments should not extend or be visible outside the edges of outer clothing.
4. Hats and other headdress, sunglasses, headphones, coats, and jackets are not allowed while in school. Upon arrival in the school building, students MUST remove their hats.
5. No students may wear or possess anything displaying symbols, words, or written material exhibiting sexual connotations which may cause a substantial disruption to the education of other students.
6. Clothing promoting or advertising alcohol or tobacco shall not be worn during school hours.
7. Students should not be dressed or groomed in such a way that might be harmful to the health or property of either himself / herself or others. Students in grades PreK-2 are not permitted to wear flip flops at school.
8. Clothes that are torn or ragged are not permitted.
9. Chains (billfold) are not permitted. Chains are described as anything other than a jewelry necklace/ankle chain. Bracelets and necklaces with spikes or metal studs will not be allowed.
10. Shoes with wheels are not permitted.
11. No students may wear pajama pants, slippers or blankets.

\*\*If a student is not in compliance with the dress code, he/she will be required to comply.

## **ANTI-BULLYING POLICY**

The Eastland School District is committed to making our school a safe and caring place for all students. We will treat each other with respect and will not tolerate bullying of any kind at our school. No person shall harass, intimidate or bully another based upon a perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or

bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student’s person or property; (2) causing a substantially detrimental effect on the student’s physical or mental health; (3) substantially interfering with the student’s academic performance; or (4) substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

## **BULLYING**

1. Students who believe they are victims of bullying, intimidation, or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator, or complaint manager. Students 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.
2. Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district’s discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences. Bullying includes cyber-bullying (bullying through the use of technology or electronic communication).

<b>Descriptions of Common Forms of Bullying</b>		
	<b>Direct Bullying</b>	<b>Indirect Bullying</b>
Verbal Bullying	taunting, teasing, name calling, derogatory slurs	spreading rumors
Physical Bullying	hitting, kicking, destruction or theft of property	enlisting a friend to assault someone for you
Nonverbal/Nonphysical Bullying	threatening, or obscene gestures, negative facial expressions, wearing or possessing items depicting or	excluding others from a group, manipulation of friendships, threatening email

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

## **SCOPE AND JURISDICTION FOR ANTI-BULLYING POLICY**

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 location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

## **PEER CONFLICT FORMS**

Peer conflict forms are available on the District Website, [www.eastland308.com](http://www.eastland308.com), and in every classroom, the main office and outside the counselor's office. Students are encouraged to use these forms whenever they have been subject to or witnessed bullying acts including cyberbullying. Parents and community members may also use the forms if they witness bullying.

## **SUPPORTS AND CONSEQUENCES FOR BULLYING**

Staff members are expected and required to report and investigate all reported bullying incidents. Administrators will ensure that any student engaged in bullying will receive both:

1. Positive behavioral supports, and
2. A disciplinary consequence, including possible assignment of exclusive discipline as determined

by whether the behavior poses a threat to safety or disruption to school operations.

### **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, or engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aide, 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 aide, 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. Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the Building Complaint Managers (see below). Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action. The names, addresses, and telephone numbers of the District's Complaint Managers are as follows:

<b>Building</b>	<b>Complaint Manager</b>	<b>Address</b>	<b>Phone Number</b>
Elementary	Carl Erbsen	601 S. Chestnut Shannon, IL 61078	(815) 864-2300
	Beth Wilkinson	601 S. Chestnut Shannon, IL 61078	(815) 864-2300
Jr./Sr. High School	Bill McLain	500 South School Dr. Lanark, IL 61046	(815) 493-6341
	Anne Pilgrim	500 South School Dr. Lanark, IL 61046	(815) 493-6341

## **BUS TRANSPORTATION**

The district is required to provide bus transportation to and from school for all students living 1.5 miles or more from the school. The district is not required to, but also provides in-town bus stops for students in elementary school. A list of bus stops will be published at the beginning of the school year before student registration.

Parents whose children will use bus transportation must, at the beginning of each school year, select one bus stop at which their student is to be picked up, and one stop at which he/she is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. 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.

## **USE OF VIDEO CAMERAS ON SCHOOL BUSES**

District buses can be equipped with video cameras which are viewed to investigate incidents reported by a bus driver, administrator, supervisor, student, or other person. They can also be viewed randomly.

Students are prohibited from tampering with the video cameras. Students who violate this regulation shall be disciplined for damage to school property and shall reimburse the District for any repairs or replacement necessary as a result of the tampering.

## **SUPERVISION REQUIREMENTS FOR DROP OFF OF STUDENTS Gr. PK-2**

Except for students dropped at in-town bus stops, students in grades PK- 2<sup>nd</sup> will not be dropped off at a location unless or until an adult caretaker is visible, or unless accompanied by a sibling who is age 5<sup>th</sup> grade or older.

Students who ride buses home from school may be dropped off at home or a babysitter as much as 15-20 minutes earlier than the normal time when one or more students who live in outlying areas are not riding home. We are asking that the following measures be taken to help ensure the safety of the students.

1. Please plan on being home (or have your babysitter be at home) when school is dismissed rather than at the time the bus normally drops off your student.
2. Establish and review emergency procedures with your student so they know what to do if no one is home, the door is locked, and so on.

If you live in an especially isolated area and feel the need to discuss special safety precautions in which the bus driver can be of assistance, please phone the principal.

**BUS DISCIPLINE**  
**“Eastland CUSD #308 Policy”**

School bus riders, while in transit, are under the jurisdiction of the bus driver unless the local Board of Education designates an adult to supervise the riders. Students will:

1. obey the driver at all times.
2. be on time at the designated school bus stop.
3. stay off the road at all times while waiting for the bus and wait until the bus has stopped and the door is open before approaching.
4. remain in their seat while the bus is moving.
5. remain in the bus in the event of a road emergency until the driver gives instructions.
6. keep all parts of their body inside the bus at all times, and not throw anything out of or into the bus.
7. remember that loud talking and laughing or unnecessary confusion diverts the driver’s attention and could result in a serious accident.
8. be absolutely quiet when approaching a railroad-crossing stop.
9. assist in keeping the bus safe and sanitary at all times. No eating or drinking is allowed on the bus.
10. never tamper with the bus or any of its equipment.
11. carry no animals onto the bus.
12. keep books, packages, coats, and all other objects out of the aisles.
13. leave no books, lunches, or other articles on the bus.
14. be courteous to fellow pupils and the bus driver.
15. help look after the safety and comfort of smaller children.
16. not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this except by proper authorization from a school official.
17. observe safety precautions at discharge point. Where it is necessary to cross the highway, students will proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions, then wait for a signal from the bus driver permitting them to cross.
18. observe the same rules and regulations on other trips as they observe between home and school.
19. ride their assigned bus unless a school official grants authorization, in writing, to change.

**Consequences**

**First Offense** – The driver will talk to the student and notify the Transportation Director. A file will be started.

**Second Offense** - (not necessarily a violation of the same rule). The driver will talk to the student and a seat will be assigned for two weeks. The Transportation Director will be instructed to prepare a seating chart and either call the parent/guardian or send a letter requesting their assistance in correcting the problem. The Transportation Director will notify the building administrator.

**Third Offense** - (not necessarily a violation of the same rule). The Transportation Director will suspend the student from all buses for two (2) consecutive school days. The Director will notify the Superintendent and the student's Principal of the suspension and the Principal will contact the parents/guardians by phone. A letter will be sent to the parent/guardian.

**Fourth Offense** - (not necessarily a violation of the same rule). The driver will notify the Transportation Director. The Superintendent or other authorized administrator will hold a meeting with the student, parent/guardian, and the Transportation Director. The student will be suspended from all buses for five (5) consecutive school days.

**Fifth Offense** - (not necessarily a violation of the same rule). The student will be suspended from all buses for the remainder of the school year. The Superintendent will notify the parent/guardian.

It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

### **Additional Rules and Consequences**

When on any school approved trip or activity, any flagrant disobedience to the bus driver or other assigned adult by a student will result in three (3) days suspension from all buses (pep bus, team bus, etc.). The driver will immediately notify the Transportation Director in any case involving student discipline. The Principal will contact the parents/guardians by phone.

Vandalism, or any physical offense against any other person on the bus will result in five (5) consecutive school days suspension from all buses. The student will be required to pay for damaged equipment before being allowed back on the bus unless other arrangements are made with the Superintendent. The driver will immediately notify the Transportation Director in any case involving student discipline.

**NOTE** - Although misconduct on the bus is generally governed by the rules for Bus Discipline, some incidents of gross misconduct on the bus may be cause for broader disciplinary actions such as suspension or expulsion from school, if merited.

# Section V

## Legal Notices



## **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.

National Dating Abuse Helpline: 1.866.331.9474

## **INFORMATION AVAILABLE TO PARENTS REGARDING REGISTERED SEX OFFENDERS (P.A. 94-994)**

Per P.A. 94-994, during school registration or parent-teacher conferences, a principal or a teacher must notify the parents of children attending the school that they may access information regarding registered sex offenders that is available to the public. This law is intended to increase awareness of the Illinois Sex Offender Registry (I-SOR) and to encourage parents to review the information available to them.

The Illinois Sex Offender Registry is available through a link on the Illinois State Police website, at <http://www.isp.state.il.us/>. Individuals may search the database by name, zip code or county. Access is free.

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

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

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

## **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

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

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

## **DRUG-FREE ZONE**

Eastland District #308 is a drug-free zone. Tobacco products and alcohol are not allowed on any Eastland school grounds.

**ASBESTOS MANAGEMENT NOTICE TO ALL STUDENTS AND PARENTS OF THE  
EASTLAND DISTRICT #308**

The Board of Education of the Eastland District #308 has submitted to the Governor of Illinois its Asbestos Management Plan in accordance with appropriate federal and state regulations. A copy of this plan is available for your inspection in each school building office and in the office of the Superintendent in the district office at 500 S. School Drive, Lanark, IL.

This information is provided to you as a parent or student of the Eastland District #308. If you should have any questions regarding this notice of the Asbestos Management Plan as it relates to any or all buildings in the district, you may contact Kyle Todd, Director of Operations.

**PEST MANAGEMENT NOTICE TO ALL STUDENTS AND PARENTS OF THE  
EASTLAND DISTRICT #308**

The Eastland District #308 in accordance with State of Illinois law is notifying students and parents that our Pest Prevention Treatment takes place the 3<sup>rd</sup> Thursday of every month after school hours at each building in the school district. The district is an Integrated Pest Management Plan member as required by the state.

If you should have any questions regarding this notice, you may contact Kyle Todd, Director of Operations.

**NOTICE TO PARENTS OF THEIR RIGHT TO REQUEST THEIR CHILD'S CLASSROOM  
TEACHERS' QUALIFICATIONS**

Parents/guardians of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act have the right to know the professional qualifications of the teachers who instruct their child and those of paraprofessionals, if any, who assist them. Parents have the right to receive the following information about each of their child's classroom teachers and their paraprofessional assistants:

- Whether Illinois has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived.
- The teacher's college major.
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to their child and, if they do, their qualifications.

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

## NOTIFICATION OF RIGHTS UNDER THE EDUCATIONAL RIGHTS AND PRIVACY ACT

FERPA (Federal Educational Rights and Privacy Act) affords parents and students who are eighteen (18) or emancipated minors (“eligible students”) certain rights regarding surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
  
- *Receive notice and an opportunity to opt a student out of:*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  
- *Inspect or use, upon request and administration:*
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the education curriculum.

The Eastland District #308, in consultation with parents, has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Eastland District #308 will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Eastland District #308 will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity for a student to opt out of:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## **EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY**

### **Equal Opportunity and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal.

## **ACCOMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

## **CHILD FIND STATEMENT**

It is federal law (Individuals with Disabilities Education Act) and the policy of the Eastland CUSD #308 to provide a free and appropriate public education to each qualified disabled student within its jurisdiction, regardless of the nature or severity of the disability. This includes children and adults (ages 0-21) with a physical, mental, emotional or learning disability. It also includes students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973. Under Section 504, a person is considered disabled if that person 1) has a physical or mental impairment which substantially limits one or more of the person's major life activities, 2) has a record of such impairment, or 3) is regarded as having such an impairment.

It is a responsibility of the Eastland School District and the State of Illinois to attempt to locate these children in order to assist in providing the services to which they are entitled. Persons who know of a child with a disability living in the district, or if parents or guardians feel they may have of such a child who is in need of service, should contact:

Superintendent of Schools  
Eastland CUSD #308  
601 S. Chestnut St.  
Shannon, IL 61078

Or send an e-mail to: [akashner@eastland308.com](mailto:akashner@eastland308.com)

## **MANDATED REPORTERS**

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

## **VIOLENT OFFENDER COMMUNITY NOTIFICATION**

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

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

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

## **EDUCATION OF HOMELESS CHILDREN**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

## **ANNUAL NOTIFICATION OF PARENT/GUARDIAN RIGHTS AND PROTECTIONS**

The Eastland School District currently provides necessary school-based IEP (individual educational planning) services to your child at no cost to you, the parent/guardian. The School District is participating in the Illinois Department of Healthcare and Family Service's (HFS) program through which Federal Medicaid funds are made available to school districts in the State to help cover the costs of providing necessary school-based health services to students. By participating in this program, the School District is allowed to seek Federal Medicaid funds to help cover the costs of the IEP services the School District provides to eligible children. In order to seek the Federal funds, the School District must disclose information from a child's education records which may include his/her name, birth date, and Medicaid number to the Illinois Department of Healthcare and Family Services (HFS) regarding the IEP services the School District has provided.

As required by Federal law, the School District must:

- obtain written consent prior to disclosing a child's health information to the Illinois Department of Healthcare and Family Services (HFS),
- may not require a parent or guardian to sign up for or enroll in any public benefits or insurance programs,
- may not require a parent or guardian to pay any out-of-pocket-expenses such as a deductible or co-payment for the costs of the health services the School District provides to a child, and
- may not use a child's Medicaid or other public benefits if that use would

- decrease available lifetime coverage or any other insured benefit,
- result in a family paying for services that would otherwise be covered by Medicaid or other public insurance program and that are required for a child outside of the time that your he/she is in school,
- increase a family's insurance premiums or lead to the discontinuation of any public benefits or insurance, or
- risk the loss of a family's eligibility for home and community-based waivers, based on aggregate health-related costs.

Parents/guardians may withdraw their consent at any time. Whether or not they grant consent, or if they withdraw consent for the school district to disclose a child's IEP service information to the Illinois Department of Healthcare and Family Services (HFS) in order to seek Federal Funds to help the School District to cover the cost of a child's IEP services, **the School District will continue to provide services at no cost to the parent/guardian.**

### **NOTICE TO PARENTS/GUARDIANS OF STUDENTS ENROLLED IN FAMILY LIFE AND SEX EDUCATION CLASSES**

As part of mandated curriculum, the Eastland schools provide instruction pertaining to sex education, family life, diseases, recognizing and avoiding sexual abuse, and donor programs for organs/tissue, blood, and transplantation. State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

#### **Request to Examine Instructional Material**

The District's instructional materials and course outlines for family life and sex education courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please make a request in writing.

Comprehensive sex education in grades 6-12 includes instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. The program will also include CPR/AED training in high school and information on donor programs and how to recognize and avoid sexual abuse.

#### **Class Attendance Waiver**

According to State law, no student is required to take or participate in courses pertaining to these topics. There is no penalty for refusing to take or participate in a family life or sex education course or program. Parents who do not want their child to participate will need to make a request to the building principal, in writing, to remove their student from the family life and/or sex education course.

# Section VI

## Student Information

## **DAILY SCHEDULE**

### **ELEMENTARY & JR./SR. HIGH SCHOOL**

#### **BUSING SCHEDULE**

(Schedule Subject to Change)

Route Buses Due	7:40 AM
EJSHS Students Admitted to Building*	7:10 AM
EES Students Admitted to Building	7:40 AM
Shuttle Buses Depart	7:45 AM
Shuttle Buses Arrive	8:00 AM
Classes Begin	8:10 AM
Dismissal	3:10 PM
Shuttle Buses Depart	3:15 PM
Shuttle Buses Return	3:25 PM
Route Buses Depart	3:30 PM

### **ELEMENTARY**

**NO TOWN OR NON-BUS STUDENTS ARE TO ARRIVE AT THE SCHOOL BEFORE 7:40 a.m. or LATER THAN 8:05a.m.** After entering the building students are to go directly to the cafeteria. Students should enter the building in an orderly fashion, avoid running, horseplay, loud talking, shoving and loitering in the halls.

Doors will remain locked and students will not be able to enter the building until 7:40 AM unless permission is given to get help from a teacher. Town students should not be on school grounds prior to 7:40 AM.

- Students are to remain in the cafeteria until the bell rings at 8:00 AM.

### **JR./SR. HIGH BEFORE AND AFTER REGULAR SCHOOL HOURS**

Students will not be allowed to enter the school building before 7:10 a.m. and should not linger in the building longer than 15 minutes after school dismissal excepting those who are under the request or supervision of a staff member.

- Students are to remain in the cafeteria or designated area until the bell rings at 8:00 AM.

### **JR./SR. HIGH EXPECTATIONS FOR CALM AND ORDERLY CLIMATE**

An atmosphere of calm is essential to learning. Nothing so contributes to this atmosphere as quiet voices; gentle handling of lockers, books, and desks; and walking quietly in halls, lobbies, and stairways. The Media Center is an area for quiet study, research and reading. Should a teacher become detained on his/her way to class, the students should begin working in an orderly fashion.

### **SCHOOL COUNSELING SERVICES**

Professional School Counselors align and work with the school's mission to support the academic



achievement of all students as they prepare for the ever-changing world of the 21<sup>st</sup> century. Their work impacts student achievement through academic, social/personal, and career counseling services. Students receive services via individual counseling, group counseling, classroom guidance, character education programs, individual student planning, responsive services, and collaboration with administrators/staff/parents/ and other social service resources. If there are concerns about a child's personal/social/academic well-being, the School Counselor will do his or her best to adequately assist or refer him/her to outside agencies for support. Counselors have a responsibility to protect any privileged information received through confidential relationships with students, parents or guardians and with staff. Such information is only to be revealed to others with the student's informed consent, consistent with the school counselor's legal and ethical obligations.

### **SPECIAL PROGRAMS**

The following special programs are available at or through our school.

Resource Room	Social Work Services	Other Related Services
Speech and Language Therapy	Remedial Reading	
Psychological Services	Vision and Hearing Screening	

### **K-8th PROMOTION AND RETENTION**

Legislation passed in 1998 eliminates promotion based on age or any other social reason not related to academic performance. **The decision to promote students to the next grade level shall be based solely on successful completion of the curriculum, attendance, and performance based on testing. Criteria for the successful completion of grade level work are to be determined by the faculty and administration.**

In order to be promoted to the next grade level, students must demonstrate minimum proficiency with grade level standards. Any subject that meets daily for the school year will count as a subject failed if their final grade is 2.4 or lower. This includes Reading Literature, Language, Math, Reading in the Sciences, Science, and Social Studies. Two failed subjects in a year will result in summer school placement and possible retention. One failed subject will result in an end of the year student assistance meeting and one or more of the following; summer school, dedicated RtI plan for the following year based on the deficient standard(s), or credit recovery course. A student may be retained if the same subject is failed in the subsequent year.

If a student is not demonstrating minimum proficiency of a grade level standards the following steps will be taken.

1. At the end of the first semester students who show potential need for retention will be identified to the principal by the teacher. A pre-retention letter will be sent home.
2. Parents will be contacted for a conference with the teacher and principal. At this meeting the following will be discussed:
  - a. The student's demonstrated social and emotional maturity of the child
  - b. The student's standards-based grades to date.
  - c. Goals for growth for the second semester
3. During the fourth quarter parents will again be contacted for conferencing as in step 2, if retention is recommended.
4. Parents are encouraged to contact the classroom teacher or the principal at any time with any concerns or needs.
5. The decision regarding retention or promotion shall be made by the teacher and the building

principal before the end of the school term. Parents will be informed of the decision

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

The Board of Education has established high school graduation requirements that meet the minimum graduation requirements prescribed in State law and that will provide each student ample opportunity to achieve the District Vision. To graduate from Eastland High School a student must:

1. Complete all courses as provided in the school code.
2. Complete all minimum requirements for graduation as specified by Illinois State Board of Education.
3. Complete all District course requirements. Each student shall successfully complete 28 academic credits, including the following specific credits:
  - Four academic credits of English (including ½ academic credit of American Literature and ½ academic credit of British Literature, or one credit of AP Literature & Composition).
  - Four academic credits of Physical Education – unless waived by the Principal (including ½ academic credit of Health)
  - Four (4) academic credits of Mathematics (all students will be required to take at least 1 academic credit of math per year, even if they took two math credits in one year)
  - Three academic credits of Science (including 1 academic credit of Biology and 1 academic credit of a physical science course)
  - Two academic credits of Social Studies; three (3) academic credits of Social Studies (including 1 academic credit of U.S. History and ½ academic credit of Civics)
  - One academic credit of Art, Music, or Vocational Education
  - Half academic credit of Economics or Consumer Education
4. Pass an examination on patriotism and the principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Take the SAT exam, unless the student is exempt according to Illinois school code.

Seniors who do not meet all graduation requirements will not be allowed to take part in the graduation ceremony.

Students who complete the Special Education Program as prescribed by the Bi-County Special Education Co-operative may receive a regular High School diploma and may participate in the graduation exercises at Eastland High School. All students enrolled in the Special Education Program are entitled to participate in all activities of their class. Pregnant or parenting students have rights relating to programmatic and attendance barriers for which accommodations can be made. Please contact the school counselor if you have questions regarding these accommodations.

## **K-8 COURSE REQUIREMENTS**

Parents may contact teachers at any time during the school year for an update on their child's progress or

they can log into Schoology or Skyward on the district’s website. A User ID and Password will be sent home at the beginning of each school year.

Students are required to take the following subjects:

**Language**

**Reading**

**Math**

**Social Studies (Constitution Test in grade 7)**

**Science**

**Physical Education (Health 7)**

**Exploratory Classes (Grades 6 – 8)**

**Art and Music (required for all students in grades K-5)**

**Computer keyboarding (required in grades 3-5)**

### **MINIMUM STUDENT SCHEDULE AT HIGH SCHOOL**

Each high school student shall be enrolled in a minimum of 7 classes (including a lab period) and be allowed no more than one (1) full-length study hall period per day.

### **GRADING SYSTEM FOR HIGH SCHOOL**

Eastland High School has a standards-based grading system. Grades will be determined on the following grade scales:

#### **HIGH SCHOOL GRADING SYSTEM**

Grade	Grade Descriptor	GPA
3.5-4.0	Mastery	4
2.8-3.4	Proficient	3
2.6-2.7	Proficient	2
2.5	Emerging	1
1.7-2.4	Emerging	0
1.0-1.6	Insufficient Evidence	0

## **WEIGHTED GRADES FOR HIGH SCHOOL**

Eastland High School offers Advanced Placement (AP) Courses that are aligned to entry level college standards and approved by the College Board. In recognition of the more rigorous standards and expectations, grades for AP Coursework are weighted as follows

Grade	Grade Descriptor	GPA
3.5-4.0	Mastery	5
2.8-3.4	Proficient	4
2.6-2.7	Proficient	3
2.5	Emerging	2
1.7-2.4	Emerging	0
1.0-1.6	Insufficient Evidence	0

## **HIGH SCHOOL GRADING SYSTEM OFF-CAMPUS COURSES**

(WACC, IVS, and other off-campus courses)

Grade	GPA
A	4
B	3
C	2
D	1
F	0

## **GRADING SYSTEM FOR GRADES K - 8**

3.50-4.0	Mastery
2.8-3.4	Proficient
1.7-2.7	Emerging
1.0-1.6	Insufficient Evidence

A student's standards-based grade is determined solely by his/her performance on summative assessments of learning. Students will have multiple opportunities to demonstrate proficiency of grade level standards. A parent/student may request that a student be re-assessed on any standard or skill on which he/she did not demonstrate mastery on a summative assessment, provided the student has worked with the teacher to complete a relearning plan.

### **HOMEWORK POLICY**

Eastland students have the following homework responsibilities. The student will:

- complete all assignments.
- take responsibility for making up homework missed due to an absence.
- submit homework on time.
- ensure that work that is neatly done.

Teachers will contact parents-if the problem is persistent. Teachers will hold a conference with parents, student, teachers, and administration when a student's incomplete homework is a persistent problem.

**For students in grades 3-5, the school has provided an assignment book to assist parents in monitoring their student's homework assignments.**

Teachers of students in grades 9-12 may specifically address, in their syllabus, a homework policy.

### **HIGH SCHOOL PROGRAM CHANGES**

Changes can be made or a course dropped through the first five days of classes if:

1. the change can be facilitated in the student's existing schedule and it will not overload a particular class or section.
2. the change results in a reasonable program of studies in terms of the established curriculum, the student's demonstrated abilities, and his/her individual learning plan.
3. The change is approved by a parent, teacher, counselor and principal.
4. The change is made for educationally sound reasons.

**After the first five school days, a dropped course will be recorded as a withdrawal/failure.**

### **VIRTUAL COURSES/CREDIT RECOVERY**

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the Superintendent or designee;
2. The course is not offered at Eastland High School or is a unique circumstance
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The Building Principal approves the course curriculum in advance.
5. Preferred sources include Illinois Virtual School and the Credit Recovery program offered through our Regional Office of Education.

A maximum of 4 credits may be counted toward the requirements for a student's high school graduation.

Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

### SUMMER SCHOOL

Eastland Jr/Sr High School offers a Summer School/Credit Recovery program to students in grades 7-11 who have failed required courses. The purposes of the program are:

1. to give students an opportunity to earn credits for coursework they previously failed;
2. to help students catch up on courses needed for graduation or required for advancement into high school;
3. to help students avoid the need to repeat courses the next school year;
4. to improve core academic skills in areas of need.

This program is computer and mastery-based. Students are enrolled in a course through the *Illinois Virtual School* (IVS) for high school and a variety of software programs for jr. high school. They use their school-issued laptops to learn about content, to complete assignments, and to take assessments. When a student is able to demonstrate mastery of the key content and skills of the course in which he/she is enrolled, credit for the course is earned.

### PHYSICAL EDUCATION

All students are required to participate in physical education. In view of this, it is strongly urged that the student visit his family doctor for a complete physical examination before entering school. If any limitation is to be placed on participation in physical education, a written statement signed by the family doctor should be presented which clearly sets forth the activity limitations. The statement will be made a part of the student's record. A note from a parent may excuse a physical education student for 1 day only. If a doctor's note reads "excused until further evaluated," the physical education student must see a doctor within 2 weeks of the initial note.

All students 6<sup>th</sup> – 12<sup>th</sup> grade will be required to purchase from the school a T-shirt (~~\$8.00~~) and shorts (~~\$12~~) (7th-12th) for physical education class.

For the students' safety during physical education class participation, no jewelry is to be worn and piercings must be removed or covered.

**Any "No Dress," including continuing to wear jewelry or piercings, will result in a lowered academic success grade each day of the infraction.**

### EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

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

1. Enrollment in a marching band program for credit;
2. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
3. 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
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student in grades K-12 may submit a written request to the building principal, with the proper documentation, requesting to be excused from physical education course for medical or religious reasons.

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.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

### **GRADES 6-8 BAND AND CHORUS**

A music program is offered in grades 6 thru 8 consisting of instrumental and vocal music. When students enroll in Chorus and/or Band, they are required to be in the program a semester. (No classes will be dropped before the end of a semester.) A written note from the student's parent stating the student's intent to drop must be sent to the instructor one week before the end of the semester in order to drop chorus or band. Instrumental music meets three times each week and vocal music meets two times per week.

### **LEARNING LAB**

Learning Lab is the 30 minute period at the end of the day where students in grades 7-12 have the opportunity to complete homework, receive extra assistance from teachers, and participate in organizational meetings (if eligible). Students will be reassigned to new Learning Labs based on their overall semester eligibility every quarter. Any 10<sup>th</sup>-12<sup>th</sup> grade student with all A's and B's (and no disciplinary violations) will be assigned to the cafeteria for Honors Study Hall. Seniors who are assigned to Honors Study Hall have the privilege to leave school at 2:40 p.m., pending parent permission. All other students who have any C's, D's, or F's will be assigned to a classroom learning lab where they will have time to work on homework, receive assistance from teachers, make up tests/quizzes, etc. More specific information regarding the rules/regulations for Learning Lab is available in the Learning Lab handbook.

## “CLOSED” CAMPUS

The Eastland District adopted the policy of a closed campus. This means that when the students come to school in the morning that under normal circumstances they will not be able to leave the school grounds until the end of the school day. For example: a high school student will not be able to drive his/her car during the noon hour to leave the school grounds for lunch.

## AFTER SCHOOL ACTIVITIES

Activities will be scheduled during the day or after school at times convenient to the group and its adviser. No students are to remain after school unless they are meeting with a teacher/principal or participating in activities supervised by an adviser. Only officially recognized school groups may use the school building or its facilities unless authorized to do so by the administration.

## REGULATIONS FOR ATHLETIC EVENTS

**ATTENDANCE** – Students must be in attendance by 11:10 a.m. on the day of an event to be eligible to practice, participate or attend (unless prior approval is given).

**INCLEMENT WEATHER** – During times of inclement weather, the administration will make a determination if events or practice can be held. Attendance is not mandatory on these days and parents and students are advised to exercise discretion on whether to attend practice or events when there is inclement weather.

**BUSES** – Players, statisticians, managers, and cheerleaders shall ride the assigned bus to away games.

**RELEASE OF STUDENTS AFTER AWAY EVENTS** - A parent/guardian is required to sign out any student who has traveled via bus to away events but plans to ride home with his/her parent or guardian. In the event that a parent wishes for his/her student to ride home with another parent/guardian, the parents of the student are required to submit a written request to the building principal at least 24 hours in advance. The note will be signed and approved by the principal so that the student can present the note to his/her coach. Coaches will not allow students to ride home with the parents of another student if this process has not been followed.

**NOTE:** Detailed regulations for athletics are outlined in The Extra-Curricular Handbook also posted online or available in hard copy from the office at Eastland Jr./Sr. High School.

## STUDENT REGULATIONS AT ATHLETIC EVENTS

**NO SITTING ON THE FRONT OF THE STAGE AT EES.**

**OLD GYM IS OFF LIMITS** – The **old gym is off limits** during the game unless authorized by the administration.

**NO LOITERING** – There is to be no loitering in the hallways during a basketball game or volleyball match. Those lingering in the hallways will be asked to enter the gym or leave the building.



## **SPORTSMANSHIP GUIDELINES**

Students/participants/and spectators at Eastland events will:

1. speak politely and act responsibly at all events.
2. speak politely and extend our hospitality to groups and individuals visiting our school.
3. use only appropriate language.
4. respect the property of all school districts.
5. treat officials or dignitaries with respect, and their decisions with tolerance.
6. as a spectator, cooperate with our fellow spectators.
7. as a participant, compete aggressively while respecting the right of our opponent to do the same.
8. confront loss or failure with courage, fair-mindedness, and resolve.
9. respond to the poor conduct of opponents or opposing fans by elevating our performance, rather than resorting to words, gestures, or force.
10. remain modest in victory.
11. honor all laws and school rules.

### **Consequences**

Students, parents, or adult spectators, who engage in cheers, chants, or behaviors that are derogatory, inappropriate, or unsportsmanlike-like will be required to leave the event. The person in charge will be an administrator, athletic director, coach, or teacher.

Students, parents, or adult spectators in violation of sportsmanship guidelines can be suspended from attending/participating in the next event related to that specific activity and may be suspended from other events/activities along with a longer suspension based on administrative discretion.

## **TRAINING RULES**

To be part of an extracurricular activity is a privilege, not a right. Students who choose to participate in these activities are subject to all school rules, but in addition, they are expected to maintain habits and behaviors that reflect favorably upon themselves, the school and the community. As representatives of the district they are expected to not use tobacco, intoxicants, stimulants, controlled or illegal substances, or be convicted of an offense other than a routine traffic violation.

Should an extracurricular participant find himself/herself in a situation where illegal activities are taking place, that individual will be considered to be an active participant in those illegal activities if he/she fails to leave within 10 minutes after becoming aware of those illegal activities.

These expectations are in effect throughout the entire year as well as during the specific activity or sport season.

Every student participating in Athletics or an Extra-curricular organization is required to sign the "Eastland Athletic and Extracurricular Code" document and return it to his/her coach or supervisor before he/she begins participating.

## ELIGIBILITY

Academic eligibility is determined as follows:

1. For the first two weeks of each semester, a student's eligibility will be based on the IHSA weekly standard, meaning that he/she must maintain a cumulative passing grade in five classes (25 hours = five subjects.)
2. Starting with week three and continuing to the end of the semester, a student/participant must maintain a cumulative passing grade average in all classes in which he/she is enrolled.
4. If a student/participant becomes academically ineligible, it is under the discretion of the head coach or activity leader to determine the extent of his/her practice participation. Discretionary measures may or may not include: practice with the team, traveling with the team, using practice time as study time, etc...
4. If at any time during a season a student/participant has three total weeks of ineligibility, he/she will immediately be removed from the team for the remainder of the season. Academic suspension from a team includes all practices, all competitions, and all contact with the team.
5. A student must pass 7 out of 8 classes for the semester in order to be eligible to participate in extra-curricular activities the subsequent semester.
6. The academic eligibility of a transfer student will be based upon grades received from the previous school when enrolling.

### Determining cumulative passing grade in SBG System

If a student's average rating on all standards taught and assessed up to the date of the eligibility check is 2.5 or higher, he/she will be considered eligible for participation in extracurricular programs for the next week of the term.

If the average rating is lower than 2.5, the student's "ineligibility" will be overridden by the teacher and the student determined "eligible" if:

- A. The student is demonstrating improvement toward meeting standards (based on formative and summative measures), or
- B. The student has a "redo plan" in place and weekly checks by the teacher show that the redo plan is helping the student to grow toward proficiency.

If the student's average rating on all standards taught and assessed to date is below 2.5, ***and neither A nor B are true***, the student will be ineligible for participation in extracurricular programs for the next week of the term.

Eligibility standards will involve any and all extra-curricular activities listed below:

- Boys and Girls Sports
- Cheerleaders
- Speech
- Drama
- Student Council
- Academic Bowl
- Band and Chorus
- All Clubs and Organizations
- Year-long extra-curricular activities eligibility will only be determined on a week by week basis

Procedure for Notifying Students that they are Ineligible for Athletic Activities:

1. The student will have a conference with an administrator or athletic director and be told which classes he/she is failing.
  
2. A letter will be sent by the school to parents notifying them of the student's status.

### **PRODEURE FOR NOTIFYING INELIGIBLE STUDENTS FOR OTHER EXTRA-CURRICULAR ACTIVITIES**

The sponsor will notify any participants of an activity during the week(s) of ineligibility that they will not be able to participate.

#### **TELEPHONE**

The students may use the telephone located in the office if they have permission. Use of the phone will be limited to important matters—**not forgotten school supplies or arranging to go to a friend's house.**

#### **SKATEBOARDS AND ROLLERBLADES**

Skateboards and rollerblades are not permitted on school property.

#### **LOST AND FOUND**

The Lost and Found is located near the office. If you find an article, please turn it in along with any information that would help in finding the owner.

#### **BICYCLES**

Students who ride their bicycles should park them in the rack provided. Students are not to ride their bicycles on school grounds after arriving at school or after school until all buses have departed. **Students are not to handle, play with, or ride other students' bicycles at any time.** Any student in violation of the rule will lose the privilege of riding his/her bicycle the rest of the school year.

## **ANIMALS ON SCHOOL PROPERTY**

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

## **FIELD TRIPS**

Field trips are an extension of concepts taught in the classroom. They are encouraged and supported by the Eastland School District. Parents are often asked to serve as chaperones and supervisors for various field trips, and their assistance is truly appreciated. Because the purpose of a parent volunteer on a field trip is to actively supervise students assigned to them, chaperones and/or supervisors are prohibited from bringing younger siblings along on the trip.

Sometimes parents who are not selected as chaperones still wish to participate in the field trip and travel to the field trip site independently. These extra parents should understand that they may not be included as a part of the school group at the venue and may have to attend independently of the school group. Students, however, will remain a part of the school experience and stay in their assigned groups.

Classroom teachers will select parent chaperones through a random drawing. Parents will be notified if they are selected for the field trip and will be given specific information regarding their role in the supervision process, as well as any pertinent information about the students assigned to them.

There may be times when students are not allowed to participate in field trips. Students on bus suspension, out-of-school suspension, or in-school suspension will not be allowed to attend.

## **RECESS**

Recess is a break for those students who have been working. If a student does not have his/her work completed, the teacher may direct the student to stay in the classroom to study. In case of inclement weather, recess will be held inside. Notes from parents asking to keep a child inside during recess will be honored at the discretion of the teacher. If your child is ill, he/she should be kept at home or have a doctor's excuse to stay in at recess.

## **PARTY INVITATIONS**

Party invitations may not be distributed at school unless every child in the class section has been invited.

## **PASSES**

In order for a student to see a teacher or counselor during the teacher's prep or lunch period, a pass should be secured in advance from the teacher or counselor.

## CARD GAMES

Playing cards during study halls, at noon, or any other time in school is prohibited. This includes computer card games. The only exemptions are for educational reasons (i.e. math).

## THE MEDIA CENTER

The Media Center contains books, magazines, newspapers, and other print and electronic materials for assigned study and recreational reading. The Media Center is open from 7:40 am to 3:30 pm on student attendance days.

While visiting / using the Media Center, all students must abide by the posted rules and may not leave the Media Center without permission from the Media Specialist or other supervising teacher / aide. All students are responsible for any material that is used inside or outside the Media Center. This includes ALL materials (books, magazines, Bloggie cameras, etc.). If any item is damaged, it is the student's responsibility to replace the item or pay for the replacement costs.

## MEDIA CENTER RULES

The following rules will be observed while in the Media Center.

- TALK quietly
- WALK in the Media Center
- A LIBRARIAN OR A TEACHER WILL CHECK OUT ALL BOOKS
- If students take a book off the shelf and decide they don't want it, they will put it back to its original place or in the book drop.
- Students will use the book drop to return a book.
- Magazines, newspapers, and periodicals may not be checked out for longer than one class time period. (Including study halls)
- Students will ask the librarian or leave a note on her desk if they cannot locate a book or resource they need or want.
- Nobody should be in the media center if a librarian or aide is not present unless they were sent there by a teacher.
- Books may be checked out for a period of two weeks. Overdue books will be subject to a fine of \$.10 per day for EJSHS students. Students may renew a book unless that book is in great demand.
- NO reference books will be taken out of the media center.
- NO copies of any text taken out of reference books will be made in the office without a teacher's written permission.

## AUTOMOBILE USAGE / PARKING LOT

Students who are licensed to drive by the State of Illinois may drive cars and other vehicles to school. After a student vehicle arrives in the school parking area, it must be parked and **all occupants must immediately leave the vehicle** unless there is a reasonable cause for the occupants to remain in the vehicle for a short period of time. Any student who screeches tires, hotrods, or engages in any unsafe or disruptive action with a vehicle is subject to disciplinary action. No students are to park directly in front of the high school building. Students may not return to their vehicle without special permission from the

Principal's office.

1. First offense-warning;
2. Second offense-loss of parking privilege;
3. Third offense-permanent loss of parking privilege.

Students may drive to WACC with permission from WACC, the principal and parent. Any student who drives to WACC without previous approval of the school office could receive a one-day suspension and loss of future driving privileges.

Vehicles parked outside painted lines or designated parking spots may be towed at the discretion of the school at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

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

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

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

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

### **WHITESIDE AREA CAREER CENTER (WACC)**

All students enrolled in WACC classes will ride the bus to and from the Center. The bus leaves daily at 7:00 am. from Shannon and 7:15 am from Lanark. **If a student misses the bus, he/she will report to EJSHS at 8:10 am and will go to study hall 1st-3rd periods.** Students who do not report to EJSHS will be given an unexcused absence, which may result in an extended detention.

Students will submit a completed WACC Driving Permit at EJSHS office one day prior to any day that they are requesting permission to drive their vehicle to the Center. Valid reasons for driving are: Mechanics students working on their vehicle; students in "clinicals" driving to the place of business; students leaving from WACC for a doctor appointment. Students with an approved driving permit must follow the school bus down and back and cannot take any other students in their vehicle.

## **BULLETINS AND ANNOUNCEMENTS**

All notices of club meetings, athletic and social events, general information for the day, and specific instructions are announced over the P.A. system at 8:10 a.m. each day and will be posted on the high school's web page. Pupils responsible for putting notices in this daily bulletin must have their notices approved by their advisor. Special notices are posted on the bulletin boards outside the main office and throughout the halls. All posters advertising school sponsored events and must be approved by the administration.

Legislation was enacted in July 2002 which required that public high schools lead students in the Pledge of Allegiance every day. After the pledge, all students will observe 15 seconds of quiet time for reflection on the day's events. This will be done during the daily announcements.

If a student(s) would like to distribute non-school publications, he/she must notify the administration in advance and additional requirements may be imposed.

## **HALLWAY BEHAVIOR**

The hallways shall not be used as a place to sit on the floor before school or between classes. If a student needs to sit down before school begins in the morning he/she must use a classroom.

## **DISPLAYS OF AFFECTION**

Displays of affection between students (except for holding hands) will not be allowed in the building, on the school grounds, or at school sponsored activities/events. Violations could result in disciplinary action.

## **SCHOOL DANCES AND ACTIVITIES**

Throughout the year, various organizations may sponsor dances. These dances are open to the students of our school, to their guests who are enrolled in another high school, and to guests who are not enrolled in high school as long as they are under the age of 21. Guests must be approved by the Principal. Forms are available in the office for this purpose. The forms must be submitted by a deadline date which is announced. No Junior High students will be allowed as guests. Students who bring a guest are responsible for the conduct and behavior of their guest. Guests are to abide by the same rules as Eastland students. All students and/or guests will be required to take a breathalyzer test upon arrival to the dance and are subject to the District Student Discipline Policy. All students and/or guests who leave the building during school dances are not allowed to return.

## **ORGANIZATION SPONSORS**

FCCLA – Mrs. Haverland

FFA - Mrs. Feltmeyer

Cinema Club- Mr. McLain

Yearbook – Mrs. Fink

Student Council – Mrs. Haverland

Jr. High Student Council – Mrs. Lamoreux

Academic Team – Mr. McLain

Jr. High Academic Team – Mr. Ehlers

Lego League – Mrs. Dertz

Speech Team – Mrs. Graf

Theatre – Mrs. Graf

National Honor Society – Mrs. Pilgrim

3.0 Club / Academic Excellence – Mrs. Fink

Servant Leadership – Mrs. Haverland

## **HIGH SCHOOL 3.0 CLUB/EDUCATIONAL EXCELLENCE AWARD**

Goal: To recognize students who achieve and maintain an honors grade point.

Awards: 5 inch English chenille letter for first year achievers and a gold bar for each year beyond. An additional chenille patch for students who achieve a GPA of 3.75 (Educational Excellence Award)

**\*\*Note:** Freshmen receive an honorary certificate after the first semester grades.

Qualifying Students will have a G.P.A. of 3.0 or higher after the first semester grades are established.

Presentation of Awards: Qualifying students will receive their honors during a special assembly, the date and time to be announced.

## **HIGH SCHOOL CLASS SPONSORS**

It is necessary for the sponsor to be present at class meetings, parties, or other approved scheduled events. It is their responsibility to see that the proper procedures are followed in setting up class events and the expenditure of class funds.

Class Sponsors and Organization Directors for the year are:

9th Grade (Class of 2023)-	Mrs. Feltmeyer	Mrs. Haverland
10th Grade (Class of 2022)-	Mrs. Dertz	Mr. Dertz
11th Grade (Class of 2021)-	Mrs. Fink	Mr. McLain
12th Grade (Class of 2020) -	Mrs. Brinker	Mrs. Todd

## **USE OF METAL DETECTORS FOR STUDENT SAFETY**

Metal detectors may be used when the administration in any school has reasonable suspicion that weapons or dangerous objects are in the possession of unidentified students, when there is a pattern of weapons or dangerous objects found at school, on school property, at a school function, or in the vicinity of a school, or when violence involving weapons has occurred at a school or on school property, at school functions, or in a school's vicinity. The Building Principal shall obtain the Superintendent's permission before using a metal detector. The reasons supporting the use of a metal detector shall be documented.

Before a metal detector is used in a particular school, the students shall be notified via the intercom, at an assembly, or by similar means of its use. On the day of its use, signs will be posted to inform students that they will be required to submit to a screening for metal as a condition of entering or continuing attendance at school. District staff, who may be assisted by law enforcement officials, will conduct the screening.

## **MILITARY OPT OUT REQUEST**

School districts are required to release student names, addresses, and phone numbers to military recruiters upon their request. As a student you have the right to request that your private information not be released to military recruiters and others. Military Opt Out forms are available in the office for this purpose.

## **EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR**

We are an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave, Sexual Orientation and Gender Identity or



Expression. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination.

### **JURISDICTIONAL STATEMENT**

Eastland School District #308 does hereby confirm that all handbooks and school rules apply to all school-related events whether on or off school grounds, before, during, or after school hours. This handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school and its current general practices, procedures, rules and regulations at the time of publication for appropriate code of conduct based on the board policies that govern the District. The rules and procedures are subject to change without prior notification.