

**Freeport School District 145**

**Student/Parent Handbook  
2018-2019**

**SUPERINTENDENT**

Dr. Mike Schiffman

**BOARD OF EDUCATION**

Ms. Janice Crutchfield, President

Mr. George McCarty, Vice President

**Members**

Ms. Shirley Bradley

Rev. Antwon Funches

Ms. Abbe Hayner

Mr. Pete Norman

Mr. Jack Sosnowski

**Our Mission:**

**In partnership with students, family and community, we educate every student for the challenges of today and the opportunities of tomorrow through the continuous pursuit of excellence.**

**Governing Values:**

- We provide a high quality education for all students.
- We treat each person with fairness and respect.
- We model and expect responsible citizenship in our community.
- We provide a safe and healthy environment for everyone.
- We communicate openly and cooperatively.
- We continuously improve in everything we do.



## Freeport School District 145

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Dear Freeport School District Students and Parents,

Welcome to Freeport School District 145. The faculty and staff are looking forward to working with your child to make this year a successful one. We have a highly qualified faculty and staff who will be working daily to meet the educational needs of our students.

A strength of any school community is the joint effort of students, parents and staff to establish and maintain high expectations for all areas of student growth and development. We have created this handbook as a guide to help you become more familiar with the policies of Freeport School District and hopefully answer some of the questions you may have in the future. We ask that both parents and students read the handbook so that there is a clear understanding of the District's expectations and its current practices, procedures, rules and regulations. The policies and procedures within this handbook have been developed over the years and provide our students with a safe, structured school environment. These procedures have been written to coordinate with the policies of the Freeport School District Board of Education and are integrated with the mandates from our local, state and federal governments. It is appropriate and likely that particular policies or procedures may be changed during the school year in order to create a safer, more efficient environment. Should changes occur, they will be communicated to students and parents.

Close communication between home and school supports the best interests of each student here in the Freeport School District. We continually strive to ensure every student's success, but in doing so, we need your help and support. There must be a partnership between all stakeholders in order to meet the academic needs of our children. Together we can provide our students with the educational tools needed and prepare them for a college or career future. Schools work best when there is a healthy collaboration between communities, families, teachers, and students. After reviewing the handbook with your child, feel free to contact us if you have any questions or concerns.

Sincerely,

*Dr. Mike Schiffman*

Dr. Mike Schiffman  
Superintendent

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**BOARD OF EDUCATION  
MEETING SCHEDULE  
2018-19**

*All meetings are held at 6:00 p.m. on the first and third Tuesday of the month unless otherwise noted\*. Unless otherwise noted, meetings are held at Freeport Middle School, 701 West Empire Street, Freeport, Illinois.*

**August**

August 21, 2018 (Admin Building)

**September**

September 4, 2018  
September 18, 2018

**October**

October 2, 2018  
October 16, 2018

**November**

November 7, 2018

**December**

December 4, 2018  
December 18, 2018

**January**

January 15, 2019

**February**

February 5, 2019  
February 19, 2019

**March**

March 5, 2019\* (Carl Sandburg)  
March 19, 2019\* (Carl Sandburg)

**Board of Education:**

President: Ms. Janice Crutchfield (815)238-8449  
Vice President: Mr. George McCarty (815)235-8653

Members: Ms. Shirley Bradley (815)232-5418  
Rev. Antwon Funches (815)232-6043  
Ms. Abbe Hayner (815)233-2462  
Mr. Pete Norman (815)275-8198  
Mr. Jack Sosnowski (815)599-8872

**Central Office: Main Line (815)232-0300**

**Dr. Mike Schiffman** – Superintendent, (815)232-0308  
**Dr. Duane Meighan** – Assistant Superintendent for Curriculum & Instruction, (815)232-0310  
**Dr. Patrick McDermott** – Assistant Superintendent for Business, (815)232-0305  
**Mr. Chris Shockey** – Director of Human Resources, (815)232-0307  
**Ms. Nita White** – Director of Equity, (815)232-0321  
**Mr. Jack Code** – Director of Pupil Personnel Services, (815)801-0853  
**Ms. Amanda Williams** – Director of Nutrition & Dining, (815)232-0322  
**Mr. Tom Elzen** – Director of Technology, (815)232-0569  
**Mr. Greg Munda** – Director of Facilities & Grounds, (815)232-0585  
**Ms. Dallas Pieper** – Director of Enrollment and Transportation Emergency, (815)232-0558

*Committee of the Whole meetings will take place on the second meeting of the month during the regularly scheduled board meeting.*

## Freeport School District 145 School Year Calendar

2018-2019

August 20 & 21, 2018 – District Institute Days – All Teachers

August 22, 2018 Wednesday – First Day (full day) of Student Attendance – Grades preK-12

September 3, 2018, Monday – Labor Day – No School

September 13, 2018, Thursday – School Improvement Day – Early Release. Students AM attendance only. No preschool.

October 5, 2018, Friday – District Institute Day – No students

October 8, 2018, Monday – Columbus Day – No School

October 26, 2018, Friday – First quarter ends

November 1, 2018, Thursday – Half Day Parent Teacher Conferences No preschool.

November 2, 2018, Friday – Parent Teacher Conferences

November 21, 2018, Wednesday – Special holiday – No School

November 22, 2018, Thursday – Thanksgiving – No School

November 23, 2018, Friday – Special holiday – No School

December 13, 2018, Thursday – School Improvement Day – Early Release. Students AM attendance only. No preschool.

December 24, 2018, Monday – Winter Holiday Begins

January 3, 2019, Thursday – School Resumes – Second Semester Begins

January 18, 2019, Friday – Second Quarter Ends

January 21, 2019, Monday – Martin Luther King Day – No School

January 22, 2019, Tuesday – District Institute Day – No students

February 14, 2019, Thursday - School Improvement Day – Early Release. Students AM attendance only. No preschool.

February 18, 2019, Monday – Presidents' Day – No School

March 14, 2019, Thursday - School Improvement Day – Early Release. Students AM attendance only. No preschool.

March 22, 2019, Friday – Third Quarter Ends

March 25, 2019, Monday - Spring break begins

April 11, 2019, Thursday - School Improvement Day – Early Release. Students AM attendance only. No preschool.

April 19, 2019, Friday – Special Holiday. No School.

April 22, 2019, Monday - Special Holiday. No School.

May 9, 2019, Thursday - School Improvement Day – Early Release. Students AM attendance only. No preschool.

May 27, 2019, Monday – Memorial Day – No School

June 4, 2019, Tuesday – Last day for students

June 5, 2019, Wednesday – In-service Day (full day)

Five ½ days allowed. Using three half days...one for Nov. 1, two used for Nov.2, and two used for June 5.

If no snow days are used, the last pupil attendance day will be held on 5/28 with a District Institute on 5/29.

*Approved by the Board: January 16, 2018*

*Revised: February 20, 2018*

*BOE/Supt. Ofc.*

**FREEPORT SCHOOL DISTRICT 145**

**District Schools – Addresses and Hours**

**Freeport High School**

701 West Moseley Street  
Freeport, IL 61032  
Phone: 815-232-0400  
Dr. Beth Summers, Principal  
M-TU-TH-F 7:30-2:35  
Wednesday 7:50-2:35

**Freeport Middle School**

701 West Empire Street  
Freeport, IL 61032  
Phone: 815-232-0500  
Ms. Renee Coleman, Principal  
M-TU-TH-F 7:30-2:35  
Wednesday 7:50-2:35

**Carl Sandburg School**

1717 Eby Street  
Freeport, IL 61032  
Phone: 815-232-0340  
Mr. Ben Asche  
M-TU-TH-F 7:42-2:50  
Wednesday 8:02-2:50

**Blackhawk Elementary School**

1401 S. Blackhawk Ave  
Freeport, IL 61032  
Phone: 815-232-0490  
Ms. Stacey Kleindl  
M-TU-TH-F 9:00-3:40; **AM PK 9:00-11:30,  
PM PK 1:10-3:40**  
Wednesday 9:20-3:40; **AM PK 9:20-11:50,  
PM PK 1:10-3:40**

**Center Elementary School**

718 E. Illinois Street  
Freeport, IL 61032  
Phone: 815-232-0480  
Ms. Danielle Summers, Principal  
M-TU-TH-F 9:00-3:40; **AM PK 9:00-11:30,  
PM PK 1:10-3:40**  
Wednesday 9:20-3:40; **AM PK 9:20-11:50,  
PM PK 1:10-3:40**

**Empire Elementary School**

1325 W. Empire  
Freeport, IL 61032  
Phone: 815-232-0380  
Ms. Alice Stech  
M-TU-TH-F 9:15-3:55; **AM PK 9:15-11:45,  
PM PK 1:25-3:55**  
Wednesday 9:35-3:55; **AM PK 9:35-12:05,  
PM PK 1:25-3:55**

**Jones Farrar I.B. School**

1386 S. Kiwanis Dr.  
Freeport, IL 61032  
Phone: 815-232-0610  
Ms. Jennifer De Jong, Principal  
M-TU-TH-F 8:55-3:35  
Wednesday 9:15-3:35

**Lincoln-Douglas Elementary School**

1802 West Laurel Street Freeport,  
IL 61032 Phone:  
815-232-0370  
Mr. Matthew Bohrer, Principal  
M-TU-TH-F 9:15-3:55; **AM PK 9:15-11:45,  
PM PK 1:25-3:55**  
Wednesday 9:35-3:55; **AM PK 9:35-12:05,  
PM PK 1:25-3:55**

**Taylor Park Elementary School**

806 E. Stephenson St. Freeport,  
IL 61032  
Phone: 815-232-0390  
Mr. Brian Lamm  
M-TU-TH-F 9:15-3:55; **AM PK 9:15-11:45,  
PM PK 1:25-3:55**  
Wednesday 9:35-3:55; **AM PK 9:35-12:05,  
PM PK 1:25-3:55**

**Freeport Alternative High School & Students in  
Transitional Education (SITE)**

|                     |                    |
|---------------------|--------------------|
| 1330 S. Locust Ave  | 302 W. Exchange    |
| Freeport, IL 61032  | Freeport, IL 61032 |
| Phone: 815-233-0796 | 815-235-8027       |
| Ms. Dana Dinderman  | Ms. Sarah Swords   |
| M-TU-TH-F 7:30-2:35 | 8:00-2:00          |
| Wednesday 7:50-2:35 | 8:00-2:00          |

**Freeport School District 145 Parent/Guardian/Students/Staff Positive Behavioral Interventions and Support Expectations Compact**

Each student has the right to attend school in an environment that is safe, free of disruptive influences, and conducive to learning; thereby providing ample opportunity to acquire knowledge and skills that are commensurate with his or her maturity, interests, and abilities. School personnel, parents/guardians, and students have the responsibility to develop and maintain an atmosphere that is compatible with this right. The rules and policies contained herein are intended for use by parents, students, staff and school administration in support of effect classroom and school management procedures developed and implemented by school personnel. Parents/Guardians should:

1. Keep in regular contact with their child's teachers concerning their child's conduct and progress.
2. Assure that their child attends school daily and promptly report and explain an absence or tardy to school. Please call school within one hour of the school's start time.
3. Provide the student with the resources needed to complete class work.
4. Assure that their child is healthy, well groomed, and clean.
5. Report immediately to school authorities any school-related problem or condition which affects their child or other children of the school community.
6. Discuss report cards, evaluations, and homework assignments with their children on an on-going basis.
7. Maintain accurate and up-to-date homework and emergency telephone numbers at the school.
8. Assure that your child is picked up from school at the end of the school day or activity in a timely manner or someone is home to meet your child.

Students should:

1. Attend all classes daily and be on time.
2. Come to class with appropriate working materials and ready to learn.
3. Be respectful to all individuals and Conduct themselves in a safe and reasonable manner.
4. Be well groomed, neat, clean, and dressed appropriately for a learning environment.
5. Abide by the rules and regulations set forth by the Board of Education, administration, building principal, individual classroom teacher and support staff.
6. Be responsible for themselves and complete work to the best of their ability.

Staff should:

1. Recognize and understand student needs and promote worth, dignity, and educational success.
2. Make every reasonable effort to contact a parent if a student is absent or experiencing academic or behavioral difficulties.
3. Establish clear and concise classroom expectations for students
4. Maintain an atmosphere conducive to good behavior.
5. Plan a flexible instruction to meet the needs of all students.
6. Promote effective training of discipline based on fair and impartial treatment of all students.
7. Develop a good working relationship among staff and students.
8. Encourage parents to maintain communication between the school and home.
9. Involve students in the development of classroom procedures.
10. Be respectful of all students, parents/guardians and staff members.



## **Chapter 1 - Introductory Information & General Notices**

### **General School Information**

**The receipt of this handbook or electronic access within fifteen (15) days of enrollment constitutes official parent/guardian notification with regard to student rights, records, discipline and other important items as may be required by law, rule or regulation.** 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.fsd145.org](http://www.fsd145.org)) or at the Board office, located at: 501 E. South Street, Freeport, IL 61032.

### **The First Day of School**

The first day of school for students will be August 22, 2018

**Students are not to be in the building more than 15 minutes before or after the school day** unless they are working under direct supervision of a staff member. Loitering, or being in or around the school grounds with no valid reason, is not permitted. Students eating breakfast at school should arrive on time in order to have adequate time to eat and to ensure that they are not late for class. The school is not responsible for accidents when students arrive early or stay late past the hours set by the school or district.

### **Residence**

Resident Students - Only students who are residents of the District may attend a District school except as provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

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

Children of Staff - Waiver of residency requirement for staff wishing to send their children to Freeport School District schools. In order for this to be possible, an application must be filed with the Illinois State Board of Education (ISBE). ***Approved by Freeport School Board – May 16, 2017.***

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

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition. Admission of Non-Resident Students Pursuant to an Agreement or Order Non-resident students may attend District schools pursuant to:

1. A written agreement with an adjacent school district to provide for attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for attendance by foreign exchange students and non-resident pupils of charitable institutions.
3. According to an intergovernmental agreement.

4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

**Challenging a Student's Residence Status:** If the Superintendent or designee determines that a non-resident student is attending a District school, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due and immediately begin proceedings to ban the student from future attendance. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

### **School Admissions and Student Transfers To and From Non-District Schools**

**Age** - To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age. **Admission Procedure:** All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

2. Proof of residence, as required by Board policy 7:60, Residence. 3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students. The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

**Homeless Children:** Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

**Student Transfers To and From Non-District Schools:** A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion when the penalty was for: knowingly possessing in a school building or on school grounds, a weapon as defined in the Gun Free Schools Act; knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or battering a staff member of the school.

Privately sponsored exchange students on an F-1 visa may not attend school in the district.

## Visitors to a School

1. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

2. Visitors will be afforded reasonable access to educational facilities, personnel, classrooms, and buildings and to the child. To minimize disruption, reasonable access means that the parent(s)/guardian(s) or qualified professional retained by or on behalf of a parent/guardian or child is allowed access once per school quarter for up to one hour or one class period. A visitor may request the authorized administrator to grant longer or additional observations based on individual circumstances and provide any supporting documentation in support of such a request. A professional evaluator can request longer or additional observations in his or her initial request. The administrator may grant, deny, or modify the request, and the administrator's decision shall be final.
3. Visitors must comply with:
  - a. School safety, security, and visitation policies at all times.
  - b. Applicable privacy laws, including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act and the Illinois School Student Records Act.
  - c. Visitors may not disrupt the educational process.
4. If the visitor is a parent/guardian, he or she will be afforded reasonable access as described above for the purpose of:
  - a. Observing his or her child in the child's current educational placement, services, or program, or
  - b. Visiting an educational placement or program proposed for the child by the IEP team.
5. If the visitor is an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child, he or she must be afforded reasonable access of sufficient duration and scope for the purpose of conducting an evaluation of the child, the child's performance, the child's current educational program, placement, services, or environment, or any educational program, placement, services, or environment proposed for the child, including interviews of educational personnel, child observations, assessments, tests, or assessments of the child's educational program, services, or placement of any educational program proposed by the IEP team, services, or placement. If one or more interviews of school personnel are part of the evaluation, the interviews must be conducted at a mutually agreed upon time, date, and place that do not interfere with the school employee's school duties. The Building Principal or designee may limit interviews to personnel having information relevant to the child's current educational services, program, or placement or to a proposed educational service, program, or placement.
6. **Prior to visiting a school, school building, or school facility, a visitor must complete 630.01-AP2, E1, *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*.** This form serves to:
  - a. Inform the Building Principal or designee in writing of the proposed visit(s), the purpose, and the duration, and
  - b. Identify requested dates/times for the visit(s) to facilitate scheduling.

7. The student's parent/guardian must consent in writing to the student being interviewed by the named evaluator as part of a visit. The parent/guardian will grant this consent by completing 630.01-AP2, E1, *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*.
8. The student's parent/guardian, or the student, if he or she is over the age of 18, must execute an Authorization to Release Student Record Information before an independent educational evaluator or a qualified professional retained by or on behalf of a parent/guardian or child will be given access to student school records or to personnel who would likely release such records during discussions about the student. If a student is over the age of 12 and the records contain mental health and/or developmental disability information, the student must also be requested to sign the Authorization to Release information before any observation by or disclosure of school student records or information to a visitor.
9. The visitor must acknowledge, before the visit, that he or she is obligated to honor students' confidentiality rights and refrain from any re-disclosure of such records. The visitor will provide this acknowledgment and agreement by completing 630.012-AP2, E1, *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*.
10. The Building Principal or designee will attempt to arrange the visit(s) at times that are mutually agreeable. The Building Principal or designee will accompany any visitor for the duration of the visit, including during any interviews of staff members.
11. If the visitor is a professional retained by the parent/guardian, the visitor must provide identification and credentials before the visit.
12. This procedure applies to any public school facility, building, or program and to any facility, building, or program supported in whole or in part by public funds. The student's case manager or other District designee must facilitate such visit(s) when the student attends a program outside of the School District, such as at a private day program or residential program, provided it is supported in whole or in part by public funds

### **Civil Rights, Equal Educational Opportunity, Title IX**

The Freeport School District complies with the Rules and Regulations of Title IX of the Educational Amendments of 1972 and the Civil Rights Act, and assures equal educational opportunities regardless of race, sex, color, national origin, alienage, religion, age, or disability.

### **Educational Opportunities 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.

The District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of any protected status. The District will remain viewpoint neutral when granting access to school facilities under Board Policy 410.08, Building Usage Policy. Any student may file a discrimination grievance by using the Uniform Grievance Procedure. 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: Nita White, 815-232-0300.

### **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. Animals are no longer allowed to be kept as classroom pets.

### **School Volunteers**

A volunteer is defined as any individual who performs a service for FSD145 without compensation, remuneration or other consideration and who otherwise meets the eligibility of this policy. All those who volunteer in the District on a regular, on-going basis shall be subject to this policy. Volunteers include parents, grandparents, and others from the community, who mentor students, help out in the office, classroom, playgrounds, extra-curricular activities, and who assist in any other activity involving students. All those who volunteer in the District on a regular, on-going basis must complete an online application and submit to a fingerprint-based investigation processed by the FBI and the Illinois State Police to assist in the criminal history reference background check. Also, a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database shall be performed by District.

The School Board encourages participation of individuals and groups in local schools to perform appropriate tasks during and after school hours under the supervision of professional personnel. Identification, recruitment, and training of volunteers will be done by the Superintendent or designee.

Volunteers will not teach but will reinforce and aid educational skills taught by the professional staff. Volunteers may work under the supervision of a certified person with groups of students, assist on a one-to-one basis or perform services not involving students.

At all times, volunteer services will be used to promote and insure maximum educational benefits to the students. All school volunteers shall serve at the discretion of the Superintendent.

### **Invitations and Gifts (K-8)**

Gifts to teachers from students, parent/guardians, and other relatives are discouraged.

Flowers, balloons, party invitations and gifts are discouraged and will not be delivered to students during school hours. Items such as these are of a personal nature and should be mailed home. The office is unable to release addresses and phone numbers of students

### **Treats & Snacks [K-8]**

Due to health concerns and scheduling, treats and snacks for any occasion, including birthday celebrations, are discontinued. As a suggestion of alternatives to food and snacks, parents are welcome to come to school and read, play games, help with math and writing, or other activities that students are able to participate.

### **Emergency School Closings**

On occasion, it may be necessary to dismiss school early due to inclement weather or some unforeseen circumstance. Students need to know where they should go in the event of an emergency dismissal from school. The following guidelines may be helpful:

- If there is usually a parent at home, explain to the student that he/she should come home if there is an emergency dismissal.
- Select a relative or neighbor who is usually home and is willing to serve as a backup.

- If inclement weather is forecast, please listen to a local radio station, watch a local television station or check the school district website ([www.fsd145.org](http://www.fsd145.org)).

School closings and emergency dismissal or announcements are made on the following radio stations:

WEKZ (1260 AM)    WNTA (1330 AM)    WROK (1440 AM)    WFRL (1570 AM)    QFL (101) Radio 91  
 WFPS (92.1 FM)    WEKZ (93.7 FM)    WKMQ (95.3 FM)    WZOK (97.5 FM)    WXXQ (98.5 FM)    WXRX (104.9 FM)

School closings and emergency dismissal or announcements are made on the following television stations:

WREX 13/3 NBC                      WTVO 17/4 ABC                      WIFR 23/5 CBS

**The Freeport School District has implemented an electronic notification system which notifies all parents and/or staff members simultaneously with any important messages, such as snow day cancellations, etc. It is important to note that any and all phone numbers provided to the district are current and correct. These will be the numbers used by the system to contact if there is a situation that would require notification.** For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

### **Emergency Procedures**

In case of an actual emergency involving a fire, tornado, or some other natural disaster that actually does damage to the building, all students will be moved to an evacuation site. The site will be announced by emergency personnel handling the situation. A decision to return to school or be released will be made by the administration and local authorities.

### **Fire Drill**

The signal for a fire is the continuous tone of the fire alarm horns and the flashing of the strobe lights. At the signal for a fire, everyone must leave the building in the manner designated. **Students should always assume that the alarm means a fire and follow the process to evacuate the premises.**

### **Lockdown Drill**

From time to time each school building will conduct a lockdown drill. During this time all outside doors will be locked and students will be moved to a safe location within the classroom/building. Locking the interior doors is done in the event that an intruder would be in the building. The lockdown may be done in conjunction with dog searches of the building and with the support of the Freeport Police Department as part of our district wide Crisis Management Plan.

### **Tornado Drill**

The signal for a tornado is the repeated tone of the tornado alarm bells, and in some buildings, the flashing of the strobe lights. At the signal for a tornado, everyone must go to a secure location away from windows and assume a protective position. **Always assume that the alarm means a tornado.**

### **Emergency Contacts**

All students are required to have up-to-date emergency information on file. If there is a change in address, phone number, emergency contact person, work schedule or babysitter during the year, please contact the Enrollment & Transportation Center: (815) 232-0558 so that we can update the student’s emergency card. Please notify persons listed as emergency contacts for your child that school personnel may call them if needed. **Persons listed as emergency contacts will be used only to assist in locating**

the parent. No student will be released to a person listed on the emergency card unless written approval from the parent/guardian has been received by the school. Under no circumstances will a student be released to a person not listed on the emergency card.

It is the responsibility of the parent/guardian to ensure that the information on the emergency card is up-to-date. If at any time during the school year a change is to be made to your child's emergency contact information, please contact your child's school secretary.

### **Video & Audio Monitoring Systems**

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

### **Accommodating 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.

### **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 the 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.

### **Authorization to Provide Diabetic Care**

Contact school nurse to complete authorization form for Diabetes Care Plan.

### **Suicide and Depression Awareness and Prevention**

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

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

## **Chapter 2 - Attendance, Promotion & Graduation**

### **Attendance**

Research indicates that daily school attendance is important, as it is one predictor of successful academic performance. Parents/guardians and the student are responsible for regular student attendance. Daily attendance in all classes shall be expected of students. Students shall be made aware that absences may significantly affect their academic achievement.

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 parents assume the responsibility of ensuring their K-12 student attends school because the regular and prompt attendance of children in school is essential for their educational success. The school will maintain attendance records and report absences to parents by a notation on the report card, by telephone, or by letter when a pattern of irregular attendance appears to be developing.

### **Absences**

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. The District may request written verification from a parent or legal guardian of a student's absence due to illness. When such absences are frequent and/or prolonged, or in other extenuating circumstances, the parent or legal guardian may be required to obtain such verification from the student's physician.

**"Excused Absence"** shall mean: an absence for which there is a valid cause either; a. known to the principal or principal's designee; or b. attested by a letter (or note) signed by the parent or legal guardian setting forth such cause and approved by the principal or designee either before or after the date of absence.

**"Valid Cause for Absence"** shall mean:

- a. Illness;
- b. Observance of a religious holiday;
- c. Death in the immediate family



- d. Family emergency
- e. Circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the student (reasonableness of the parent's or legal guardian's concern shall be subject to the evaluation by the superintendent, principal or designee, on a case by case basis); including, but not limited to, other situations beyond the control of the student as determined by the superintendent, principal or designee.

**"Unexcused Absence"** shall mean: an absence for which there is no valid cause.

If any child enrolled in kindergarten through grade 12 is absent from school without a valid cause, nor notification that the absence has been authorized by the parent/guardian within 2 hours, the school will make a reasonable effort to promptly telephone and notify the parent/guardian of the child's absence from school (105 ILCS 5/26-3b). District students shall be given the opportunity to make up school work missed for absences that are considered excused. A student must be in attendance for the entire school day in order to participate in a district extracurricular activity. Special situations shall be given due consideration.

#### **Release Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

#### **Extended Absences**

In case of an extended absence due to illness from school, parents should contact the principal so that arrangements can be made to discuss the student's progress and homework with the classroom teacher. The law requires that children be in attendance at school whenever the child's school is open for instruction. The only approved vacation periods for FSD 145 occur during Winter Recess, Spring Recess, and Summer Vacation. Therefore, extended absences and/or vacations during the school year are discouraged. Valuable educational experiences are lost and grades may be affected. If an extended absence/vacation during the school year is unavoidable, the absence will be marked as unexcused.

#### **Make-Up-Work for Excused Absence or Suspension (Elementary Students)**

When a student is absent for more than one day, parents should call the office or notify the teacher to make arrangements to pick up the assignments. Please allow ample time for teachers to prepare materials-usually one school day is sufficient. Assignments can be picked up in the office or arrangements may be made to send the work home with another student.

#### **Make-Up-Work for Excused Absence or Suspension (Middle Schools/ High Schools)**

The responsibility for the make-up work due to an excused absence or suspension is that of the student, not the teacher(s). The student must make arrangements with each teacher for make-up work within two days of his/her return to school. Students and parents must understand that class discussions, lab experiments, and some other types of assignments that a student misses cannot be replicated.

#### **Truancy**

Student absenteeism considered avoidable is classified as truant. Truancy is a serious issue and will be dealt with in a serious manner by the school and district. The principal has the responsibility for monitoring student attendance and potential truancy.

**"Truant"** shall mean: a student subject to compulsory school attendance and who is absent without a valid cause for a school day or portion thereof.

Students who are truant will be offered support services and resources aimed at correcting the truancy issue. Examples of truancy support include but are not limited to: several notification/warning letters to parents Request for conferences with parents, home visits, attendance incentive plans and other support from the Principal and or the Family Resource Coordinator.

**“Chronic Truant”** shall mean: a student a student subject to compulsory school attendance and who is absent from such attendance without a valid cause for 5 % or more of the previous 180 regular attendance days (9 unexcused absences).

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State’s Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

**Generally, ten days absent to school is used as a guideline to determine excessive absences. The issue of excused versus unexcused absences becomes a non-issue when the number of days absent becomes excessive.**

### **Grading & Promotion**

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

### **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student’s teacher, ability and grade level.

### **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 Reserve Officer’s Training Corps (ROTC) program sponsored by the District;
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).

### **Home and Hospital Instruction**

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

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

For information on home or hospital instruction, contact: Jack Code 815-801-0857.

### **Early Graduation**

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to the end of the first quarter of the student's seventh semester.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (i.e. announcements, cap and gown rental, graduation practices, etc.)

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the Principal and the senior counselor prior to the end of the first quarter of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

### **Graduation Requirements**

Students must earn a minimum of 45 credits and must complete their last semester at FHS. Graduation exercises will take place in late May or early June.

#### **MINIMUM REQUIREMENTS:**

Total Credits 45

- English—four years (eight semesters)
- Physical Education—three years (six semesters)
- Health Education—one semester
- Consumer Education—one semester
- Social Studies—two years (four semesters)
- Successful completion of one semester of government including the Illinois and U.S. Constitution tests
- One semester of elective (World History recommended)
- One year (2 semesters) American History
- Math—three years (six semesters)
- Science—two years (four semesters)

Two semesters of electives must also be chosen from music, art, foreign language, or vocational education.

### **Honors/Advanced Placement (AP)/Dual-Credit Classes**

Students who are interested in Honors, AP, or Dual-Credit classes may self-select to take those advanced classes in grades 7-12. The Guidance Office at each of the middle schools and high school has more information.

### **Honor Roll**

An honor roll is compiled at the end of each quarter. To gain Honor Roll status, a student must achieve a grade point average of at least 3.00. Students with a grade point average of 3.50 are recognized on the High Honor Roll. Students with a grade point average of 4.00 are recognized on the Highest Honor Roll.

### **Interim Reports**

Interim reports are sent to parents when a teacher wants to commend a student, request a parent/teacher conference, or notify a parent of a potential loss of credit. Interims are sent to all parents approximately half way through each quarter of the school year. This is a necessary communication between teachers and parents that is particularly important when a student is in academic jeopardy in a class. The Interim may be sent at any time if the teacher feels there is a need for communication to a parent regarding student performance.

### **Progress Reports—Report Cards—Conferences**

Progress reports, report cards and conferences are used to keep parents/guardians informed on their child's schoolwork and behavior. Report cards are sent home four times each year. Conferences are held in November. Conferences will be scheduled at other times as requested by the teacher, parent and/or guardian. Telephone calls and letters may be used to report progress and/or concerns. If you have any questions about your child's progress, please contact the classroom teacher.

### **School Withdrawal**

Students and their parents need to contact your school office and obtain the necessary forms for withdrawal. These forms need to be signed and returned to the secretary to complete the withdrawal process. All books and materials need to be returned, fines paid, and other personal responsibilities taken care of before the withdrawal process is complete.

## **Chapter 3 - Student Fees and Meal Costs**

### **Food Service Nutrition and Dining Services (NDS)**

The Nutrition and Dining Services Department is dedicated to providing appealing and nutritious meals to promote the growth and development of every student. The department has over 40 food and nutrition professionals that support student learning by promoting healthy habits for life-long nutrition practices. Our team strives daily to ensure that all meals served in our schools are freshly prepared, well-balanced, age appropriate and follow state (Illinois Board of Education) and federal (USDA) guidelines.

FSD145 Nutrition and Dining Services is enrolled in the School Breakfast Program, National School Lunch Program and the Community Eligibility Provision (CEP).

### **Student Accounts**

Effective May 2016, all Freeport School District students now have the opportunity to eat one reimbursable breakfast and one reimbursable lunch at school for no charge. Students who would like to purchase an additional a la carte item or milk may do so using funds on their student lunch account or provide payment at the time of purchase.

For students who wish to purchase additional items at breakfast or lunch, parents / guardians have the option to send cash or check with the student. We do request that when payments are sent with the student they come in a sealed envelope marked with the following: Student's Name, Teacher's Name, Grade and Amount Enclosed. Checks should be made payable to Freeport School District 145. If parents / guardians prefer to make an advance payment with a credit card (MasterCard or Visa), you may do so on the school district website [fsd145.org](http://fsd145.org), select the lunch menus tab (top right of the home page) and scroll to the bottom of the page for e-pay options.

Please note that students who have a negative balance with Nutrition and Dining Services will have the negative amount owed follow them each school year until payment is received. No further charges will be allowed on the students account.

### **Lunch Money Refund Procedures and Guidelines**

Parents/guardians whose student(s) are leaving the district during the school year can request and receive a refund for any remaining lunch money balance, parents / guardians are encouraged to contact the Nutrition and Dining Services Department

directly at 815-801-0106 to request their refund check. Students who are graduating, will automatically receive a refund check for the amount of their remaining balance at the end of the school year. Students who are returning to FSD145 will keep their remaining balance for the following year on their account for future use unless a refund is requested from a parent/guardian.

### **Menu Planning**

The Nutrition and Dining Services Department is continually striving to improve our standardized district recipes while following state and federal guidelines. For SY 17-18 we will be following a 2-week breakfast cycle menu that will switch to a new cycle menu upon the completion of the 2<sup>nd</sup> academic quarter, lunch will be following a 5-week cycle menu. All menus are posted on the school district website as well as sent out to parents/guardians utilizing Peachjar monthly. To assist parents/guardians with helping their student(s) select lunch, the Director of the Department will post item descriptions for all items served with each menu cycle.

### **Offer versus Serve/What makes a reimbursable meal?**

Each student registered with Freeport School District 145 does have the option to select one reimbursable breakfast and one reimbursable lunch every day free of charge. For grades K-8 we are **“serve only”**, which means that all students must take 3 meal components at breakfast (Grain, Fruit and Milk) and all 5 meal components at lunch (Grain, Fruit, Vegetable, Meat/Meat Alternative and Milk). For grades 9 -12 we are **“offer only”**, which means all students must take 3 meal components at breakfast (Grain, Fruit and Milk) and 3 out of 5 meal components at lunch (Grain, Fruit, Vegetable, Meat/Meat Alternative and Milk). Of the 3 components selected one of them **must be** a Fruit and/or Vegetable per Federal guidelines.

### **Pricing for A la carte and adults**

A la carte pricing will range from \$0.40 to \$2.00 depending on the item. Price lists are available upon request.

### **Adult Meals:**

Nutrition and Dining Services encourages parents and District staff members to join us in the cafeteria to further promote to our students healthy eating habits for life long nutrition practices. The charge for an adult breakfast is \$2.50 per meal and lunch is \$3.50 per meal. Meals served to adults are not eligible for federal reimbursement, nor do they earn federal commodities for the district. It is the responsibility of FSD145 to ensure that the federal reimbursements, student payments and donated commodities do not subsidize program meals served to adults. At a minimum, the adult charge will be greater than the student charge by the value received in reimbursement and commodities.

Parents / guardians that do join us in the cafeteria should notify the Nutrition and Dining Services staff at the school if they are interested in purchasing a meal. The Director of the Department welcomes any feedback regarding your visit to the school cafeteria.

### **Serving Times**

Breakfast and lunch are served daily to all students of FSD145. We encourage all parents/guardians to encourage students to eat a healthy reimbursable meal at breakfast and lunch.

Each school does offer a breakfast and lunch period, please see your students school information for designated times. All elementary students do have the option of eating a sack lunch on school improvement 3 hour days. There is no lunch service for Middle School and High School on 3 hour days, however, breakfast is served as normal.

### **Field Trips:**

Sack lunches are available to all students on field trip days, and must be pre-ordered with your student’s teacher 10 days prior to the field trip date.

### **Students with Food Allergies**

In cases of food allergies, generally, children with food allergies or intolerances do not have a disability as defined under section 504 of the Rehabilitation Act or Part B of IDEA, and the school food service may, but is not required to make food substitutions for them.

However, when in a licensed physician's assessment, food allergies may result in severe, life threatening (anaphylactic) reactions, the student's condition would meet the definition of "disability", and the substitutions prescribed by the licensed physician must be made.

For schools participating in federally funded school nutrition programs, USDA regulations 7 CFR Part 15b require substitutions or modifications in school meals for students whose disabilities restrict their diet (life threatening / anaphylactic reactions). A student with a disability must be provided substitutions in foods when that need is supported by a completed physician's statement signed by a licensed medical physician. The Illinois Board of Education provides form 67-48 Physician Statement for Food Substitution. Blank copies are available from each school nurse or from the Director of Nutrition and Dining Services. In order for food substitutions to be requested on behalf of the student FSD145 does need a completed and signed Physician Statement on file for the current school year.

Upon the completion of the form, it must be returned to either the school nurse or the Director of Nutrition and Dining Services for review. The parent/guardian will then be contacted for follow up with the school nurse and Director. If the allergy is determined to meet the required guidelines of the physician statement, the school nurse and Director will work with the student and parent/guardian to establish a plan regarding the menu and ensuring substitutions are accommodated.

If the allergy is determined that it does not meet the required guidelines provided by the USDA and ISBE, the student, parent/guardian, school nurse and Director can meet to further review the allergy to assist with providing a list of items the student should avoid.

Regardless of the severity of the allergy, Nutrition and Dining Services can place an alert on the student's account that prompts staff to assist the student in selecting food that is free of possible irritants.

### **Lactose Intolerance/Allergy**

Every cafeteria within FSD145 has lactose free milk option available in addition to the daily milk selection. Please ensure that an updated medical note is on file regarding any milk allergies or intolerances with the school nurse to ensure we have proper quantities available for all students.

### **Smart Snack Guidelines**

Effective in school year 2014-2015, the USDA implemented regulations regarding all food and beverages sold at school during the school day (Midnight – 30 minutes after the dismissal bell). The Smart Snacks in Schools regulation applies to all food and beverages sold a la carte, in the school store, vending machines, fundraisers (during school hours) and further assists school wellness policies to establish guidelines for foods brought into the district.

Per the Illinois Board of Education and USDA any items that fall into the smart snack rule, must be submitted to the Director of Nutrition and Dining Services for approval and kept on file for three years.

### **Fundraising:**

Schools are still able to complete fundraisers throughout the school year. However, fundraisers that involve selling food or beverages during school hours (Midnight – 30 minutes after dismissal bell) to students must be submitted to the Director of Nutrition and Dining Services for approval and meet the Smart Snack guidelines. Fundraising activities that take place outside of

school, such as cookie dough or frozen pizza sales, are exempt from the nutrition standards because they are not intended for consumption at school.

The sale of food items that meet nutrition requirements for fundraisers are not limited in any way under the Smart Snack guidelines. However, if a fundraiser does not meet the Smart Snack guidelines, the USDA does allow exemption days.

For grades K-8 there are **no exemption days** allotted for food and beverages sold that do not meet the smart snack guidelines.

For grades 9 – 12 there are 9 total exemption days for the entire school year.

Upon the completion of the form, it must be returned to either the school nurse or the Director of Nutrition and Dining Services for review. The parent/guardian will then be contacted for follow up with the school nurse and Director. If the allergy is determined to meet the required guidelines of the physician statement, the school nurse and Director will work with the student and parent/guardian to establish a plan regarding the menu and ensuring substitutions are accommodated.

If the allergy is determined that it does not meet the required guidelines provided by the USDA and ISBE, the student, parent/guardian, school nurse and Director can meet to further review the allergy to assist with providing a list of items the student should avoid.

Regardless of the severity of the allergy, Nutrition and Dining Services can place an alert on the student's account that prompts staff to assist the student in selecting food that is free of possible irritants.

### **School Events:**

Smart Snacks in Schools only applies to foods and beverages sold to students on the school campus during the school day. The nutrition standards do not apply to food and beverages sold at events held after school, off campus, or on weekends, such as school plays or sporting events.

### **School and Local Wellness Policy- Policy 660**

Please visit the [fsd145.org](http://fsd145.org) website for our most current school wellness policy.

## **Chapter 4 - Transportation & Parking**

### **Bus Transportation**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students are assigned bus stops based on their residence, or alternate pick up/drop as designated at the start of each school year. A notification will go out via the electronic notification system prior to the start of the year indicating the bus stop, pick up and drop off times. Changes to pick up or drop locations must be made in person at the Enrollment and Transportation office. 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. 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.

### **Bus Conduct**

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

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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

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

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Students may be in possession of cell phones on school property or at school events within established guidelines by the Board of Education for such use. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Students in grades K-4 who ride a bus with 3-point seat belts are required to use the seat belts while the bus is in motion.

### **Riding the Bus**

Parents/Guardians of current students must verify all transportation information on their student(s) registration documents and make any corrections or additions on the registration forms. Transportation will not accept changes for current students after August 11<sup>th</sup>. All changes/additions made after August 11<sup>th</sup> will take effect on September 5<sup>th</sup>. During the school year, parents/guardians must notify transportation of address changes or changes in needs of transportation, as soon as possible. Transportation changes require two days to take effect.

Bus students are expected to use good behavior to keep riding a bus. School rules apply and specific bus rules have been developed. Good behavior from students results in better driver concentration and safe driving. Please continually remind your child of respectful and safe behavior. Improper conduct may result in the riding privilege being taken away (suspension from bus). The following items are prohibited from the bus: skate boards and roller-skates/blades, large projects, large instruments and balls if not concealed in a bag.



Students need to be at designated bus stop 5 minutes before the scheduled pick up time. Buses will not honk or wait for students who are not ready. If a student misses the bus in the AM, parent/guardian is responsible for finding alternative transportation. If a student misses the bus after school, the parent or emergency contact person is called to arrange for transportation.

Students are expected to ride their regular bus home each evening unless prior arrangements have been made through the office. Please send a note if a change is needed. Students must get on and off at their designated bus stop unless prior arrangements have been made.

Please see the **Student Code of Conduct** for bus behavior regulations and consequences for inappropriate behavior. Transportation is available to students living 1.5 miles or further from school or who live in a designated hazard area. Call Transportation at 232-0580 with questions.

### **Video & Audio Monitoring Systems**

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

### **Bus Passes**

Bus Passes for temporary changes or alternate locations are obtained from the school office ONLY. Students must present a note from a parent/guardian indicating a student will be riding the bus to an alternate location. The office will issue a bus pass for the day. We will not accept phone calls to transportation or the school or a written note handed to a bus driver.

Bus passes for your student's regular route will allow the school bus driver, monitor and other Freeport School District staff to quickly identify which bus each child belongs on. The passes will also serve as a means to control capacity and to ensure that unauthorized riders are not riding our school buses. Freeport School District bus passes are equipped with RFID tags to better track your student. The tag will allow transportation and the parent/guardian to know when and where the student boarded and got off the bus. The passes may be attached to the students back pack, jacket or School ID badge, but must be present at boarding time and available upon request from a staff member. Lost or damaged bus passes may be obtained from the Transportation Office or by contacting the building office.

### **Preschool Students**

A designated person must receive children from the school bus or the child will be returned to your student's school of attendance. A bus change in transporting a student to and from school takes 2 days before the change is initiated. Children are required to have consistent morning and afternoon pick up and drop off locations.

### **Pick-up and Drop-off Safety Rules**

Parents dropping off or picking up students **may not use the school parking lots or the areas in front of the schools where buses load**. Cars driving in and out of these areas cause dangerous situations for our children. Please help keep all the students safe by observing these safety precautions.

If someone other than the parent or guardian, and who is not listed on the emergency card will be picking up the student, the office must be notified in writing in advance by the parent/guardian. Without proper parent notification, the student will not be released.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: Transportation: 815-232-0580.

## **Bicycles**

Bicycles may be ridden to and from school by students STARTING IN GRADE THREE in the fall and spring. Students must maintain bicycles in a safe condition and observe safety regulations, to include observing Rules of the Road, in order to continue riding to school. Students are to walk and lock bicycles while on school grounds. Helmets are optional but are an important piece of safety equipment. Bicycles must be secured to a bike rack and must be locked. Schools are not responsible for theft or damage to bicycles.

## **Parking**

Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles must be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or 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 may be 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 bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

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.

The school has locations available for school visitor parking.

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

## **Chapter 5 – Health and Safety**

### **Health, Eye, and Dental Examinations; and Exclusion of Students (School Board Policy 7:100)**

#### **Required Health Examinations and Immunizations**

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

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. Beginning with the 2018-2019 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
5. The IDPH will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

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

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

### **Eye Examination**

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

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry to kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required examination.

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

### **Dental Examination**

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

If a child is in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after

May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

### **Exemptions**

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

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

### **Homeless Child**

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

### **Excessive Visits to the Nurse**

After excessive visits to the health office, a conference with the student and parents may be requested. The health office is to be used only as a medical resource. Students feeling ill prior to the school day are encouraged to inform their parent/guardian prior to coming to see the school nurse.

### **Illness or Injury**

When a student is injured or becomes ill, he or she must report the injury or illness to the classroom teacher, nurse, office personnel, administrator or other staff member. When an injury is reported, the appropriate school staff will provide first aid. If there is a significant illness or injury the parent or guardian will be called. If a parent cannot be contacted, the other person(s) on the Emergency Card will be notified. In cases of an emergency, the student will be taken to the FHN Memorial Hospital Emergency Room.

### **Excusing students from Physical Education**

If a student is to be excused from physical education and/or recess, a note from a physician stating the reason and the number of days to be excused is required. A follow up note is requested for re-admission into the physical education program and recess. The school nurse may excuse the student for up to two days from physical education or recess.

### **Excusing students following a long absence**

If a student has been absent three or more days, a written note from a doctor is required to return to school and for all missed days to be considered excused. After providing the nurse with a doctor's written note, she will ensure a copy of the note is recorded in the attendance office.

A nurse is available to help students who become ill at school. The school secretary or principal assists students when the nurse is not there. Students are encouraged to become increasingly responsible for their own health. Four health related services available to students include:

- Emergency first aid in case of accident or sudden illness may be provided either by the school nurse or another qualified person.

- Health counseling is available for students with particular health needs or for students and their parents who want questions answered about the student’s health problem.
- Vision screening is completed for students in preschool, grade 2, grade 8, special education, new students, and teacher referrals. 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 12 months and that evaluation is on file at the school. Vision screening is mandatory per the State of Illinois, and students will be screened at the appropriate times if report forms are not on file at the school.
- Hearing screening is completed for students in preschool, kindergarten, grades 1, 2, 3, special education, news students, and teacher referrals. However, special requests for screening may be made by the physician, parent, or student.

### **Optional Medical Insurance**

Freeport School District does not provide any type of health or accident insurance for injuries incurred by your child while at school. As a service to students and their families, Freeport School District is making available a student accident insurance plan for your child at a nominal cost. The district offers this program because of trends in rising family health and dental insurance costs, increased deductibles, co-payments, or lack of health or dental insurance coverage.

This plan will provide benefits for medical expenses incurred because of an accident. If you have other insurance, benefits can be applied to your deductible or co-pays.

**Purchase coverage on-line** (with Visa or MasterCard) at [www.1stAgency.com](http://www.1stAgency.com) and then follow directions at “Find Your School.”

**OR**

**Print brochure pdf from school district web page** at <https://www.fsd145.org/Page/917> and pay via U.S. mail with check or money order.

All questions regarding this coverage should be directed to First Agency, Inc. at (269) 381-6630, or toll free at (800) 243-6298.

### **Student Medication**

Medication may be given at school if it is absolutely necessary for the critical health and well-being of the student. For all other cases, it is recommended that medicine be given at home.

Daily medication will be dispensed, when appropriate, according to a pre-arranged schedule.

- All medicine will be kept in the health office in a locked file cabinet. The exception to this is for inhalers and epi-pens, which may be self-administered **at an appropriate age with the completion of a permission form by physician and parent.**
- Students are not to bring or carry medicine with them during school, unless it is an asthma inhaler or epi-pen **which has gone through the approval process.** Students shall not share their medicine with other students.
- Medication orders (physician and parent) must be renewed each school year.
- Lunch/noon medicine will **not** be administered on three-hour days.
- The nurse must be notified when a new medication is brought to school.
- When possible, lunch/noon hour medicine will be administered as close to noon as possible. If the school nurse is not available, there will be some adjustment to the time at which medication will be given. The school district retains the discretion to reject a request for administration of medication. If the request is denied, the principal will notify the parent in writing of the decision.

### **Medication Administration**

The school nurse or administrator can give medication to students if the following is provided: (Strict adherence to these requirements will be followed and if any are not met, the medication will not be administered).

- Written permission from the physician and parent. (Permission must be given each school year by the physician and parent).
- Medicine must be brought to the health office by the parent/guardian in its original container with its most recent label with the student's correct name and current dose from the pharmacy. Over-the-counter medicine must also be in its original container.
- Cough drops, aspirin, and non-prescription drugs are considered medication and need a permission form signed by physician and parent.
- Sunscreen application is not allowed unless a permission form signed by the parent and physician is provided to the school, and the staff volunteers to apply the sunscreen.
- In special circumstances when a physician's order is not on file, **the parent/guardian** will be required to administer the medication by reporting to the office and having the child called from class.

At the end of the school year, medication must be picked up by the parent/guardian. No medication will be given to the student to take home. Any medication left at school on the last day will be destroyed and disposed of properly.

### **Exclusion from School**

Students must be fever free (without medicine) for 24 hours before returning to school. In addition to being fever free, a student must be free from diarrhea and/or vomiting for 24 hours before returning to school. If diagnosed with strep throat, a student may return to school after 24 hours on an antibiotic. (Fever free refers to an oral temperature **below** 100 degrees Fahrenheit per Illinois

Department of Public Health guidelines.)

### **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a 504 Plan should be developed to address the need. The plan would include the Diabetes Care Plan. 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.

### **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

## **Head Lice**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. They will also follow *Administrative Procedure: Measures to Control the Spread of Head Lice at School (AP 720.19-2)* which can be found on the District website.

## **GUIDANCE**

### **Guidance, Counseling, and Social Worker Services**

Each school can refer students to the proper person in their building to go to for assistance. Each elementary, middle, and high school building have full-time social workers who also support the alternative site buildings. In addition, fifth grade through twelfth grade have full-time counselors who are assigned to students. Any teacher can help students get in contact with these services.

The high school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

### **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

## **Chapter 6 – Discipline and Conduct**

### **General Building Conduct**

Copies of all School District policies on student behavior are available online through the School District's website.

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

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

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

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.



10. Engaging in bullying, cyber-bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

### **When and Where Conduct Rules Apply**

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

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

### **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### **Corporal Punishment**

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

### **Weapons Prohibition**

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

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

### **Gang & Gang Activity Prohibited**

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

### **Re-Engagement of Returning Students**

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

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

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

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

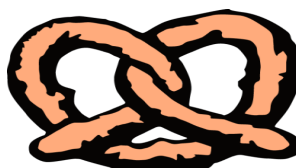
1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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



## Complaint Managers:

|                           |           |  |           |  |
|---------------------------|-----------|--|-----------|--|
| <b>Building Principal</b> | <b>or</b> | <b>Chris Shockey</b>   | <b>or</b> | <b>Nita White</b>  |
|                           |           | 501 E. South Street  |           | 501 E. South Street  |
|                           |           | Freeport, IL, 61032  |           | Freeport, IL, 61032  |
|                           |           | <a href="mailto:chris.shockey@fsd145.org">chris.shockey@fsd145.org</a> |           | <a href="mailto:nita.white@fsd145.org">nita.white@fsd145.org</a> |
|                           |           | 815-232-0300   |           | 815-232-0300   |

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

### **Sexual Harassment & Teen Dating Violence Prohibited**

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **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.

### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

**Nondiscrimination Coordinator:****Nita White, Equity Director**

501 E. South Street

Freeport, IL, 61032

[nita.white@fsd145.org](mailto:nita.white@fsd145.org)

815-232-0300

**Complaint Managers:**

Building Principals

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

**Lunch & Cafeteria Rules****Lunch Rules**

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

**Cafeteria Rules**

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

**Field Trips**

A field trip is any school sponsored trip which takes students away from their attendance center. All field trips are considered a part of the total educational program of District No. 145 and therefore are governed by all policies and procedures of the district.

Permission slips must be signed by the parent/guardian and returned to the school before any student is allowed to go on any field trip. Students who are involved in disciplinary sanctions other than suspension will participate in field trips as approved by the building principal and communicated to the classroom teacher

**School Uniform Policy**

The Board of Education of Freeport School District No. 145 determines that the adoption of a uniformity of dress policy can aid in achieving the following goals:

- a. promotes school safety and enhance the learning environment;
- b. encourages a stronger sense of school identity and belonging;
- c. promotes a positive self-image in all of our students;
- d. supports a feeling of school pride and solidarity;
- e. improves the learning environment;
- f. reduces classroom distractions;
- g. creates an atmosphere where students come to learn first rather than socialize; and
- h. limits preconceptions that are formed based on a student’s appearance.

**Implementation**

The Superintendent or designee shall develop Administrative Regulations regarding “Uniformity of Dress Standards” and “Student Dress Code” including implementation timelines, taking into consideration the recommendations of the Dress Code/Uniformity of Dress Committee.

**Compliance**

Enforcement of this policy begins with each parent and student exercising responsibility and good judgment.

Students are expected to comply with this policy.

Each school should develop incentives and positive reinforcement measures to encourage compliance with this policy.

All students attending on the first day of school will comply with these policies. All students registering after school begins will be given one week to conform to the requirements of this policy.

**1. Uniformity of Dress Standards**

Enforcement of Uniformity of Dress Standards will vary by grade level: Elementary, Middle Level and High School. At the Elementary and Middle Level, students failing to comply with the Uniformity of Dress Standards will be provided with appropriate “loaned clothing” from the school’s Uniform Bank. If no such “loaned clothing” is available, the student will call home to secure a change of clothes to comply with this policy. The “loaned clothing” should be returned at the end of the school day.

**2. Enforcement of Student Dress Code**

Students failing to comply with the Student Dress Code will be required to call home to secure a change of clothes to comply with this policy.

Non-compliance with the Student Dress Code may result in, but not be limited to the following consequences:

Step 1: Warning, child and teacher will contact parent

Step 2: Warning, non-compliance recorded, copy sent home with student and returned with parent’s signature

Step 3: Parent contacted to schedule a problem-solving conference and letter mailed to the parent.

Step 4: Continued non-compliance will result in further disciplinary action as deemed appropriate by the Board of Education

**K- 6 Uniformity of Dress Guidelines**

- 1. Students can wear any solid color polo shirt.
- 2. Shirts and sweatshirts (crew or hooded) can have a small brand logo, not to be larger than three inches.
- 3. Spirit t-shirts or sweatshirts (crew or hooded) (Pretzel or school specific) can be worn any day with uniform pants.
- 4. Students must wear plain pants made from cotton twill material (not denim jeans, knit, jeggings, leggings etc.) in black, navy or khaki.

5. Skirts, skorts, shorts, dresses and jumpers, in black, navy or khaki, must extend to the student's mid-thigh when standing and sitting.
6. Any color leggings or tights can be worn. Must be under a skirt or dress. Leggings cannot be worn alone.
7. Any color socks can be worn.
8. Solid color fleece, sweaters or sweatshirts (crew or hood) can be worn.
9. Schools may have up to two spirit weeks during the school year to celebrate school spirit and design opportunities for students and staff to show school and district pride through modified dress requirements (i.e. unique dress up days). Uniforms will not be required during these two weeks.
10. Special consideration for non-uniforms:
  - a. Dress for Success days - Picture days
  - b. Homecoming week
11. Consequences for students who are not in compliance will follow the disciplinary procedures in the Student Code of Conduct.

### **K- 6 General Guidelines**

School attire will cover the individual from the top of the shoulders to the mid-thigh area. Students are also required to wear appropriate footwear. The following guidelines are clarifications of the above rules.

1. Transparent clothing, short-shorts or short skirts, exposed midriffs, stomach, cleavage, clothes that advertise or symbolize drugs, tobacco, alcohol, symbolize gangs/cults, violence, profanity, sexual innuendos, or obscenity will not be allowed.
2. Shirts must have sleeves. Sleeves are defined as material past the shoulder seam of a shirt. Backless shirts are not allowed. Underclothes/undergarments worn in an exposed manner are unacceptable (Includes, but not limited to bras, underwear, and boxers.)
3. Pants need to be secured at the waist or hip level.
4. Head coverings are not to be worn in the building (including, but not limited to hoods, bonnets and hats). Exceptions may be made for religious or medical reasons.
5. Pajama wear including tops, pants and slippers are not acceptable
6. Outerwear (coats, scarves, blankets, etc.) are not permitted
7. Parents are asked to ensure that their children have warm coats and proper boots, scarves, hats, and mittens to wear outside as may be required by the weather. Recess is spent on the playground each day that weather permits, and it is necessary that all students have appropriate footwear and are dressed and prepared to play outside. In the event of an accident such as wet clothes, buildings may call the parents or may allow the student to use extra clothing the office may have on hand. If the child is sent home in school clothing, parents are asked to wash and return all articles.
8. On Early Release Days, students may wear clothes other than a uniform shirt or pants that complies with the general guidelines stated above.

### **7- 12 Uniformity of Dress Guidelines**

1. Students can wear any solid color polo shirt.
2. Shirts and sweatshirts (crew or hooded) can have a small brand logo, not to be larger than three inches.
3. Spirit t-shirts or sweatshirts (crew or hooded) (Pretzel or school specific) can be worn any day with uniform pants. Team jerseys or shirts can be worn on game days with uniform pants (or pants that are team issued - warm ups).
4. Students must wear plain pants made from cotton twill material (not denim jeans, knit, jeggings, leggings etc.) in black, navy or khaki.
5. Skirts, skorts, shorts, dresses and jumpers, in black, navy or khaki, must extend to the student's mid-thigh when standing and sitting.
6. Any color leggings or tights can be worn. Must be under a skirt or dress. Leggings cannot be worn alone.
7. Any color socks can be worn.



8. Solid color fleece, sweaters or sweatshirts (crew or hood) can be worn.
9. Schools may have up to two spirit weeks during the school year to celebrate school spirit and design opportunities for students and staff to show school and district pride through modified dress requirements (i.e. unique dress up days). Uniforms will not be required during these two weeks.
10. Special consideration for non uniform days: a. College and Career readiness (career dress days) - quarterly b. Dress for Success days - Picture days c. District wide spirit days - Once a month d. Inspire Change week (unity) - annual event e. Homecoming week - fall week of Homecoming (district wide) f. School Pride Wear - weekly
11. Consequences for students who are not in compliance will follow the disciplinary procedures in the Student Code of Conduct.

### **7 – 12 General Guidelines**

School attire will cover the individual from the top of the shoulders to the mid-thigh area. Students are also required to wear appropriate footwear. The following guidelines are clarifications of the above rules.

1. Transparent clothing, short-shorts or skirts (skirts and shorts must extend to the student’s mid-thigh when standing and sitting) exposed midriffs, stomach, cleavage, clothes that advertise or symbolize drugs, tobacco, alcohol, symbolize gangs/cults, violence, profanity, sexual innuendos, or obscenity will not be allowed.
2. Shirts must have sleeves. Sleeves are defined as material past the shoulder seam of a shirt. Backless shirts are not allowed. Underclothes/undergarments worn in an exposed manner are unacceptable (Includes, but not limited to bras, underwear, and boxers.)
3. Pants need to be secured at the waist or hip level.
4. Head coverings are not to be worn in the building (including, but not limited to hoods, bonnets and hats). Exceptions may be made for religious or medical reasons.
5. Pajama wear including tops, pants and slippers are not acceptable attire to wear at school
6. Outerwear (coats, scarves, blankets, etc) are not permitted to be worn during the school day.
7. On Early Release Days, students may wear clothes other than a uniform shirt or pants that complies with the general guidelines stated above.

### **Exceptions\***

1. The District will accommodate students whose parents object on religious grounds to the student’s compliance with the Uniformity of Dress Standards and/or Student Dress Code. Such parents must submit to the Superintendent or designee a signed statement of objection regarding the grounds for the objection. Such objections will be determined on a case by case basis.
2. A student who has a medical condition which prevents compliance with this policy will be allowed to wear a uniform of alternative materials or non-uniform clothing upon presentation of proper medical documentation approved the Building Principal.
3. Students who cannot comply with this policy because of economic hardship will be provided assistance. The Superintendent or designee shall develop criteria and procedures under which the Board will accommodate the needs of or otherwise provide appropriate resources to assist a student from an indigent family.

### **Other**

1. Spirit Wear – At the discretion of the Building Administrator, School Spirit Days may be held once each month. On School Spirit Days, the students may wear school spirit clothing to school. Notices regarding School Spirit Wear Days must be provided to parents by the Principal.
2. Parents will have the opportunity to donate clean, used school uniform clothing back to the school.
3. The school shall partner collaborate with local vendors to accommodate students who cannot afford uniforms so that the uniform requirement is not an unfair barrier to school attendance and student participation.

4. At the discretion of the Building Administrator, students who participate in sports and other school sponsored extra/cocurricular activities may be allowed to wear the uniform or apparel related to that activity on a day specified by the administration. Parents will be given prior notice.

### **Uniformity of Dress Standards**

All students required by Board Policy 709 to comply with the “Uniformity of Dress Standards” are expected to comply with the following requirements:

#### **ADMINISTRATIVE REGULATION (709.1)**

#### **EXHIBIT 3**

#### **Student Dress Code Exceptions\***

- a. All students are expected to dress appropriately for school. Freeport School District No. 145 strives to maintain a non-disruptive atmosphere on school grounds. The following are guidelines, but are not all-inclusive: The Board of Education believes that proper grooming and cleanliness add to the well-being and self-respect of students. The Board of Education takes pride in the appearance of its student body.
- b. Dress, grooming, accessories or body art that is disruptive to the orderly process of a school function, interferes with the rights of others and/or is offensive is prohibited. If questionable, the principal, dean or his/her designee will decide appropriateness
- c. All students must be appropriately clothed with non-transparent material.
- d. Clothing must cover the student’s undergarments, abdomen and back at all times.
- e. Leggings may be worn under pants, skirts or skorts, but only if all other dress code requirements are met.
- f. Pants must be worn at the student’s natural waist. “Sagging” is not allowed. Pants with holes are only allowed if holes are below mid-thigh.
- g. Inappropriate dress may include, but is not limited to: pajamas, short shorts, and exposed underwear.
- h. Skirts, shorts, skorts, and dresses must extend to at least the student’s mid-thigh when sitting and when standing.
- i. Shirts, tops, and blouses must have sleeves and must extend below the top of pants, skirts, skorts, capris and shorts while standing and while sitting.
- j. Street shoes are required. If shoes are designed to have shoe laces, laces must be tied. “Heelys” (tennis shoes with wheels in the heel) or bedroom slippers are not permitted.
- k. School issued ID and lanyard, in grades 5-12, must be worn around neck during school day.
- l. Clothing or accessories that advertise, symbolize or refer to drugs, alcohol, sex, violence, or gangs, are not to be worn or displayed during school hours. Body art that symbolize or refers to drugs, alcohol, sex, violence, or gangs, must be covered.
- m. Headwear, coats, scarves, sunglasses and other outdoor apparel are not to be worn in school; exceptions may be made for religious or medical reasons only.
- n. At the elementary level: Parents are asked to make sure their children have warm coats and proper boots, scarves, hats, and mittens to wear outside during the winter as may be required by the weather. Recess is spent on the playground each day that weather permits, and it is necessary that all students have appropriate footwear and are dressed and prepared to play outside. In the event of an accident such as wet clothes, buildings may call the parents or may allow the student to use some extra clothing the office may have on hand. If your child is sent home in school clothing, parents are asked to wash and return all articles.

*\*See Policy 709 Sec.2- Exceptions*

## **Chapter 7 - Internet, Technology & Publications**

### **Access to Student Social Networking Passwords & Websites**

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

### **Student Use of Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

Students may be in possession of cell phones on school property or at school events within established guidelines by the Board of Education for such use.

When such guidelines are not followed, the school administration may confiscate such devices, and determine which disciplinary measures will be invoked. Appropriate consequences are outlined in the Student Code of Conduct. In all instances, due process will be followed.

The following guidelines shall be enforced by the school administration:

#### **Elementary:**

- Students in grades K-4 are not permitted to have cellular telephones or other electronic devices in their possession while on school property.

#### **Middle Schools:**

- Students in grades 5-8 may have cellular telephones at Carl Sandburg and Freeport Middle Schools.
- The use and display of electronic devices, including cellular telephones, is prohibited on school property.
- If the electronic device becomes a safety issue on the bus, drivers and/or monitors have the right to confiscate electronic devices for the remainder of the ride.
- Cell phones must be locked in a locker, or in the possession of the office or a staff member.
- Cell phones must be turned off throughout the school day.
  - The school day begins with the first bell and ends with the dismissal bell.

#### **High School:**

- Students in grades 9-12 are permitted to have a cellular telephone in their possession.
- Electronic devices, including cellular telephones, must be in silent mode and out-of-sight during the regular school day; except for the following permissible behaviors:
  1. Text or transmit data during passing and lunch
  2. Use personal music devices during passing, lunch and study hall (e.g. iPods, mp3 players, etc.)
  3. Teacher directed purposeful applications using personal electronic devices (e.g. cell phones, smart phones, tablets, laptops, etc.)

Using any electronic device, including a cellular telephone, in any manner that causes substantial disruption to school operations or interferes with the rights of other students or staff members, including using the device to cheat, signal others, take photographs of others without permission using the device to take photographs in a bathroom or locker

room, invade the privacy of others, or otherwise violate student conduct rules is prohibited. Misuse of electronic devices includes, but is not limited to:

- Sexting: To send, forward, display, retain, store or post nude, semi-nude, sexually suggestive, sexually explicit, lewd, indecent or pornographic photographs, images or messages on a cell phone, computer or other electronic means.
- Cyberbullying: Use of electronic information and communication devices, including but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, to deliberately: threaten, harass, or intimidate an individual or group of individuals; place an individual in reasonable fear of harm, or has the effect of substantially disrupting the orderly operation of a school.

Students participating in field trips, extracurricular activities, or other special events may be granted permission to use electronic devices, including cellular telephones, by the supervising staff member. A cellular telephone may also be used on school property in emergency situations that immediately threaten the health or safety of students, staff, or other individuals.

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

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

#### **Internet Acceptable Use**

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;

- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, nondeliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

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

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

**Use of Email** - The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- e. Use of the School District’s email system constitutes consent to these regulations.

**Guidelines for Student Distribution of Non-School-Sponsored Publications**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

- 1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
- 2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
- 3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
- 4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
- 5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
- 6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;

- c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or
  - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

## **Chapter 8 - Search and Seizure**

### **Search and Seizure**

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

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

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

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

### **Students**

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

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

### **Seizure of Property**

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

## **Chapter 9 - Extracurricular and Athletic Activities**

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities.

### **Requirements for Participation in Athletic Activities**

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Policy.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy;<sup>1</sup> and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries. **Illinois High School Association**

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

### **Academic Eligibility**

| <b>High</b> | <b>School</b> | <b>Extra-Curricular</b> | <b>Eligibility—Board</b> | <b>Policy</b> | <b>716.01</b> |
|-------------|---------------|-------------------------|--------------------------|---------------|---------------|
|-------------|---------------|-------------------------|--------------------------|---------------|---------------|

Students are encouraged to participate in a variety of activities both athletic and non-athletic. Recognizing that academic work is the core of the school's program, students are required to pass a minimum of five (5) courses per quarter in order to participate in any extra-curricular program. Extra-curricular eligibility will be checked on a weekly basis, but students who are ineligible at the end of a semester will remain ineligible until the end of the next grading period.

### **Middle School Extra-Curricular Eligibility**

In accordance to Illinois Elementary School Association by-laws, students at Carl Sandburg and Freeport Middle School shall be doing passing work in all school subjects to be eligible for participation. Extra-curricular eligibility will be checked on a weekly basis.

### **Absence from School on Day of Extracurricular or Athletic Activity**

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.



A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the administrator, sponsor or coach.

### **Travel**

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

### **Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

### **The student shall not:**

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or

13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Due Process Procedures**

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
  - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
    - A specified period of time or percentage of events, competitions, or practices; □ The remainder of the season or for the next season; or □ The remainder of the student's school career.
  - b. Sanctions for alcohol and other drug violations, including tobacco, nicotine and products composed purely of caffeine in a loose powdered form, will be based on the following:

First violation

    - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions. To participate again in any extracurricular activity or athletic activity a mandatory substance abuse assessment and up to five counseling sessions with a certified counselor arranged and approved by the school district must be completed. Any additional recommendations for treatment will be the responsibility of the parent/guardian. In addition, a mandatory substance abuse course must be completed by the student.

- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed will result in a suspension from performances, activities or competitions to be determined by the review committee (sponsor/coach, athletic director, administrator).

#### Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one calendar year from participation. To participate again in any extracurricular or athletic activity a mandatory substance abuse course must be completed by the student. In addition, 12 hours of community service will be required for drugs or alcohol and 6 hours of community services will be required for a tobacco violation.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed will result in a suspension from performances, activities or competitions to be determined by the review committee (sponsor/coach, athletic director, administrator).

#### Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed will result in a suspension from performances, activities or competitions to be determined by the review committee (sponsor/coach, athletic director, administrator).

7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the superintendent or superintendent's designee.

All students remain subject to the School District's student discipline policy and the school's student/parent handbook.

### **Drug and Alcohol Testing Program**

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

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

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

### **Attendance at School Dances**

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as within the same grade range (MS, HS).

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

### **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<sup>2</sup> 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.

## **Chapter 10 - Special Education**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

### **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

### **Exemption from Physical Education Requirement**

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.

### **Certificate of High School Completion**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

### **Access to Classroom for Special Education Observation or Evaluation**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. Board policy has been established to allow access.

For further information, please contact the school principal.

## **Chapter 11 - Student Records & Privacy**

### **Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### **Surveys Requesting Personal Information**

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.

5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **Instructional Material**

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

### **Selling or Marketing Students' Personal Information is Prohibited**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card. The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

### **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

#### **1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request removal from the student’s academic transcript one or more scores received on college entrance examinations.**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student’s academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student’s high school. Schools must include each of these scores on the student’s transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

**3. The right to request the amendment of the student’s education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be send to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

**4. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student’s records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**5. The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**6. The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

**7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

**8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605



### **Student Biometric Information**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

### **Military Recruiters & Institutions of Higher Learning**

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

## **Chapter 12 - Parental Right Notifications**

### **Teacher Qualifications**

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

- \*Whether the teacher has met State certification and licensing criteria for the grade levels and subject areas in which the teacher provides instructions;
- \*Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- \*Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- \*Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

### **Standardized Testing**

Students and parents/guardians should be aware that students in grades 3-8 and 11 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

### **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

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

Assistance and support for homeless families includes:  
Educational organizations and schools  
Food bank and meal programs  
Local service organizations (Goodwill, Salvation Army, etc.)  
Family shelters  
Medical services

### **Family Life & Sex Education Classes**

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmissions, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

### **English 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 **Nita White at 815-232-0300**.

### **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 under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

### **Pesticide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Greg Munda at 815-232-0300.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

### **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.

### **Unsafe School Choice Option**

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school sponsored event, the parent/guardian may request a transfer to another public school within the district.

### **Student Privacy**

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

### **Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

### **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/>.

### **Parental Involvement (Title 1)**

The school annually has a meeting for all Parents/Guardians, which takes place at the school (K-8). At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet

with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

**Contact Information:** **Dr. Duane Meighan, Assistant Superintendent**  
501 E. South Street  
Freeport, IL 61032  
[Duane.meighan@fsd145.org](mailto:Duane.meighan@fsd145.org)  
(815)232-0300

The school provides Parents/Guardians with access to:

- (a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- (b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- (c) opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- (d) timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to **Nita White at 815-232-0300**.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to **Dr. Duane Meighan at 815-232-0300**.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

## **STUDENT CONDUCT**

**NOTE: ANY VIOLATION OF SCHOOL RULES MAY RESULT IN DETENTION, ATS (Alternative to Suspension), Saturday School, APAD (Alternate Placement for Attitude Development—IN-SCHOOL SUSPENSION), OUT-OF-SCHOOL SUSPENSION OR EXPULSION. PLEASE CONSULT THE DISTRICT STUDENT CODE OF CONDUCT IN THIS HANDBOOK.**

### **Student Teacher Conference (STC) or Detention**

Students who are having difficulty with their behavior may be given a detention or Student Teacher Conference (STC). STC's or detentions are usually held for 15-30 minutes. STC's are assigned by classroom teachers and are used for private conferences for minor disciplinary purposes which occurred in that teacher's classroom. Detentions may be assigned by the principal or sometimes teachers and are usually held for 30 minutes during lunch or after school. Students should notify their parents that they will be kept at school the next day if they are assigned an after-school student-teacher conference or detention. If a student-teacher conference or detention is missed due to absence from school, it MUST be made up the first day the student returns to school. Failure to serve a STC or detention may result in further disciplinary action. Please be sure to sign and return the note regarding the STC or detention the next day, noting what arrangements have been made for the student to get home.

Learning to behave responsibly and appropriately is an important lesson that education teaches. The Freeport School District asks for parental support of its rules, policies, and high expectations for appropriate behavior. Parents' attitude towards any disciplinary action that their child may receive is very important in shaping the child's attitude towards school and can influence your child's behavior in the future. The purpose is not punitive, but rather to teach positive behavior and guidance through appropriate consequences for making mistakes. It should be viewed as a learning experience.

Students and parents are expected to be familiar with the contents of the District Student Code of Conduct.

School Rules: (See the Student Code of Conduct for a more detailed listing)

1. **Arrest Guidelines:** Students may be arrested for gross verbal abuse, harassment, profanity towards a school official, disorderly conduct, fighting, assault, gang activity, vandalism, drug possession or sale or any felony or misdemeanor per Illinois School Code and local ordinances.
2. **Breath Analyzer Testing:** Students may be asked to take an alcohol breath analyzer test while on school grounds or at school sponsored events. Refusal will result in a suspension and parent notification as well as exclusion from the activity. Only school administrators and deans may administer the breath analyzer test. Random analyzer tests may be given during extra-curricular activities.
3. **Cafeteria and Lunchroom Procedures** Students are expected to:
  - a. Deposit all lunch trash in wastebaskets.
  - b. Return all trays to the dishwashing area or properly throw away disposable trays.
  - c. Leave tables and floors in a clean condition.
  - d. Do not remove food from the cafeteria.
  - e. Remain in the cafeteria until released.
  - f. Demonstrate courteous and respectful behavior.
4. **Cards and Gambling:** Card and dice games are not permitted in school unless associated with a school activity. Gambling of any type is prohibited.
5. **Computer Use and Expectations:** District computers will not be used for the purpose of sending or receiving instant messages, pornographic material, violent language or images, or gang/cult related and/or other inappropriate or disruptive communication or information. Students and parents sign an agreement each year to abide by our District computer usage expectations.

6. **Driver's License Cancellation:** No driver's license or instruction permit shall be issued to any applicant who is under 18 years of age and not legally emancipated by marriage, unless he/she is a high school graduate, is enrolled in a GED course, has obtained a GED, is enrolled in high school or college, or is receiving home instruction. Likewise, a driver's license or instruction permit shall be cancelled if a student under 18 years of age drops out of school. This law is in effect July 1, 2007.
7. **Electronic Devices:** Radios, iPods, CD players, MP3s, headphones, boom boxes, beepers, Tomagotchi, game boys, and **other** electronic devices **may not** be used in school during school hours. When visible to staff, the device will be confiscated and turned in to the office. Only the parent may reclaim these items. Exceptions for students in grades 9-12 are listed below.
8. **Cellular Phones:** As per School Board Policy 702.01, Students are permitted to have a cellular telephone in their possession at Carl Sandburg School and Freeport Middle School. However, during the school day, the use and display of electronic devices, including cellular telephones, is prohibited on school property, including school buses. Electronic devices, including cellular telephones, must be turned off and must be out of sight from the beginning of the school day until the end of the school day. The school day begins with the first bell and ends with the dismissal bell. If a student rides a school bus to or from school, electronic devices, including cellular telephones, in his or her possession must remain turned off and must be out of sight until the student exits the school bus. Students in grade K-4 are not permitted to have cellular telephones or other electronic devices in their possession while on school property. Students in grades 9-12 are permitted to have a cellular telephone in their possession. During the school day electronic devices, including cellular telephones, must be in silent mode and out-of-sight; except for the following permissible behaviors:
  - a. Text or transmit data during passing and lunch
  - b. Use personal music devices during passing, lunch and study hall (e.g. iPods, mp3 players, etc.)
  - c. Teacher directed purposeful applications using personal electronic devices (e.g. cell phones, smart phones, tablets, laptops, etc.)
9. **ID Cards: Students at the High School and Middle Schools are to have their ID with them at all times.** The ID card is to be used for cafeteria lunches, to check out materials from the library and to gain entrance to all school sponsored activities. If the card is lost, it will be replaced at a cost of \$5.00. Lanyards are \$2.00.
10. **No Loitering:** Students are not allowed to loiter in the halls or on school property.
11. **No Soliciting:** Students (or others) are not to bring items to sell for personal reasons, including organizations outside of school. The only fundraisers allowed in school are those that support school organizations, clubs, and activities.
12. **Personal Belongings:** Students' names need to be put on all belongings such as coats, boots, gloves, book bags, etc. This will help us to identify lost and/or misplaced items. A lost and found area is located in each building. If a student has lost something, he/she should check the lost and found. Students are not allowed to bring toys, games, balls or personal items to school. If a student does bring personal items, they are not the responsibility of the school if broken, lost, or stolen. Items brought to school may be taken by school personnel and returned at the end of the day or when a parent or guardian picks up the item. Toys from home are not allowed to be used during recess time.
13. **Play Fighting:** Absolutely NO FIGHTING, including "play fighting" is allowed. Any form of fighting will be treated as actual fighting or physical aggression.
14. **Playground:** Students are to use the playground equipment only for its intended use. Many accidents are caused from improper use of equipment. Parents should remind their students about proper behavior on the playground equipment as well as on the playground. Students may not leave the playground for any reason without permission from school personnel.
15. **Profane and Vulgar Language:** Profanity and vulgarity are not acceptable in school. Violations may result in referral to the administration for action, including suspension and/or expulsion.

16. **Public Display of Affection (PDA):** Inappropriate or excessive displays of affection are not permitted.
17. **School Spirit:** Students are expected to show pride in all school endeavors. This pride can and should be exhibited without putting down the school's rivals.
18. **School Official/Authority:** Students are to respond to any school official who makes a request of them. This school official may be a teacher, dean, counselor, social worker, librarian, paraprofessional, secretary, security monitor, cafeteria worker, custodian, substitute teacher or paraprofessional, bus driver, family resource coordinator, crossing guard, recess/lunch monitor, tutor or administrator. A student who does not respond appropriately will be disciplined according to the school conduct guidelines.
19. **Walking to School:** Students will cross all streets at the crosswalks and obey the adult crossing guards at all times.
20. **Winter Rules:** No snowball fights or intentionally sliding on ice or snow (whether on foot or by car). Students at the elementary level must have snow boots and snow pants to play in the snow at recess; students without these items must stay on the blacktop.





# 2018-19

## STUDENT CODE OF CONDUCT

### **NON-DISCRIMINATION IN EDUCATIONAL PROGRAMS**

School District #145 complies with Title IX of the Federal Education Amendments Act of 1972 in prohibiting discrimination in educational programs and activities.

### **INTRODUCTION**

The Guide to Policies, Rules and Procedures on Student Responsibilities, Rights and Discipline supplements the Policies and Regulations and contains more detailed information than the Handbook on Student Responsibilities, Rights and Discipline.

The Guide is designed for use by parents and students, who need in-depth information on student responsibilities, rights or discipline issues. The Guide is distributed to all stakeholders of the Freeport School District and is available at registration and in the school office upon request from students, parents, school staff and others.

### **SCHOOL AUTHORITY**

1. Duty of Pupils. "Public school pupils shall comply with the rules for the administration of schools, pursue the prescribed course of study, use the prescribed textbooks, and submit to the teacher's authority...willful disobedience, open defiance of teacher's authority, or the use of profane or obscene language is sufficient cause for punishment, suspension, or expulsion from school."
2. Illinois Law Regarding Injury of School Property or Person. "No pupil shall willfully damage or injure any school property or threaten or willfully injure any fellow pupil or faculty member." A pupil who commits such violations may be disciplined, suspended or expelled. "The amount of damage to any school property shall be determined by procedures established by the district school board and they may be assessed against the pupil willfully causing the injury or damage and against the parents or person having legal custody of the pupil...and action may



be brought against the pupil and parents in a court of competent jurisdiction for the amount of assessed damages plus costs and reasonable attorney fees.”

3. **Teacher’s Authority.** Teachers shall be responsible for the care, discipline and instruction of students in their charge, and for any and all students of the school outside of class hours as assigned by the principal of the school. They shall enforce all rules governing the conduct of students; as such rules may be prescribed by the principal, the Superintendent or the Board.

**Please Note:** Students, who are assigned to Alternative Schools, remain under the jurisdiction of Freeport School District 145 and are covered by these policies, rules and procedures.

### **STUDENT RESPONSIBILITIES AND RIGHTS**

The purpose of this section of the Code is to provide a description of several of the more important of the students’ responsibilities and rights. In general, it is the intent that students should have the maximum freedom allowable under law commensurate with the school’s responsibility for student education, health, safety and welfare. Within each school, the principal has the responsibility for maintaining the orderly educational process. This will be done in a manner that both respects the rights and recognizes the responsibilities of students.

### **STUDENT PARTICIPATION IN SCHOOL AFFAIRS**

Most students desire a stronger voice in the decisions that affect them, and their efforts are welcomed by the Board of Education.

The Board of Education views student participation in school affairs as an extension of the educational process. This District will encourage students to participate through planned programs and procedures in the government of the school and in curriculum evaluation.

In keeping with the foregoing board policy, students have a right to opportunities for meaningful participation in school affairs, especially in the following ways:

1. Organized arrangements for communications between faculty, students and administrators to discuss substantive school on a regular basis.
2. Student government so organized as to provide constructive participation of students in school matters.
3. Cooperative establishment of an editorial policy for the school newspaper.
4. Student involvement in the evaluation and modification of school rules and a mechanism for the hearing of student grievances.
5. Student participation in curriculum evaluation and instructional planning on a regular basis.

### **STUDENT RESPONSIBILITY TO COMMUNITY**

**Neighborhood Residents’ Rights.** Community residents have a right to privacy, private property and freedom from abusive behavior. Students must not loiter, litter, trespass or create nuisance conditions for residents of the community. While school cannot be held responsible for the acts of students to and from school, they may take disciplinary action if the circumstances warrant. Schools have a responsibility to cooperate with law enforcement agencies to which law violations affecting community members are reported.

**Cooperation with Law Enforcement Agencies.** School personnel are responsible for cooperating with, and making it possible for, law officers to interview students on the school premises. Law officers, as necessary; will advise students of their constitutional right to remain silent, and school personnel may not require that a student answer an officer’s questions nor should they interfere with the officer’s interview.

An attempt will be made by school personnel to notify a student's parents prior to interviewing. In the event a parent cannot be reached a school representative should be present during the interview. If an officer comes to arrest a student and has a warrant or a summons for that purpose, it is not only appropriate that school personnel and all other persons' aid in the apprehension and detention of the student, it is also their affirmative duty to do so. It is a crime to willfully refuse to assist an officer in attempting to make a lawful arrest.

A reciprocal reporting agreement has been established between Freeport School District # 145 and local law enforcement agencies, which is maintained pursuant to the authority of Section 10-20.14 of The School Code of Illinois and in compliance with Section 1-7 of the Juvenile Court Act

### **FREEDOM OF EXPRESSION**

Freedom of expression is a Constitutional right. It is guaranteed in the schools within a context that recognizes other basic rights of the individual student, including the right to pursue one's education without disruption.

The Board of Education considers the opportunity for students to exercise freedom of expression within the law to be an important element in the learning process. The board welcomes expression of diverse viewpoints on political and social issues.

The exercise of freedom of expression shall include the right of students to distribute to, or receive from each other, literature or related materials, including buttons; arm bands, and placards and to wear political buttons, arm bands, and other badges of symbolic expression.

These freedoms, however, also carry with them responsibility. Students shall bear this responsibility in the exercise of their rights of expression. They shall not distribute or display materials which are patently racially or religiously offensive, libelous, obscene, or which create an immediate danger of physical disruption of the orderly operation of the school or create a clear and present danger of violation of the law or existing attendance regulations. Furthermore, students shall obtain the authorization of school authorities prior to selling materials or engaging in activities that solicit student financial contributions.

School authorities may designate the time, place, and manner for distribution of literature or related materials so that they will not interfere with the school program.

Students who violate this policy shall be subject to appropriate discipline.

### **STUDENT ASSEMBLY**

Students may meet on school premises to express and espouse views in the exercise of their right of free expression under the policy of the Board of Education on Freedom of Expression on School Premises. Participation shall be open to all students without regard to race, sex, religion, disability, or national origin. The time and place of meetings shall not interfere with the school program. If students use the name of the school for identification of their group, they shall disclaim any school endorsement.

The superintendent's regulations under this policy include:

- A. Place of Assembly. Since physical arrangements and facilities vary from school to school, students should examine rules published in their school to identify the places of assembly, such as the student lounge, cafeteria, gymnasium bleachers and other facilities, which are customary gathering places for students.

- B. Students from Other Schools. Authorization for the presence in the building of students from other schools must be secured from the principal or his/her designee, according to policies and regulations governing visitations to schools.

Non-chartered groups of students may not use materials or equipment of the school.

Such groups may use student bulletin boards in accordance with the policy and regulations on freedom of expression, but shall not be permitted to issue announcements on school public address systems or in school bulletins.

Any literature or such a group using the name of the school for identification of the group must carry prominently the following disclaimer:

“The activities of this group do not necessarily have the endorsement of the district.”

Such literature must also identify the name and address of the sponsoring individual or group leader.

### **STUDENT DEMONSTRATIONS**

Demonstrations or protests which are not disruptive and which do not interfere with the school program or other people’s rights are permissible. A student may not be penalized simply for supporting unpopular causes as long as the student does not interfere with school or others’ rights. The Freeport School District is committed to taking all legal steps necessary to assure the safety and well-being of the students and staff in the schools. Disorder and destruction of the school program will not be tolerated, and persons attempting such actions will be held accountable.

If those who interfere with the school process are suspended and still persist, they will be subject to immediate arrest for trespassing. Under no circumstances are school administrators authorized to “negotiate” on any demands in order to end a demonstration.

### **LOCKER CLEAN OUT/SEARCH**

**I. Students do not have a reasonable expectation of privacy in places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by School District 145, or in their personal effects left in these places and areas.**

**II. Checks of Assigned Student Storage Areas (lockers, desks, etc.)**

**A. General.** Lockers, desks and other storage areas assigned to a particular student (hereafter called “Student storage”) remain under the joint control of the student and the school administration when they are made available (assigned) for student use. Students may use student storage for the limited purpose of temporarily keeping items needed by the student to participate in school instruction and activities only. No other purpose is permitted. Students shall expect that the school from time to time will check student storage without prior notice to assure that such areas are not being used for any unauthorized purpose. Prohibited items will be removed and held by the school.

**B. Student Notification.** A student need not be notified in advance of any check of the assigned student storage. Following any student storage check if anything was removed, the Principal/Dean shall in writing or in person, notify the student that the assigned student storage has been checked, the time of the check, the persons present, the items which were taken from the student storage, and when and where returnable items will be available for the student or the student’s parents.

**C. Clean out.** From time to time, the Principal may set aside a time period during which all students shall clean the assigned student storage.

**D. Disposition of Prohibited items.** Items found in student storage which are not permitted shall be removed and held for the student except that prohibited items shall only be released to the student's parents, contraband will be destroyed or held for police, and stolen items will be returned to the owner or the police.

### **III. SEARCHES**

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

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

#### **B. Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the suspected infraction. If it appears necessary to search beyond outer clothing and if the immediate danger will permit a delay, the Freeport Police shall be contacted for assistance in the search and their standards and procedures shall apply.

When feasible, the search should be conducted as follows:

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

#### **C. Request for Assistance**

The Principal/Dean may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by School District 145 for illegal drugs, weapons or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. When the police are involved their standards and procedures shall apply.

#### **D. Vehicles**

Students purchasing a parking permit for the privilege of parking on school property are required to:

- Show vehicle registration at the time of the purchase,
- Both the student and the owner of the vehicle, if different from the student, consent in writing to school searches of his/her vehicle, and personal effects therein, without notice.

#### **E. Cell Phones/Electronic Devices**

Confiscated or found cell phones/electronic devices will be turned-off and placed in a labeled bag (e.g. Ziploc bag). Student's name (if known), date, time, location where phone was found and any other pertinent information (e.g. name of individual who confiscated or found cell phone/electronic device) will appear on label. Parent/guardian (if known) will be contacted to reclaim cell phone/electronic device.

Confiscated electronic devices, including cellular telephones, will be returned only to the parent/guardian. Unclaimed cell phones/electronic devices will be discarded after 1 year. If there is reasonable suspicion of wrong-doing, like cheating, administration may search cell phone. If sexting is suspected, administration may request the assistance of law enforcement officials for the purpose of conducting inspections.

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

**F. Notification Regarding Student Accounts or Profiles on Social Networking Websites**

State law requires the District to notify students and their parents/guardians that school officials may require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

**G. Seizure of Property**

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

**STUDENT AND PARENT COMPLAINT PROCEDURE**

- I. It is desirable that parents and students have an opportunity to make any concern known to the School District and to afford the School District an opportunity to review those concerns and respond to them. Parents and students are encouraged to discuss any concern informally with the principal of the school involved.
- II. If a concern of a parent or a student falls within the definition of "complaint" given below, the grievance procedure hereinafter set out shall be available.
  - A. "Complaint" means a written allegation that the district or its personnel have violated, misinterpreted or erroneously applied:
    - 1. Written policies or regulations of the District, or District agreements with other governmental agencies.
      - (1) Section 901 or 902, title IX, of the Educational Amendments of 1972, as amended by Public Law 93-568 (20 U.S.C., Sections 1681 and 1682), or valid regulations of the U.S. Department of Health, Education and Welfare adopted to effectuate such laws contained in 45 CFR, Part 86 (related to sex discrimination) (BP 440.3[2.S.2.]); or
      - (2) ORS 659.150 or valid regulations of the State Department of Education adopted to effectuate that law.
  - B. "Complainant" means:
    - 1. A parent of a student of the District (which includes, for purposes of this policy, the guardian of a student).
    - 2. A student who attends a school of the District.
    - 3. A parent of a student of the District and the student, jointly, who files a complaint and pursues it under the grievance procedure established by board policy, provided the complainant or (in the case of joint complaint) the student is directly affected by the action complained of
  - C. "Principal" includes any one designated by the principal.

- D. The conference, hearing and review procedures established in this policy are intended to provide an informational hearing on complaints.
- E. Nothing in this policy shall limit the opportunity of a complainant to follow other remedies available to seek redress of a complaint, except:
  - 1. If, at any Level, the complainant elects to follow the procedures provided under this policy, the complainant must exhaust the procedures at the Level before pursuing any other remedy available.
  - 2. If a complainant appeals to the State Superintendent of Public Instruction pursuant to regulations of the State Department of Education, the complainant shall first exhaust the procedures provided at all levels under this policy.
  - 3. A parent and a student may not each file separate complaints in relation to the same action complained of, and the complaint filed first shall be the complaint processed under the grievance procedure established by this policy. If, however, both complaints are filed prior to the conference before the principal, they shall be treated as a complaint jointly filed by the parent and the student.
- F. Nothing in this policy shall limit the time, manner or procedure by which the Board of Education may choose to respond to complaints, however, the Board shall act as provided in the Uniform Grievance Procedure and The Memorandum of Understanding the Board has with the Freeport Education Association and other applicable agreements.
- G. A copy of any notice mailed to a complainant by the District under this policy shall be mailed separately to both the parent and the student. It is the intent of the Board that reasonable extensions of time should be granted to complainants when circumstances warrant it. Such extensions shall be in writing and granted at the level at which the complaint is then pending.

## **STUDENT DISCIPLINE POLICY**

**The Freeport School District believes that all students should be encouraged and supported to complete their formal education. No student has the right to hinder or to prevent other students from *receiving* the maximum out of the educational program.** The school district seeks to discourage inappropriate conduct by developing a behavioral change when there are disciplinary infractions. The school district desires to rehabilitate, but will use discipline as a deterrent where counseling, discussion, and admonition fail. Should a student fail to meet the required responsibilities, he or she may be excluded from school.

***The most effective discipline is the result of prevention rather than punishment. Most disciplinary infractions are resolved in the classroom by the teacher in accordance with good principles of learning, classroom rules, and the school behavior plan. Teacher Managed Behaviors are recorded in Skyward and can be viewed using Family Access. In addition to communication through Family Access, the teacher will contact you when such behavior occurs, so school and family can work together to successfully prevent and resolve behavior concerns. Teacher Managed Behaviors include, but are not limited to, the following behaviors. Repeated occurrences may result in an office discipline referral (ODR).***

- 1. Tardiness
- 2. Insubordination

3. Inappropriate Language
4. Disruptive Conduct
5. Electronic Devices
6. Dress Code Violations/Inappropriate Dress
7. Coming to class unprepared (e.g. no pencils, no book, no supplies, etc.)
8. Indecent Gesture
9. Minor Stealing
10. Misuse of property
11. Physical contact
12. Leaving without permission

***School personnel promote student growth in abilities, attitudes, and habits necessary for acceptable, self-controlled behavior. In addition, school personnel promote student respect and understanding of ethnic differences and backgrounds and varying family lifestyles. However, when it is necessary to use corrective measures, the actions should be based on an understanding of the student and sound guidance principles consistent with School District policies. The school and home/family must work as partners to successfully prevent and resolve discipline problems. It is fully recognized that most students do behave appropriately.***

Freeport School District offers student services from school counselors, psychologists, special learning disabilities teachers, social workers, and the Behavior Intervention Specialist, when it is deemed appropriate. Diagnostic evaluation and therapeutic help, when indicated, should go hand in hand with discipline in an attempt to remedy the cause as well as the symptoms. All of our treatment resources are available as preventive and helpful measures to the student. Severe offenses or minor ones repeatedly performed by one student should be met with the appropriate discipline, followed or accompanied by diagnostic evaluation and therapeutic help.

Another preventative measure offered by the District is Second Step. Second Step is a violence prevention program that promotes social competence and reduces children's social and emotional problems. The curriculum teaches students several skills central to healthy social and emotional development, including (a) empathy, (b) impulse control and problem solving and (c) anger/emotion management. Students in grades K-8 are taught the Second Step curriculum.

Freeport School District is also committed to the district wide implementation of Positive Behavior Interventions and Supports (PBIS). PBIS is a systems approach that establishes behavioral supports to help ensure students social, emotional and academic success.

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. Therefore, the Freeport School District has adopted a Board Policy on Aggressive Behavior and Bullying. A copy of this policy is included at the back of this handbook.

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

Disabled and non-disabled students are subject to disciplinary procedures to promote behavioral change, which prepares students to function successfully in their educational, social and community environments, and to protect the school environment, fellow students, faculty and public property as well as themselves.

In all cases, the discipline of students with disabilities shall be in accordance with the requirements of Federal and State law. For further information on the use of behavioral interventions for students with disabilities from the principal of each school.

## **ROLES AND RESPONSIBILITIES IN DISCIPLINE**

The role descriptions outlined here identify individual responsibilities to the educational program and discipline. It is clear, however, that effective educational programs and effective discipline are the results of cooperation among the administration, principals, teachers, parents, and students. The positive actions emphasized here may help prevent discipline problems from developing. **The school district strongly encourages parental involvement and cooperation.**

### **PARENTS/GUARDIANS HAVE A RESPONSIBILITY TO:**

1. Act as partners with school staff by sharing appropriate ideas on improving student learning and by preventing or resolving student discipline problems.
2. Provide supervision for the student's health, physical and emotional well-being and prompt and regular attendance.
3. Provide the school with written explanations for student absences or tardiness and attend parent conferences.
4. Help enforce student compliance with school rules.
5. Provide appropriate supervision of students before and after school.
6. Review and discuss with students the Handbook on Student Responsibilities, Rights and Discipline with the student, plus other similar materials from the school such as the school discipline plan.

### **PARENTS/GUARDIANS HAVE A RIGHT TO:**

1. Receive regular official reports of the student's academic progress and attendance.
2. Make recommendations and give input to educational planning.
3. Request and be granted conferences with teachers and/or the principal.
4. Receive explanations from teachers for students' grades.
5. Read all school records pertaining to their students, within appropriate guidelines.
6. Obtain full information on any rights referred to, but not explained in the Handbook.

### **STUDENTS HAVE A RESPONSIBILITY TO:**

1. Attend school regularly, arrive on time, bring appropriate materials, and be prepared to participate in class and do homework.
2. Strive for academic growth.
3. Respect the rights, feelings, and property of fellow students, parents, school personnel, visitors, guests and school neighbors.
4. Conduct themselves properly on school grounds, school buses, at bus stops, at any school-related activity, and in the classroom so as not to interfere with the right of another student to learn.
5. Follow discipline guidelines adopted by the school and District.
6. Read and understand the Student Code of Conduct.

### **STUDENTS HAVE A RIGHT TO:**

1. Discuss educational concerns with teachers /other school staff and the Principal.
2. Receive a copy of the Student Code of Conduct.
3. Receive fair discipline without discrimination in every aspect of the educational system.
4. Study and learn in a positive atmosphere free from verbal and physical threats and abuse.
5. Access their student records within appropriate guidelines.

### **TEACHERS, COUNSELORS AND OTHER SUPPORT PERSONNEL HAVE A RESPONSIBILITY TO:**

1. Develop, communicate and carry out written classroom expectations for students covering behavior and grading.
2. Inform parents/guardians of student behavior and/or progress.



3. Refer students according to the school discipline plan.
4. Maintain accurate student records.
5. Supervise students in the school building and grounds in accordance with rules and procedures and assignments of the school.
6. Protect and respect confidentiality of students, parents and school personnel.
7. Protect students' health, safety and welfare.
8. Work towards preventing and solving student discipline problems.

TEACHERS, COUNSELORS AND OTHER SUPPORT PERSONNEL HAVE A RIGHT TO:

1. Work in a positive atmosphere for learning and teaching.
2. Administrative support when enforcing student discipline as outlined by School Board policies and agreements between the bargaining agent and public school.
3. Teach in an atmosphere free from verbal or physical threats and abuse.
4. Expect compliance with rules by staff and students.
5. Be present at student/parent conferences concerning serious classroom and/or school disruption.

SCHOOL ADMINISTRATIVE PERSONNEL HAVE A RESPONSIBILITY TO:

1. Ensure that parents, students and staff members clearly understand district and school rules.
2. Work with staff members to develop and review a school discipline plan, relate it to District-wide policies and support the staff members in fair and consistent enforcement of these regulations.
3. Review classroom rules.
4. Show leadership in carrying out plans for preventing and solving student discipline problems.
5. Keep evaluation information regarding management of student discipline.
6. Protect and respect confidentiality of students, parents and school personnel.
7. Protect and promote the health, safety, and welfare of student and school personnel.

SCHOOL ADMINISTRATIVE PERSONNEL HAVE A RIGHT TO:

1. Work in a positive atmosphere for learning and teaching.
2. Expect compliance with rules by staff and students.
3. Work in an atmosphere free from verbal and/or physical threats and abuse.
4. Receive additional rights as identified in the Freeport Public School District policies.

NON-CERTIFICATED SCHOOL PERSONNEL HAVE A RESPONSIBILITY TO:

1. Support the disciplinary rules of the School District and school.
2. Understand their role in responding to and reporting student misbehavior.
3. Protect and respect confidentiality of students, parents and school personnel.
4. Protect and promote students' health, safety and welfare.

NON-CERTIFICATED SCHOOL PERSONNEL HAVE A RIGHT TO:

1. Work in a positive atmosphere for learning and teaching.
2. Work in an atmosphere free from verbal and/or physical threats and abuse.
3. Expect compliance with rules by staff and students.
4. Receive additional rights as identified and described in the agreement between the Freeport School District and non-certified personnel.

## **DISCIPLINARY ACTION LEVELS**

The disciplinary action levels in this section clarify existing District policies and regulations. The use of the disciplinary action levels will increase District-wide school-to-school consistency in identifying and handling problems. The corrective measures outlined will be taken based on an understanding of the student, and sound guidance principles.

Administrative action will be taken if student behavior expectations are not met. Six levels of disciplinary action, ranging from least to most serious, are defined and specified for various specified kinds of misbehavior. Within each level, options for interventions and disciplinary action are defined. Administrators will determine consequences for those students whose conduct interferes with the educational process. Consequences could include police involvement which may result in the student being arrested.

**Multiple lower level violations of The Student Code of Conduct may result in Level 6 action being taken.** All Level 6 actions will result in a recommendation to the Board of Education for expulsion. In addition, any student accumulating multiple suspension days during the school year may also be recommended for expulsion. The recommendation to the Board will include documentation of interventions implemented to correct student behavior.

### **There are eight categories of infractions: (Each infraction is assigned a 3-digit code)**

#### 100:Attendance and Punctuality

- Students are expected to attend school and classes regularly and on time. Parents are legally responsible to have their children in attendance at school.

#### 200:Appropriate Learning Environment

- Students are expected to act in a manner permitting teachers to teach and students to learn without interference or disruptions.

#### 300:Protection of Property

- Students are expected to recognize the property rights of staff members, other students and the public by: 1) using property (equipment) only for its intended purpose without damage to property; 2) using property belonging to others only with permission of the owner or person in charge of the property; and 3) reporting to school officials, situations which may result in damage to, loss of, or misuse of property.

#### 400:Protection of Physical Safety and Mental Well-Being

- Students are expected to behave with respect for the educational climate and to promote respect for the physical safety and emotional well-being of other students and staff. Students are expected to resolve conflicts by discussion, problem-solving techniques, and with assistance by staff members.

#### 500:Controlled Substances

- Students will not possess controlled substances or medication prescribed for another person while at school or at school events. School Board Policy defines use of medication in school. No drug or tobacco paraphernalia is allowed.

#### 600:Multiple Lower Level Violations

- May result in level 6 action being taken and could include police involvement. Any student accumulating multiple suspension days during the school year may be recommended for expulsion. The recommendation to the Board must include intervention tried to correct student behavior.

#### 700:Transportation

- The listed infractions are not complete lists of possible behaviors that are prohibited on school buses; the Freeport School District holds the right to amend and make changes as the offense warrants.

#### 800:Serious Bodily Injury

- Bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or faculty.

## Levels: Recommended Behavioral Supports, Interventions, and Consequences

### Student Code of Conduct: Examples of Levels or Intervention/Consequences

We will coordinate our efforts to provide a nurturing and safe learning experience and a flexible approach in meeting the academic, social, and emotional needs of each student. The six levels of intervention provide guidance on the typical type of interventions for students based on the nature of the behavior event. Each student and situation is different. This guidance is not all-inclusive and depending on the evaluation of the behavior event, teachers or administrators may increase or decrease the level of response accordingly.

#### Teacher Managed/Minor Offenses

#### Teacher Managed Referral

Teachers shall use a combination of the following multiple interventions to help the student change behavior in the classroom. If these interventions are successful, referral to the school administrator is not necessary.

**PK-4:** Required parent/guardian contact for each occurrence

**5-12:** Required parent/guardian contact for at least every 3rd occurrence

| Discipline Actions                    | K-4<br>Offenses  | 5-8<br>Offenses | 9-12<br>Offenses |
|---------------------------------------|--|-----------------|------------------|
| 001 TM-Tardiness                      | <b>Level 1: All Offenses</b>   |                 |                  |
| 002 TM-Insubordination                | Written apology  |                 |                  |
| 003 TM-Inappropriate Language         | Behavior contract  |                 |                  |
| 004 TM-Disruptive Conduct             | Behavior reflection meeting/worksheet                                    |                 |                  |
| 007 TM-Electronic Devices             | Parent contract  |                 |                  |
| 008 TM-Dress Code/Inappropriate Dress | Conference with parent or guardian                                       |                 |                  |
| 014 TM-Unprepared for Class           | PBIS Re-teach  |                 |                  |
| 019 TM-Indecent Gestures              | Conference with student and teacher (lunch, after school, before school) |                 |                  |
| 020 TM-Minor Stealing                 | Peer Mediation   |                 |                  |
| 021 TM-All Other                      | Conference with student, parent, and administrator                       |                 |                  |
| 022 TM-Leaving without Permission     | Reinforcement of appropriate behaviors                                   |                 |                  |
| 025 TM-Misuse of Property             | Behavior Re-teach/redirection  |                 |                  |
| 026 TM-Physical Contact               | Conflict Resolution  |                 |                  |
|                                       | Restorative circle, conference, or conversation                          |                 |                  |
|                                       | Loss of privileges   |                 |                  |
|                                       | Recovery or time out   |                 |                  |
|                                       | Referral to counselor or social worker                                   |                 |                  |
|                                       | Referral to Check In Check Out (CICO)                                    |                 |                  |
|                                       | Referral to Social Academic Instructional Groups (SAIG)                  |                 |                  |

**K-4:** If student goes 4 weeks without a repeat incident within the same discipline level, the progression of consequences will return to the previous step.

**5-8:** If student goes 6 weeks without a repeat incident within the same discipline level, the progression of consequences will return to the previous step.

**9-12:** If student goes 8 weeks without a repeat incident within the same discipline level, the progression of consequences will return to the previous step.

|   |  |  |  |
|---|--|--|--|
| <p align="center"><b>Level 2</b></p> <p><b>1st-3rd Offense:</b> Conference with student, loss of privileges, detention</p> <p><b>4th Offense:</b> Loss of privileges, conference with student and parent, detention, in school suspension</p> <p><b>5th + Offense:</b> Detention, in school suspension, referral to truancy officer, 1-3 day out of school suspension if presence poses a threat to school safety or disruption to the learning environment</p> | 140 Other 100 Level Offense              | 115 Tardiness                            | 115 Tardiness                            |
|   |  | 125 Truancy                              | 125 Truancy                              |
|   |  | 140 Other 100 Level Offense              | 140 Other 100 Level Offense              |
| <p align="center"><b>Level 3</b></p> <p><b>1st-2nd Offense:</b> Conference with student, loss of privileges, detention</p> <p><b>3rd-4th Offense:</b> Detention, conference with student and parent, in school suspension</p> <p><b>5th + Offense:</b> In school suspension, 1-3 day out of school suspension if presence poses a threat to school safety or disruption to the learning environment</p>   | 120 Leaving without Permission/Loitering | 120 Leaving without Permission/Loitering | 120 Leaving without Permission/Loitering |
|   | 240 Insubordination                      | 240 Insubordination                      | 240 Insubordination                      |
|   | 250 Verbal Abuse/Profanity               | 250 Verbal Abuse/Profanity               | 250 Verbal Abuse/Profanity               |
|   | 255 Interference with School Personnel   | 285 Display/Use of Electronic Devices    | 255 Interference with School Personnel   |
|   | 285 Display/Use of Electronic Devices    |  |  |
|   | 480 Acts that Endanger                   |  |  |
| <p align="center"><b>Level 4</b></p> <p><b>1st-2nd Offense:</b> Loss of privileges, detention, in school suspension, 1-3 day out of school suspension if presence poses a threat to school safety or disruption to the learning environment</p> <p><b>3rd + Offense:</b> Detention, in school suspension, 1-3 day out of school suspension if presence poses a threat to school safety or disruption to the learning environment</p>                            | 261 Public Indecency                     | 130 Trespassing                          | 130 Trespassing                          |
|   | 262 Sexual Activity                      | 255 Interference with School Personnel   | 255 Interference with School Personnel   |
|   | 265 Disruptive Conduct                   | 261 Public Indecency                     | 261 Public Indecency                     |
|   | 275 Gang Member Identifiers              | 262 Sexual Activity                      | 262 Sexual Activity                      |
|   |  | 265 Disruptive Conduct                   | 265 Disruptive Conduct                   |
|   | 315 Theft/Plagiarism                     | 275 Gang Member Identifiers              | 275 Gang Member Identifiers              |
|   | 320 Gambling                             | 315 Theft/Plagiarism                     | 285 Display/Use of Electronic Devices    |
|   | 325 Vandalism                            | 320 Gambling                             | 315 Theft/Plagiarism                     |
|   |  | 325 Vandalism                            | 320 Gambling                             |
|   | 464 Violence without Physical Injury     | 480 Acts that Endanger                   | 325 Vandalism                            |
| 480 Acts that Endanger  |  |  |  |
| <p align="center"><b>Level 5</b></p> <p>In school suspension, 1-3 day out of school suspension if presence poses a</p>  | 330 Arson                                | 330 Arson                                | 330 Arson                                |

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| threat to school safety or disruption to the learning environment, 4+ day out of school suspension if presence poses a threat to school safety or disruption to the learning environment and interventions have been exhausted, review for expulsion | 335 False Fire Alarm/Bomb Threat           | 335 False Fire Alarm/Bomb Threat           | 335 False Fire Alarm/Bomb Threat           |
|  | 409-414 Dangerous Weapons                  | 409-414 Dangerous Weapons                  | 409-414 Dangerous Weapons                  |
|  | 424 Sexual Harassment                      | 424 Sexual Harassment                      | 424 Sexual Harassment                      |
|  | 448 Intimidation/Hazing                    | 448 Intimidation/Hazing                    | 448 Intimidation/Hazing                    |
|  | 450, 466-467 Robbery                       | 450, 466-467 Robbery                       | 450, 466-467 Robbery                       |
|  | 463 Violence with Injury                   | 463 Violence with Injury                   | 463 Violence with Injury                   |
|  | 465 Sexual Violence                        | 464 Violence without Injury                | 464 Violence without Injury                |
|  | 472 Possession/Use of fireworks/explosives | 465 Sexual Violence                        | 465 Sexual Violence                        |
|  | 473 Racial Harassment                      | 472 Possession/Use of fireworks/explosives | 472 Possession/Use of fireworks/explosives |
|  | 477 Cyberbullying/Sexting                  | 473 Racial Harassment                      | 473 Racial Harassment                      |
|  | 481-484 Bullying                           | 477 Cyberbullying/Sexting                  | 477 Cyberbullying/Sexting                  |
|  | 501-505 Controlled Substances              | 481-484 Bullying                           | 481-484 Bullying                           |
|  | 800 Serious Bodily Injury                  | 501-505 Controlled Substances              | 501-505 Controlled Substances              |
|  |  | 800 Serious Bodily Injury                  | 800 Serious Bodily Injury                  |
| <b>Level 6</b><br>Review for expulsion   | Firearms (with intent)                     | Firearms (with intent)                     | Firearms (with intent)                     |

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| <b>Interventions/Supports for Office Managed/Major Offenses</b><br>(to be used in combination with disciplinary consequences/ interventions)   |  |  |  |
| <p>Written apology</p> <p>Behavior contract</p> <p>Behavior reflection meeting/worksheet</p> <p>Functional behavior analysis/Behavior intervention plan</p> <p>Parent contract</p> <p>Conference with parent or guardian</p> <p>Alternative to Suspension</p> <p>PBIS re-teach</p> <p>Conference with student and teacher (lunch, after school, before school)</p> <p>Peer mediation</p> <p>Saturday school</p> <p>Mediation with school staff</p> |  |  |  |

- Conference with student, parent, and administrator
- Reinforcement of appropriate behaviors
- Behavior re-teach/redirection
- Conflict resolution
- Restorative circle, conference, or conversation
- Loss of privileges
- Recovery or time out
- Counseling support (in or out of district)
- District approved mentoring
- Parent/guardian accompany student to school/class
- Social work support
- Check In Check Out (CICO)
- Social Academic Instructional Groups (SAIG)

The behavior offense committed by the student may be reportable to the police if the incident caused harm to another person and/or a concern for the safety and welfare of self or others.

**Use of/Under the influence (drugs or alcohol):** The first violation may result in out of school suspension. If the parent and student agree that the student will participate in an appropriate substance abuse prevention program, the original number of suspension days will be reduced by the building administrator. If the student fails to participate and complete the prevention activity, the remainder of the original suspension will be invoked. At no time will the Freeport School District #145 be responsible for any costs, fees, or expenses incurred by the student or family.

After any Out of School Suspension, there will be a re-entry meeting held with the student, school staff member(s), and if available, parent/guardian(s). A re-entry plan will be developed to support the student's return to school.

If a behavior is deemed a criminal offense by local authorities and such offense is not identified in the Student Code of Conduct, the consequence may be expulsion from Freeport School District.

Restitution for loss or damage will be required in addition to any other prescribed consequences.

| Transportation/Major Offenses      | Number of Offenses  |
|------------------------------------|---|
| 700 B-Failure to Follow Directions | <b>1st Offense:</b> Conference with principal & bus driver/monitor with a written notice sent to parent/guardian<br><b>2nd Offense:</b> Written warning with a driver/monitor directed lunch detention<br><b>3rd Offense:</b> Written warning with 2-3 day bus suspension or completion of *Bus Safety course with parent<br><b>4th Offense:</b> Written warning with 5-10 day bus suspension<br><b>5th Offense:</b> Written warning with 10-20 day bus suspension<br><b>6th Offense:</b> Loss of riding privileges for the remainder of the semester or 30 days, whichever is longer<br><b>7th Offense:</b> Loss of riding privileges for remainder of school year or 50 days, whichever is longer |
| 710 B-Standing While Bus is Moving |   |
| 720 B-Prohibited Items on Bus      |   |
| 725 B-Eating/Drinking on Bus       |   |
| 730 B-Horseplay on Bus             |   |
| 735 B-Obscene/Indecent Gestures    |   |
| 740 B-No ID Card                   |   |

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| 745 B-Sexual/Racial Harassment             |  |  |
| 749 B-Other Similar Actions                |  |  |
| 776 B-Seatbelt Violation                   |  |  |
| 750 B-Threat Assault on Driver or Monitor  |  |  |
| 751 B-Fighting on Bus                      | <b>1st Offense:</b> Written warning and 5 day bus suspension or completion of *Bus Safety Program with parent/guardian<br><br><b>2nd Offense:</b> Written warning and 5-10 day bus suspension or completion of *Bus Safety #2<br><br><b>3rd Offense:</b> 10-15 day bus suspension<br><br><b>4th Offense:</b> Loss of privileges for remainder of semester or 30 days, whichever is longer<br><br><b>5th Offense:</b> Revocation of bus riding privileges for remainder of year or 50 days, whichever is longer |  |
| 752 B-Physical Aggression on Bus           |  |  |
| 753 B-Horseplay Outside of Bus             |  |  |
| 760 B-Damage Another's Property            |  |  |
| 761 B-Vandalism of School Bus <\$500       |  |  |
| 765 B-Ride While Suspended from Bus        |  |  |
| 766 B-False ID                             |  |  |
| 770 B-Interference with Authority          |  |  |
| 772 B-Willful Release Bodily Fluid         |  |  |
| 775 B-Threats to Harm/Bullying             |  |  |
| 779 B-Other Offenses Not Listed            |  |  |
| 780 B-Assault Bus Driver or Monitor        |  |  |
| 781 B-Group Violence on Bus                |  |  |
| 785 B-Damage to Emergency Equipment on Bus |  |  |
| 786 B-Vandalism to Bus >\$500              | <b>First Offense:</b> Revocation of bus riding privileges for the remainder of the school year or 50 days, whichever is longer and a referral to Board of Education for possible school expulsion.   |  |
| 790 B-Possession of Weapon or Lookalike    |  |  |
| 791 B-Ignition of Any Material             |  |  |
| 795 B-Possession of Tobacco/Alcohol/Drugs  |  |  |
| 799 B-Other Offenses Not Listed            |  |  |

**The listed infractions are not complete lists of possible behaviors that are prohibited on school buses. The Freeport School District holds the right to amend and make changes as the offense warrants.**

**Consequences may be more severe than above, but not less. Administrators have the authority to use school consequences when appropriate.**

**The behavior offense committed by the student may be reportable to the police if the incident caused harm to another person and/or a concern for the safety and welfare of self or others.**

**Restitution for loss or damage will be required in addition to any other prescribed consequences.**

**\*Bus Safety Class available in lieu of bus suspension on an as scheduled basis.**

## TRANSPORTATION IN SCHOOL BUSES

For your convenience the State of Illinois rules for students riding school buses are included here:

- Students being transported are under authority of the bus driver.
- Fighting, wrestling or boisterous activity is prohibited in the bus.
- Students shall use the bus emergency door only in case of emergency.
- Students shall be on time during bus morning and evening pick-up times.
- Students shall not bring animals, firearms, weapons or other potentially hazardous material on the bus.
- Students shall remain seated while bus is in motion.
- Students may be assigned seats by the bus driver.
- When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.
- Students are subject to discipline by School District 145 for misconduct on the way to and from school.
- Students shall have written permission to leave the bus at other than home or school.
- Students shall converse in normal tones; loud or vulgar language is prohibited aboard the bus.
- Students shall not open or close windows without permission of the bus driver.
- Students shall keep the bus clean and refrain from damaging it.
- Students shall be courteous to the bus driver, to fellow pupils and to passers nearby.
- Students who refuse to obey promptly the direction of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
- “Rules Governing Pupils Riding School Buses” will be kept posted in a conspicuous place in all school buses.

Appeal: Students or parents of students who have been disciplined regarding transportation privileges may appeal the principal’s decisions as outlined in this administrative manual.

| <h1 style="margin: 0;">Glossary</h1>   |   |
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| Acts that Endanger                     | Any action that has potential to cause danger or physical harm to self or others. |
| Alcohol Related Infractions            | Possession, consumption, distribution, or under the influence of alcohol.         |
| Arson                                  | Attempting to, aiding in, or setting any fire on school property.                 |
| B-Assault Bus Driver or Monitor        | Any physical attack on the bus driver or the bus monitor                          |
| B-Damage Another’s Property            | Any action that causes damage to another’s property                               |
| B-Damage to Emergency Equipment on Bus | Any action that causes damage to the emergency equipment on the bus               |
| B-Eating/Drinking on Bus               | Consuming any beverages or foods while on the bus                                 |
| B-Failure to Follow Directions         | Refusal to follow directions of FSD staff while on the bus                        |



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| B-False ID                            | Providing a bus ID that does not belong to the student presenting said ID   |
| B-Violence with Injury                | Any conduct on the bus or at the bus stop that involves the use or attempted use of force against the person or property of another, with or without a weapon, that results in injury requiring professional medical attention.         |
| B-Violence without Injury             | Any conduct on the bus or at the bus stop that involves the use or attempted use of force against the person or property of another, with or without a weapon, that does not result in injury requiring professional medical attention. |
| B-Acts that Endanger on Bus           | Any action on the bus that has potential to cause danger or physical harm to self or others.  |
| B-Acts that Endanger Outside of Bus   | Any action at the bus stop or outside of the bus that has potential to cause danger or physical harm to self or others.   |
| B-Ignition of Any Material            | Attempting to, aiding in, or setting any fire on the bus or at the bus stop.  |
| B-Interference with Authority         | Preventing or attempting to prevent school personnel from engaging in their lawful duty while on the bus or at the bus stop.  |
| B-No ID Card                          | Student boards the bus without the required bus ID card.  |
| B-Obscene/Indecent Gestures           | Nonverbal lewd or vulgar messages delivered through motion of the body or limbs while on the bus or at the bus stop..   |
| B-Other Offenses Not Listed           | Any major behavior that doesn't fit into other B categories, but requires interventions to support students' behavioral needs while riding the bus or at the bust stop.   |
| B-Other Similar Actions               | Any action on the bus or at the bus stop that poses a safety risk to the bus riders or the public that is not defined elsewhere.  |
| B-Possession of Tobacco/Alcohol/Drugs | Possession, consumption, distribution, or under the influence of tobacco, alcohol, or drugs while on the bus or at the bus stop.  |
| B-Possession of Weapon or Lookalike   | A weapon, device, instrument, material, or substance that is readily capable of causing death or serious bodily injury while riding the bus or at the bus stop.   |
| B-Prohibited Items on Bus             | Possession of prohibited items while riding the bus or at the bus stop.   |
| B-Ride While Suspended from Bus       | Boarding and/or riding the bus while being suspended from the bus.  |
| B-Seatbelt Violation                  | Violating seat belt laws while riding the bus.  |
| B-Sexual/Racial Harassment            | Disrespectful messages in any format related to gender, sexual orientation, or race/ethnicity, while riding the bus or at the bus stop.   |
| B-Standing While Bus is Moving        | Standing while the bus is in motion.  |

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| B-Threat Assault on Driver or Monitor | Engaging in any behavior or communication directed toward the bus driver or bus monitor that places the driver or monitor in reasonable fear of harm to their person or property.  |
| B-Threats to Harm/Bullying            | <b>Refer to Board Policy 702.06[7:180]</b> Any behavior or communication, while riding the bus or on the bus, directed toward another that has or is predicted to have the following effects: (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, (4) Substantially interfering with the student's ability to participate in or benefit from services, activities, or privileges provided by the school. |
| B-Vandalism of School Bus <\$500      | Destruction or disfigurement to school bus, of less than \$500, that impairs its usefulness or value.  |
| B-Vandalism to Bus >\$500             | Destruction or disfigurement to school bus, of more than \$500, that impairs its usefulness or value.  |
| B-Willful Release Bodily Fluid        | Intentional release of a bodily fluid while riding the bus or at the bus stop.   |
| Behavior Contract                     | The school official develops a contract that includes student behavior expectations, incentives for meeting the expectations and consequences for not meeting expectations.  |
| Behavior Intervention Plan            | A behavior intervention plan is focused on providing a targeted effort in shaping student behavior through a unique plan that is based on an analysis of the function of a student's behavior and social emotional needs. This plan is written with the social worker, administrator, teacher(s), student, parent/guardian(s), etc.  |
| Bullying-Disability                   | <b>Refer to Board Policy 702.06[7:180]</b> Any behavior or communication directed toward another's disability that has or is predicted to have the following effects: (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, (4) Substantially interfering with the student's ability to participate in or benefit from services, activities, or privileges provided by the school.                         |
| Bullying-Gender                       | <b>Refer to Board Policy 702.06[7:180]</b> Any behavior or communication directed toward another's gender that has or is predicted to have the following effects: (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, (4) Substantially interfering with the student's ability to participate in or benefit from services, activities, or privileges provided by the school.                             |

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| Bullying-Religion           | <b>Refer to Board Policy 702.06[7:180]</b> Any behavior or communication directed toward another’s religion that has or is predicted to have the following effects: (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, (4)  |
|                             | Substantially interfering with the student’s ability to participate in or benefit from services, activities, or privileges provided by the school.   |
| Bullying-Sexual Orientation | <b>Refer to Board Policy 702.06[7:180]</b> Any behavior or communication directed toward another’s sexual orientation that has or is predicted to have the following effects: (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, (4) Substantially interfering with the student’s ability to participate in or benefit from services, activities, or privileges provided by the school. |
| Check In Check Out          | Intervention focused on fostering a positive relationship between a student and an adult and providing positive, constructive feedback to the student throughout the day.  |
| Conflict Resolution         | The school official works with a student or students to resolve a conflict and mediate the situation with resolution. The school official notifies the parent/guardian(s) of all students involved.  |
| Cyberbullying/Sexting       | Using electronic communication to deliberately threaten, harass, intimidate, or send sexually explicit messages or photos to an individual or group of individuals   |
| Dangerous Weapon Firearm    | The term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device.  |
| Dangerous Weapon-Other      | A weapon, device, instrument, material, or substance that is readily capable of causing death or serious bodily injury, except a firearm. Exclude a pocket knife with a blade of less than 2 1/2 inches in length.   |
| Detention                   | A detention is assigned to a student for a period of time, before or after school, for 60 minutes or less.   |
| Detention-lunch             | The student is not allowed free time at lunch and is assigned to a detention room during their lunch and lunch recess time period.   |

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| Display/Use of Electronic Devices | <b>Refer to Board Policy 702.01</b> <u>Grades K-4</u> : Students are not permitted to possess electronic devices, including cellular phones, on school property, including school buses. The school district is not responsible, financially or otherwise, for the loss, theft, or damage of such items. <u>Grades 5-8</u> : Electronic devices, including cellular phones, are silenced and out of sight during the regular school day. <u>Grades 9-12</u> : Electronic devices, including cellular phones, are silenced and out of sight during the regular school day, excluding the following permissible behaviors: text or data transmission allowed during passing and lunch times, teacher directed purposeful application, use of personal music devices during passing, lunch, and study hall. |
| Disruptive Conduct                | High-intensity and/or sustained behaviors that result in a substantial disruption to the learning environment.   |
| Drug Related Infractions          | Possession, consumption, distribution, or under the influence of drugs, including but not limited to illicit, prescription, or over the counter; possession of drug paraphernalia.   |
| Expulsion                         | Expulsion means the removal of a student from a FSD 145 school for a period of time beyond 10 consecutive days for a defined period of time not to exceed 2 calendar years. The board of education may approve an expulsion with or without  |

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|                                    | educational opportunities. If approving educational services during an expulsion, the student would not return to the school where the offense took place.   |
| False Fire Alarm/Bomb Threat       | Providing false information concerning the presence of a fire, explosive materials, or devices on school property without cause.   |
| Functional Behavior Assessment     | A process that centers on determining the purpose of a behavior (the function) and identifying the environmental events that surround it (antecedents and consequences). Information gathered through this process guides the development of a Behavior Intervention Plan. |
| Gambling                           | Making bets for money or other items of value.   |
| Gang Member Identifiers            | Displaying affiliation with a gang by gestures, clothing, or speech; or to create an atmosphere of intimidation through the use of gang identifiers.   |
| In-School Suspension/APAD          | In-school suspension/APAD means that the student was assigned an in-school suspension with homework but no other educational services.   |
| Insubordination                    | Refusal to follow directions or open disrespect to school personnel.   |
| Interference with School Personnel | Preventing or attempting to prevent school personnel from engaging in their lawful duty.   |

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| Intimidation/Hazing                  | <b>Refer to Board Policy 702.06[7:180]</b> Any behavior or communication directed toward another that has or is predicted to have the following effects: (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, (4) Substantially interfering with the student’s ability to participate in or benefit from services, activities, or privileges provided by the school. |
| Law Enforcement-Arrest               | An arrest occurs when a student commits a school related offense and a report was made to law enforcement. After law enforcement conducts an independent investigation, law enforcement arrests the student and removes the student from the care and custody of school officials. School administrators immediately notify the parent/guardian.  |
| Law Enforcement-Referral to Police   | A referral to police occurs when a student commits a school related offense and a report was made to law enforcement. After law enforcement conducts an independent investigation, law enforcement takes action but does not remove the student from the care and custody of school officials. School administrators immediately notify the parent/guardian.  |
| Leaving without Permission/Loitering | Leaving the designated area without permission and student safety is compromised.   |
| Loss of Privileges                   | The student loses a privilege as determined by the school official. Loss of privilege includes not being able to attend a non-educational event as a participant such as sporting events, dances, ceremonies, concerts, field trips, or other events.   |
| Mentoring                            | Mentoring programs will only be offered to students with parent/guardian approval. Mentors working with students are required to complete a criminal background check and complete a training process that is approved by the school district.  |
| Out of School Suspension- 1-3 Days   | Out of school suspension for 1-3 days means that the student committed an offense and the discipline officer determines that the student’s return to school   |
|                                      | poses a safety risk or significant disruption to the educational learning opportunities of other students. Student will be provided homework.   |
| Out of School Suspension- 4-10 Days  | Out of school suspension for 4 or more days means that the student committed an offense and the discipline officer determines that the student’s return to school poses a safety risk or significant disruption to the educational learning opportunities to other students. Homework and available educational support services will be provided for the duration of the suspension.   |
| Parent Conference                    | The school official(s) has a conference with the parent/guardian regarding academic, social emotional, and/or behavioral concerns.  |

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| Peer Mediation   | Peer mediation is a program that is organized by school officials that provides an opportunity for willing students to mediate a situation using peers to moderate and help guide the process, overseen by a school official.   |
| Possession/Use of Fireworks/Explosives                                 | Hazardous, combustible or explosive materials readily capable of causing bodily harm and/or property damage.  |
| Public Indecency   | Engaging in nudity on school grounds.   |
| Racial Harassment  | <b>Refer to Board Policy 702.06[7:180]</b> Any behavior or communication directed toward another's race or ethnicity that has or is predicted to have the following effects: (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, (4) Substantially interfering with the student's ability to participate in or benefit from services, activities, or privileges provided by the school. |
| Re-entry Meeting   | The re-entry meeting occurs after an out of school suspension on the day the student returns to school. Parents/guardians are requested to attend this meeting. The meeting is guided by a required form.   |
| Recovery/Time out  | The Recovery Process is not designed to punish, but is used strictly to eliminate annoying or disruptive behaviors.   |
| Referral to Community/Outside Agency                                   | The school official refers the student and/or parent guardian to an outside agency to assist with an academic, behavioral, or social emotional concern.   |
| RENEW-Rehabilitation, Empowerment, Natural Supports, Education, & Work | This intervention is focused on student centered planning and goal setting at a Tier 3 level for students in middle/high school. RENEW is an evidence-based model structured around individualized transition planning for youth with emotional and behavioral challenges. The transition plan is created with the youth as the driving force, honoring their voice and vision. RENEW generates creative opportunities to wrap-around a student and help them achieve the outcomes they desire, such as high school completion, employment, and post-secondary education.                     |
| Restorative Circle   | Restorative circle intervention provides re-teaching, reflection, and opportunity for a student to repair harm or reintegrate into the school or classroom setting.   |
| Restorative Conference   | The restorative conference intervention focuses on collective voice of those impacted by a specific incident to resolve conflict and repair harm.   |
| Restorative Conversation   | The restorative conversation intervention is held between one adult and one or more students involved in a minor incident to resolve conflict.  |
| Robbery without Weapon   | The taking of money or goods in the possession of another, from his or her person or immediate presence, by force or intimidation without the use of a weapon.  |
| Robbery with Weapon  | The taking of money or goods in the possession of another, from his or her person or immediate presence, by force or intimidation while using a weapon, not including a firearm.  |

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| Robbery with Firearm                       | The taking of money or goods in the possession of another, from his or her person or immediate presence, by force or intimidation while using a firearm.   |
| Saturday School                            | The student is assigned to attend a Saturday school detention as determined by the school official. Saturday school programs have a duration of 120 minutes.   |
| Sent Home Early                            | A student cannot be sent home early from school by a school official without a behavior incident that results in an out of school suspension as defined within this glossary, unless the parent/guardian is notified of a medical concern that requiring immediate attention.  |
| Serious Bodily Injury                      | Bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or faculty.   |
| Sexual Activity                            | Engaging in consensual sexual activity on school grounds.  |
| Sexual Harassment                          | <b>Refer to Board Policy 702.06[7:180]</b> Any sexual behavior or communication directed toward another that has or is predicted to have the following effects: (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, (4) Substantially interfering with the student’s ability to participate in or benefit from services, activities, or privileges provided by the school. |
| Sexual Violence                            | A sexual act committed against someone without that person's freely given consent.   |
| Social Academic Instructional Group (SAIG) | Social Academic Instructional Groups (SAIG) is small group instruction that focuses on targeted externalizing, internalizing, academic behavioral, and attendance skills.  |
| Tardiness                                  | Arriving late to school or class.  |
| Theft/Robbery/Plagiarism                   | Stealing or taking another’s property with or without the use of violence or intimidation.   |
| TM-All Other                               | Any minor behavior that doesn’t fit into other TM categories, but requires interventions to support students’ behavioral needs.  |
| TM-Disruptive Conduct                      | Low-intensity, intentional distractions, such as loud talk, noise making, or other “annoying” behaviors that momentarily disrupt learning from taking place.   |
| TM-Dress Code/Inappropriate Dress          | Initial incidences of dress code violations.   |
| TM-Electronic Devices                      | Inappropriate use of cell phone, music/video player, tablet, camera, and/or computer on school property, including school buses.   |
| TM-Inappropriate Language                  | Using inappropriate spoken or written communication, such as cursing, swearing, or threatening.  |

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| TM-Indecent Gestures             | Nonverbal lewd or vulgar messages delivered through motion of the body or limbs.  |
| TM-Insubordination               | Brief or low-intensity failure to follow directions or back talk.   |
| TM-Leaving without Permission    | Leaving the designated area without permission without student safety being compromised.  |
| TM-Minor Stealing                | Stealing with property valued at \$2.00 or less.  |
| TM-Misuse of Property            | Low-intensity misuse of property that does not render property unusable.  |
| TM-Physical Contact              | Non-aggressive physical action against or with another, such as horseplay   |
| TM-Tardiness                     | Arriving late to school or class.   |
| TM-Unprepared for Class          | Without the required materials for class.   |
| Tobacco Related Infractions      | Possession, consumption, or distribution of tobacco.  |
| Trespassing                      | Entering school property, including facilities and/or grounds, without permission.  |
| Truancy                          | Unlawful absence from school  |
| Vandalism                        | Destruction or disfigurement to school property that impairs its usefulness.  |
| Verbal Abuse/Profanity           | Using vulgar or abusive spoken or written language that is directed at another person that results in a significant disruption of the learning environment  |
| Violence with Physical Injury    | Any conduct that involves the use or attempted use of force against the person or property of another, with or without a weapon, that results in injury requiring professional medical attention.         |
| Violence without Physical Injury | Any conduct that involves the use or attempted use of force against the person or property of another, with or without a weapon, that does not result in injury requiring professional medical attention. |

**APPEAL PROCESS**  
**SUSPENSION**

Principal/Dean/Designee

1. The parent or student [emancipated or 18] sends a letter within 5 days to the principal asking for a conference. The letter should give detailed information about the problem.
2. The principal arranges for a conference. The conference is scheduled within 7 working days of the request.
3. The conference is held with the principal.
4. The principal/dean sends a written decision to the parent or student within 7 working days.
5. Parent may appeal the principal/dean decision to the Hearing Officer.
6. The parent or student asks for a review of the principal/dean within 10 working days of the decision. The review request must include evidence of a violation of law or School District policy.



7. The Hearing Officer must respond to the parent in writing within 7 working days after receipt of the request. The Hearing Officer can schedule a hearing with the parent and the necessary school staff.
8. The Hearing Officer arranges for a conference. The hearing will be scheduled within 10 working days of the request.
9. The hearing is held with the Hearing Officer. The principal can be included.
10. The Hearing Officer will provide parents a written letter indicating any change in the principal/school's decision within 7 days after hearing.
11. Decision of the Hearing Officer is final.

## **OTHER DISCIPLINARY ACTIONS**

### **EXCEPTIONS TO USING IDENTIFIED ACTIONS**

If the school principal has chosen not to impose the identified action, the principal will inform the Hearing Officer.

In deciding not to impose an identified action, the principal shall consider these factors and include this information in informing the Hearing Officer within five (5) working days of the initial contact:

1. The student's behavior and attitude and whether it shows substantial improvement over time;
2. The availability of an alternative form of disciplinary action or a special program, which is more likely to produce acceptable behavior than the identified disciplinary action;
3. The existence of extenuating circumstances, which, in the judgment of the principal, indicate the student, is responsible only partially for the misconduct.

The Hearing Officer will review the information received from the principal and make recommendations within seven (7) working days if the action followed needs to be modified.

### **MAJOR SUSPENSION PROCEDURES**

#### **I. Due-Process Procedures for Suspension**

The student should ordinarily be given an informal hearing (as outlined below in subsection) I.B.) before the principal decides to suspend a student.

##### **A. Emergency Removal**

The school administrator may remove a student without an informal hearing if that school administrator determines that it is not possible to conduct a hearing because the student's continued presence is an immediate danger to persons or property or may physically disrupt the school's orderly operation. Whenever a student is removed, a parent/guardian should be notified when the informal suspension hearing will be held. This hearing will normally be provided within three school days.

##### **B. Informal Hearing Procedures**

###### **1. Notice**

The school administrator must attempt to inform the student of the charge(s).

###### **2. Student Response**

If the student admits the charge(s), the school administrator then determines the appropriate disciplinary action.

###### **3. Explanation of evidence**

If the student denies the charge(s), the school administrator gives the student an explanation of the evidence resulting in the charge(s). The school administrator has authority to decide if the explanation of evidence will include the names of witnesses.

4. Student statement

The school administrator then gives the student a reasonable opportunity to state the student's side of the story.

5. Administrator Decision of Facts

After weighing the evidence, the school administrator determines if the evidence supports the charge. If the student is found innocent of all charge(s), the incident is closed.

6. Determination of Disciplinary Action

If the student is found guilty the school administrator determines the appropriate disciplinary action in accordance with District and School policies, guidelines and professional judgment.

II. General Procedures for Suspension

A. Effective time of Suspension

Suspension becomes effective at the end of the school day. Suspension of any student will only start before the end of the day, if the student is physically released to the parent/guardian/emergency contact person or other authorized individual (e.g. School Resource Officer).

B. Parent/Guardian Notification of Suspension

1. Reasonable effort must be made by the school to notify the parent/guardian/emergency person of the suspension and reasons for the action.
2. A letter is mailed to the parent/guardian.
  - a. The time, date and specific reasons for the suspension.
  - b. The procedures to be followed by the student and parent/guardian for possible student reinstatement.
  - c. The maximum length of the suspension in the absence of other administrative action, such as review for possible expulsion.
  - d. A request that the parent/guardian contact the school administrator to arrange a mutually agreeable time for a conference prior to the readmission date.
  - e. Notice to the parent/guardian that a student is automatically reinstated after ten (10) school days unless other action is pending or except as provided in other sections of these procedures.
3. The letter and a copy of the section on Major Suspension Procedures from the Student Code of Conduct should be sent home with the student.
4. Parents shall be informed that student suspension includes a denial of opportunity to participate in any school-related activities and the student is not to enter any Freeport school property without prior authorization of the principal or designee.

C. Student Notification of Suspension

If the decision is made to suspend a student, the student shall be informed of:

1. The school suspension and the length of suspension, not to exceed ten (10) school days.
2. The reason(s) for the action.
3. The student's rights to return to school at the end of suspension unless other administrative action is pending, such as review for possible expulsion.
4. The suspension includes a denial of opportunity to participate in any school-related activities.

5. The student is not to enter any Freeport Public Schools property without prior authorization of the principal or designee.

#### D. Appeal Procedures

The Student and Parent Complaint Procedure may be followed if the student or parent chooses to appeal the suspension judgment.

#### E. Student reinstatement Conference for Parents

1. A meeting ordinarily must be held with the parent to seek resolution of the misconduct and consider reinstatement within ten (10) school days unless 1) by mutual consent of the school administrator and parent a later date is selected because of special circumstances, or 2) because the suspension is continued because of physical or mental illness, incarceration of the student in juvenile home or similar institution, or 3) pending expulsion hearing when, in the judgment of the principal or principal's designee, the student's return would pose a threat to the safety of any person.
2. The parent and the school administrator should arrange a mutually satisfactory time for a conference. If the parent does not ask for a conference within ten (10) days, the school administrator should initiate contact. If the parent finds it difficult because of working hours, family responsibilities or distance from school to come to the school for a conference, the school administrator should find some alternative means for the conference.
3. During the conference the student's achievement as well as difficulties will be reviewed to determine additional steps to be taken by the school, the student and the parent to ensure the student's future success when reinstated.
4. A major suspension temporarily denies the disruptive student the right to attend school, including all classes and school activities, for a period of more than twenty-four hours, but not more than ten (10) school days, except as provided below. In implementing this regulation, school personnel shall make special efforts to advise students and parents that a student is automatically reinstated after ten (10) days if no other administrative procedure, such as expulsion, is pending. If a suspended student does not return after the ten (10) day limit, a telephone call or home visit shall be made to encourage the student to reenter.

#### F. Homework During Suspension

To ensure continuation of learning, students involved in either a minor or major suspension are expected to complete schoolwork during their time of suspension. Upon request, a suspended student should be told of assignments during the period of suspension. Students must be given make-up assignments, projects or examinations only when those activities will be graded and used to determine a grade for the course. Teachers should not be required to spend additional time in working with a student to prepare the assignments because of the student's misbehavior.

### **EXPULSION PROCEDURES**

#### I. Definition and Consequences of Expulsion

Expulsion denies the student attendance at school or school activities in any Freeport Public School from eleven (11) school days to the rest of the semester, unless the semester ends within such a short period of time that the expulsion would not be effective. The expulsion, however, shall not extend beyond two calendar years. When a student is expelled, even at the end of a semester, the student loses credit for the semester involved. The principal, at the time of the conference to readmit the student after expulsion, will

provide information from the student's teachers on possible partial credit for work completed prior to the expulsion.

## II. Due Process Procedure for Expulsion

### A. Suspension Pending an Expulsion

1. **Informal Hearing.** Whenever the principal or designee determines that a student's alleged misconduct is of such a serious nature that expulsion may be warranted, the administrator should conduct the informal hearing outlined under Due Process Procedures for Suspension in the previous section. If the evidence at the suspension hearing indicates possible grounds for expulsion, the student may be suspended pending an expulsion hearing. (See II.B. below on Initiation of Expulsion Procedure)
2. **Emergency Removal.** The student may be removed from school on an emergency basis without a hearing if the condition outlined under emergency removal (due process procedures for suspension) are met. The informal hearing for possible suspension pending expulsion should be conducted as soon as possible and within three days following the emergency removal.

The Emergency Removal days must be counted as part of the maximum of ten (10) days a student can be out of school on a suspension pending expulsion hearing.

### B. Initiation of Expulsion Procedure

1. When the evidence from the suspension hearing and/or the investigation indicates possible grounds for expulsion, the principal should be informed. Only the Principal as outlined in this Section may initiate expulsion procedures.
2. The expulsion procedures are formally initiated by the principal sending the notice of expulsion hearing letter described below.

### C. Notice of Expulsion Hearing Letter

1. When invoking expulsion procedures, the principal shall send a notice by certified and regular mail to the parent/guardian and the student.
2. The notice letter shall specify the following information:
  - a. The specific charge(s) and the act(s) which support the charge(s);
  - b. A statement that if the evidence supports the charge(s), it may result in expulsion from the School District;
  - c. The time, date and location of the hearing to consider the issues bearing on a possible expulsion. The hearing shall not occur before five (5) days from the date the notice is mailed, unless the parent is notified personally or by phone and an earlier hearing date giving two (2) days' notice can be offered. The parent may request an extension of time for the expulsion hearing, which will be conducted by the Board of Education. (A note of contact and agreement should be kept in the records).

### Pre-Hearing Procedure for Expulsion

#### 1. Representation or Counsel

- a. The parent/guardian and student may be accompanied at the hearing by a third party or legal counsel, if they choose
- b. The parent/guardian and student shall notify the principal by telephone at least two (2) days prior to the hearing who, if anyone, will accompany them to the hearing.

#### 2. Witnesses

- a. The parent/guardian and student may produce their own witnesses at the hearing and question witnesses as appropriate.

- b. The parent/guardian and student shall notify the principal at least two (2) days prior to the hearing which witnesses, if any, they will produce at the hearing and which adverse witnesses, if any they currently wish to cross-examine through counsel.
- c. The identity of student witnesses need not be revealed if, in the judgment of the principal, it would adversely impact the witness school experience. If the identity of the student witness is not disclosed, the principal shall carefully and thoroughly interview the witness, form a judgment as to the accuracy of the statements, and ask any question requested by the parent/guardian.

3. Failure to Notify Principal of Counsel or Witnesses

If no prior notice is given to the principal, and a Counsel or Witnesses are brought, the principal may postpone the hearing for two (2) days.

D. Conduct of Hearing

- 1. The Hearing Officer should allow the parties to clearly explain their respective points of view and to submit whatever evidence they have available relevant to the case.
- 2. The parent and student may discuss the expulsion and present any information and witnesses that are pertinent to expulsion.
- 3. The parent and student may ask questions of witnesses, as appropriate.
- 4. During the hearing, the Board of Education may let the designee; the investigators and other school personnel submit the evidence to the extent feasible. This shall not preclude the Board of Education from submitting evidence of his/her own instance when the interests of a complete understanding of the issues may require it.
- 5. Strict rules of evidence shall not apply to the proceedings. However, this provision shall not limit the hearing officer's control of the hearing.
- 6. The Board of Education may rely upon district and school records as well as testimony.
- 7. The Board of Education shall make a record of the hearing (it may be a tape recording) and the student or his/her counsel may make a record.

E. Post-Hearing Procedure for Expulsion

1. Determining Facts and Appropriate Disciplinary Action

- a. After the hearing, the Board of Education should sift the evidence and make a decision in light of the facts.
- b. The Board of Education shall determine if the evidence supports the charge(s).
- c. The Board of Education shall determine whether or not to expel the student.

The Board of Education may consider the student's disciplinary history in making a final decision.

2. Notice of Hearing Decisions to Parent/Guardian

- a. The decision of the principal is communicated at the hearing or by phone later in the same day of the hearing or on the following day and within three (3) days after the hearing the principal shall mail to the parent/guardian, in the same manner as described in II.C.1. (Notice of Expulsion Hearing) above, a notice of his/her decision.
- b. If the decision is to expel, the letter shall state:
  - i. That the expulsion will be effective on a specified date; ii. The period of the expulsion; iii. The specified reason(s) for the expulsion; iv. That the student may return to school on a date specified by The Board of Education.

3. Forwarding Hearing Decision to Hearing Officer

a. Reinstatement Pending Expulsion Hearing

- i. After ten (10) days on suspension pending an expulsion hearing, the student must be readmitted until the expulsion hearing unless,
- ii. In the judgment of the principal or his/her designee, the Student's return would pose a threat to the safety of any person or to the orderly operation of school programs; or
- iii. The expulsion hearing has been held and a decision made to expel the student; or iv. The expulsion hearing has been postponed by an agreement of the parent/guardian; or
- v. Because of the physical or mental illness or incarceration of the student, or similar reasons.

B. Expulsion Without a Hearing

1. A student may not be expelled without a hearing unless, after appropriate notice of the place and time set for the hearing:

- a. Neither a parent, nor guardian nor the student appears; or
- b. The student, if 18 years of age or over, or an emancipated minor, does not appear; or
- c. The parent/guardian, or the student, if 18 years of age or older or emancipated, waives in writing the rights to a hearing.

C. Length of Expulsion. Expulsion denies the student attendance at school activities in any Freeport School from eleven (11) days to the remainder of the semester, unless the semester ends within such a short period of time that the expulsion would be too short to be effective. However, the expulsion shall not extend beyond two calendar years.

D. Loss of Credit. When it becomes necessary for a student to be expelled from school even at the end of a semester, loss of credit at the time of expulsion is presumed for the semester involved; however, during any subsequent readmission conference, a review of the student's academic status by the principal may determine that some credit be granted for work completed prior to the expulsion.

E. Readmission from Expulsion. Expelled students shall be readmitted to school after the period of expulsion. When the student is readmitted to school, all reasonable efforts will be made to help the student plan to complete his/her educational program. The Freeport School District 145 Re-Entry Procedures will be followed.

F. Alternative Education Program – During the expulsion process, the district may consider placement in an alternative program.

**STUDENTS**

**AGGRESSIVE BEHAVIOR AND BULLYING**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Hazing, bullying, menacing, victimization or abuse of students will not be tolerated. Any student who engages in an act or conduct that injures, degrades, demeans, belittles or disgraces another student, or interferes with a student's opportunity to learn or derive educational benefit shall be subject to appropriate disciplinary action.

Bullying on the basis of actual or perceived race, color, nationality, 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. While school cannot be held responsible for the acts of students to and from school, they may take disciplinary action if the circumstances warrant. In all matters relating to the discipline in and conduct of the schools and the school children, schools stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardian.
4. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term *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 one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
  - a. 702.01[7:190]: *Student Discipline*. This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
  - b. 718 [7:310]: *Restrictions on Publications and Written or Electronic Material*. This policy prohibits students from: (i) accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members
  - c. 700.01: *Sex Equity, Sex Discrimination, Sexual Harassment/Intimidation*. This policy prohibits any person from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

Full implementation of the above policies includes:

- i. Conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior. Alleged incidents shall be well documented and communicated by school personnel to the Building Principal and the Superintendent. Immediate involvement of parent/guardian is required.
  - ii. Providing each student who violates one or more of these policies with appropriate consequences and remedial action. Students exhibiting inappropriate behavior or exhibits warning signs of future violent or aggressive behavior shall receive appropriate intervention to alter or modify the behavior.
  - iii. Instructing students to recognize the warning signs of violent or aggressive behavior in themselves and others, and to report threatening behavior or potentially violent situations to appropriate school officials. All reports shall be investigated.
  - iv. Protecting students against retaliation for reporting violent or aggressive behavior.
2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and gang resistance education and training and character instruction in all grades in accordance with State law and Board policy. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy.



4. Includes instruction on the prevention of cyberbullying.
5. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
7. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
8. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
9. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
10. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
11. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

Violent and/or aggressive behavior or conduct includes, but is not limited to, the following:

- a. **Bullying** - see below.
- b. **Cyberbullying** is the use of electronic information and communication devices, including but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, to deliberately: threaten, harass, or intimidate an individual or group of individuals; place an individual in reasonable fear of harm, or has the effect of substantially disrupting the orderly operation of a school.
- c. **Insubordination** - Refusing to cooperate with school personnel; being rebellious or disobedient; or showing open disrespect to school personnel.

- d. **Discriminatory slurs** - insulting, disparaging, derogatory or demeaning comments made directly or by innuendo regarding a person's race, gender, sexual orientation, religion, national origin or ethnic background, or disability.
- e. **Extortion** - The act of getting money from a person by force, threats, misuse of authority, or by any undue exercise of power.
- f. **Gang activity** - as described in Board Policy 702.01 [7:190].
- g. **Intimidation** - Using any form of aggressive behavior that causes physical or psychological harm to someone and/or encouraging others to engage in such conduct.
- h. **Physical assault or battery** - the imminent threat of or the act of striking or touching an individual or the individual's personal property with the intent of causing hurt or harm.
- i. Possession, threat with, or use of a weapon - as described in Board Policy 710.16.
- j. **Sexual harassment** - as described in Board Policy 700.01.
- k. Stalking - the persistent following, shadowing, contacting, watching, surveillance or any other such threatening actions that disrupt an individual's sense of well-being or personal safety.
- l. **Vandalism** - damaging, destroying or defacing public or private property. The Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to property.
- m. **Abusive/Profane Language** - includes, but is not limited to, swearing, cursing, screaming, making obscene gestures or threats in person, by telephone, or in writing, at an individual, his or her family, or a group.
- n. **Sexting** - sending, forwarding, displaying, retaining, storing or posting nude, semi-nude, sexually suggestive or explicit, lewd, indecent or pornographic images or messages on a cell phone, computer or other electronic means.

### **Definition of Bullying**

Bullying is defined as one or more individuals inflicting physical, verbal or emotional abuse on another individual or individuals. Bullying takes many forms and can include many different behaviors, including, but not limited to:

- a) physical violence and attacks;
- b) verbal taunts, name-calling and put-downs, including, but not limited to, ethnically-based verbal abuse and gender-based put-downs;
- c) threats and intimidation;
- d) extortion or stealing of money and possessions; and
- e) ostracism and exclusion from the peer group.

A student who engages in any act of bullying is subject to appropriate disciplinary action, including suspension, expulsion or referral to law enforcement authorities.

The Superintendent shall develop rules and procedures for implementing the provisions of this policy. In addition, students and parents shall be notified of this prohibition against violent or aggressive behavior and bullying and the penalties for violating the prohibition by posting such information at each school and by including such information in student and parent handbooks.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.

LEGAL REFERENCE: 105 ILCS 5/10-20.14  
105 ILCS 5/24-24.  
105 ILCS 5/27-23.7(d), amended by P.A. 96-952.

**Authorization for Electronic Network Access**

*Each staff member must sign this Authorization as a condition for using the District’s Electronic Network connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. Please read this document carefully before signing.*

All use of electronic networks shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

All authorized users (defined as Freeport School District’s students, staff, employees, consultants, parent-or community volunteers under the supervision of a school principal or his/her designee, and non-Board employees such as interns) are to adhere to the provisions of this policy. Use of Internet, Intranet, electronic mail, and computer access must be in compliance with federal and state laws, City ordinances, and Freeport Board of Education rules, policies, and procedures including, but not limited to, personnel procedures, and policies prohibiting discrimination in all forms.

**Terms and Conditions**

**Acceptable Use** - Access to the District’s electronic network must be: (a) for the purpose of education or research, and be consistent with the District’s educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the District’s electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Internet, Intranet, electronic mail, and computer access are to be used only for business pertaining to the Freeport School District, with allowance made for modest amounts of incidental personal use. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. The system administrator may remove installed programs, delete/edit files, and adjust user settings at his or her discretion. His or her decision is final.

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

- n. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- o. Downloading or installing of software, regardless of whether it is copyrighted or de-virused without consent of the Director of Technology;
- p. Downloading copyrighted material for other than personal use;
- q. Using the network for private financial or commercial gain;
- r. Wastefully using resources, such as file space and bandwidth;
- s. Hacking or gaining unauthorized access to files, resources, or entities and/or highly sensitive information sources to which explicit authorization has not been granted, including, but not limited to, information obtained in violation of the Illinois School Student Records Act (105 ILCS 10/);

- t. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- u. Using another user's account or password
- v. Providing access to unauthorized users;
- w. Posting material authored or created by another without his/her consent;
- x. Posting anonymous messages;
- y. Using the network for commercial or private advertising;
- z. Disclosing the contents or existence of FSD145 computer files, electronic mail, or other information to anyone other than authorized recipients;
- aa. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- bb. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- g. Be polite. Do not become abusive in messages to others.
- h. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- i. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- j. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- k. Do not use the network in any way that would disrupt its use by other users. This may include, but is not limited to streaming video or music, downloading videos or music, and playing online games.
- l. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.

- d. For each re-publication (on a Web site or file server) of a software program, graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- e. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- f. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- g. Student work may only be published if there is written permission from the parent/guardian.

**Use of Electronic Mail** - The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- f. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- g. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- h. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- i. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- j. Use of the School District’s electronic mail system constitutes consent to these regulations.

### **Internet Safety**

Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and otherwise follow these procedures. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

## **Jurisdictional Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the school office for information about the current enforcement of the policies, rules or regulations of the school district.

### **Disclaimer**

This handbook is neither a contract nor an offer of a contract. The information it contains was accurate at the time of publication. Matters described in this handbook may change without notice.

### **Non-discriminated Notice**

The Freeport School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in admission to, access to; or treatment of employment in its programs and activities.

The following person has been designated to coordinate compliance with IDEA and Section 504 the 1973 Rehabilitation Act. Inquiries regarding the non-discrimination policies shall be directed to:

**Contact:** **Jack Code, Director of Pupil Personnel Services**  
2037 W. Galena Avenue  
Freeport, IL 61032  
[jack.code@fsd145.org](mailto:jack.code@fsd145.org)  
815-801-0857



