

# Georgetowne Middle School

## Home of the Tigers

### Mission Statement

Georgetowne Middle School is dedicated to meeting the intellectual, social, emotional, and physical needs of individual students to prepare them for advanced studies at subsequent levels by emphasizing self-responsibility, self-motivation, and communication among home, school, and students to facilitate the educational process.

### School Colors and Mascot

School Colors are Black & Orange. School Mascot is Tigers

### Our School Slogan

Georgetowne Middle School – Home of the Tigers!

### School Motto

Georgetowne Middle School – Where all do their best!!

### District Website Address

[www.dist102.org](http://www.dist102.org)

### District Address

51 Yates Rd.  
Marquette Heights, IL  
61554

### Phone Numbers

School Office – (309) 382-3456  
District Office – (309) 382-2172  
Attendance Line – (309) 382-3457



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**North Pekin Marquette Heights District 102**  
**2026-2027 School Calendar**  
**APPROVED 02/24/2026**



Jul-26					
M	T	W	Th	F	
		1	2	X-3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

Aug-26					
M	T	W	Th	F	
3	4	5	6	7	
10	TI-11	TI-12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					
					15 15

Sep-26					
M	T	W	Th	F	
	1	2	3	4	
X-7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			
					21 36

Oct-26					
M	T	W	Th	F	
			1	2	
5	6	7	8	9	
X-12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	X-PT	
					21 57

Nov-26					
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	X-25	X-26	X-27	
30					
					18 75

Dec-26					
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
X-21	X-22	X-23	X-24	X-25	
X-28	X-29	X-30	X-31		
					14 89

Jan-27					
M	T	W	Th	F	
				X-1	
TI-4	5	6	7	8	
11	12	13	14	15	
X-18	19	20	21	22	
25	26	27	28	29	
					19 108

Feb-27					
M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	X-12	
X-15	16	17	18	19	
22	23	24	25	26	
					18 126

Mar-27					
M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	X-26	
X-29	X-30	X-31			
					19 145

Apr-27					
M	T	W	Th	F	
			X-1	X-2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	XED	
					20 165

May-27					
M	T	W	Th	F	
3	4	5	6	XED	
10	11	12	13	XED	
17	18	19	20	XED	
24	25	26	TI-27	XED	
X-31					
					20 185

Jun-27					
M	T	W	Th	F	
	2	3	4	5	
7	8	9	10	11	
14	15	16	17	X-18	
21	22	23	24	25	
28	29	30			
					0 185

**Codes:**

**X - No School**

**TI - Teachers Institute**

**XED - Emergency Days**

**Description:**

Jul 23 - School Registration
Aug 11 - Teacher Institute
Aug 12 - Teacher Institute
Aug 13 - 1st Day of Student Attendance; Early Dismissal - GMS 1:40 / MES 2:00
Aug 14 - Regular Dismissal Begins GMS 2:40/MES 3:00
Sept 7 - Labor Day; No School
Sept 11 - Progress Reports Distributed
Sept 25 - Early Dismissal GMS 11:00 / MES 11:30
Oct 12 - No School
Oct 16 - 1st Qtr Ends - 45 days
Oct 29 - GMS 11:00 / MES 11:30 Dismissal; Parent Conferences 3:00-8:00
Oct 30 - No School - Parent Conferences 8:00 AM - 1:00 PM
Nov 13 - Early Dismissal GMS 11:00 / MES 11:30

Nov 24 - Early Dismissal GMS 1:40 / MES 2:00
Nov 25-27 Thanksgiving Break
Dec 4 - Progress Reports Distributed
Dec 11 - Early Dismissal GMS 11:00 / MES 11:30
Dec 18 - Early Dismissal GMS 1:40 / MES 2:00
Dec 21 - Jan 3 Winter Break, No School
Jan 4 - Teacher Institute
Jan 5 - Classes Resume
Jan 8 - 2nd Qtr Ends - 45 days
Jan 15 - Report Cards Distributed
Jan 18 - MLK Day, No School
Jan 22 - Early Dismissal GMS 11:00 / MES 11:30
Feb 11 - Progress Reports Distributed
Feb 12 - No School
Feb 15 - Presidents' Day, No School

Feb 26 - Early Dismissal GMS 11:00 / MES 11:30
Mar 12 - Early Dismissal GMS 11:00 / MES 11:30
Mar 12 - 3rd Qtr Ends - 43 days
Mar 19 - Report Cards Distributed
Mar 25 - Early Dismissal GMS 1:40 / MES 2:00
Mar 26 - Apr 2 Spring Break
Apr 23 - Early Dismissal GMS 11:00 / MES 11:30; Progress Reports
May 31 - Memorial Day, No School
May 28 - Early Dismissal GMS 11:00 / MES 11:30
May 27 - Teacher Institute
Emergency Days - Apr 30; May 7, 14, 21, 28. No School unless an Emergency Day is required during the year.

## **Georgetowne Faculty & Staff**

<b>Staff Member</b>	<b>Title</b>	<b>Email Address</b>	<b>Extension</b>
Mr. Camron Stanley	Principal	cstanley@dist102.org	x251
Ms. Erica Higgins	GMS Office Secretary	ehiggins@dist102.org	x251
Ms. Ashley Johnson	GMS Office Secretary Special Services Secretary	ajohnson@dist102.org	x265 x239
Mrs. Jennifer Turner	Special Education Director	aealey@tmcsea.org	x266
Mr. Brandon Maize	Athletic Director	bmaize@dist102.org	x251
Mr. Christopher Hermacinski	District Maintenance Director	cahermacinski@dist102.org	x144
<b>Mrs. Jodie Vanderheydt</b>	School Social Worker	<b>jodie.vanderheydt@dist102.org</b>	x267
Mr. Jerry Vanderheydt	Student Support Specialist	jvanderheydt@dist102.org	
Mrs. Lori Livingston	Speech Language Pathologist	llivingston@dist102.org	x146
Ms. Mary Carver	Math and ELA Interventionist	mcarver@dist102.org	x232
Mr. Riley Wolfe	Teacher-4-8th P.E. Baseball and Basketball Coach	rwolfe@dist102.org	x108
Mr. Brian Woods	Teacher-5th-8th Band	bwoods@dist102.org	x206
Mrs. Heather Woods	Teacher-4th-5th Music/Chorus NJHS	hwoods@dist102.org	x207
<b>Miss Alexis Holcomb</b>	<b>Special Education Teacher</b>	<b>lholcomb@dist102.org</b>	x138
Mrs. Laura Humke	Special Education Teacher	lhumke@dist102.org	x238
Mrs. Ashley Lambert	Special Education Teacher	alambert@dist102.org	x238
Mrs. Amy Smith	Special Education Teacher	amysmith@dist102.org	x220
Mrs. Sara Sadler	Teacher-4th grade	ssadler@dist102.org	x137
Mrs. Beth Strunk	Teacher-4th grade Cheerleading	bstrunk@dist102.org	x133
Miss Brooke Jackson	Teacher-5th grade Girls Basketball Boys Basketball	bjackson@dist102.org	x128
<b>Mrs. Kristin Moellenbrink</b>	<b>Teacher-5th grade</b>	<b>kmoellenbrink@dist102.org</b>	x145
<b>Mrs. Dawn Morey</b>	<b>Teacher-6-8th Science STEM Enrichment</b>	<b>dmorey@dist102.org</b>	x227
Miss Kylie Heruth	Teacher-7 & 8 Social Studies 6-8th Physical Education	kheruth@dist102.org	x234

Mrs. Kaitlyn Maize	Teacher-7 & 8 ELA Journalism Enrichment Volleyball, Dance, Student Council	kmacdonald@dist102.org	x256
Mrs. Jennifer Oertle	Teacher-7 & 8 Math Computer Enrichment Homework Hangout	joertle@dist102.org	x231
Miss Alyssa Ricca	Teacher-6 ELA/Social Studies 8 ELA	aricca@dist102.org	x258
Mrs. Natalie Wendelin	6 Math/Social Studies 7 Math Scholastic Bowl Speech Team	nwendelin@dist102.org	x225
Mrs. Stephanie Edgcomb	Paraprofessional	sedgcomb@dist102.org	
Mr. Glen Evans	Paraprofessional Homework Hangout	gevans@dist102.org	
Ms. Ashton Marshall	Paraprofessional	amarshall@dist102.org	
Mrs. Penny Pirelli	Paraprofessional	ppirelli@dist102.org	
Mrs. Brittany Ricaldone	Paraprofessional	bricaldone@dist102.org	
Ms. Dinette Traver	Paraprofessional	dtraver@dist102.org	

### **Section I. General School Information**

This handbook is a summary of the school’s rules and expectations, and is not a comprehensive statement of school procedures. This handbook may be amended during the year without notice. The Board’s comprehensive policy manual is available for public inspection through the District’s website [www.dist102.org](http://www.dist102.org) or at the Board office, located at:

51 Yates Rd.  
Marquette Heights, 61554

**The School Board governs the school district, and is elected by the community. Current School Board members are:**

Scott Buhl, President  
Kristine Hasty, Vice-President  
Ryan Williams, Secretary

David Hasty , Member  
Ryan Richardson, Member  
Danielle Stanley, Member  
Mike Therry, Member

**The School Board has hired the following administrative staff to operate the school:**

Mrs. Jennifer Lindsay, Superintendent

Mr. Camron Stanley, Principal

**The school is located and may be contacted at:**

51 Yates Rd.  
Marquette Heights, 61554  
(309) 382-3456  
(309) 382-2122 fax

**Hours:**

Breakfast 7:15am-7:35am  
1st Bell 7:35am  
Tardy Bell 7:40am  
Dismissal 2:40pm

**Visitors**

The main entrance at GMS is secured by an electronic locking mechanism. Visitors to GMS are asked to push the button on the keypad and identify themselves to office personnel so they can be allowed to enter the building. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves with a photo ID and inform office personnel of their reason for being at school.

Visitors must sign in, identifying themselves with a photo ID, note, 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.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

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

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

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

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

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:  
Camron Stanley, Principal.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

### **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, or police K-9 unit. 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.

### **School Volunteers**

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the Building Principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

### **Invitations & Gifts**

Party invitations or gifts for classmates should not be brought to school to be distributed. 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 who are not listed in the school directory.

### **Treats & Snacks**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value. Due to severe student allergies, Georgetowne is a nut-free facility. All treats/snacks brought to school for any occasion or lunches must be nut free and manufactured in a nut-free facility.

### **Emergency School Closings**

In the event that bad weather causes school to close an automated messaging system will be used to notify parents. In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 7 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. 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, a decision on whether after school activities will soon be made and notifications will go out accordingly.

### **Video Monitoring Systems**

A video monitoring system may be in use on school buses 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 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 at (309) 382-3456. 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 support 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.

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

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

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

## **Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

### **Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age

- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

#### **Emotional signs:**

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

#### **Warning Signs of Grooming Behaviors**

School and District employees are expected to maintain professional and appropriate relationships with students based upon students’ ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

#### **Warning Signs of Boundary Violations**

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student’s physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

**Additional Resources include:**

- National Sexual Assault Hotline at 800.656.HOPE (4673)
- National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)
- Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

**Sexual Abuse Response and Prevention Resource Guide**

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children’s advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net) or you may request a copy of this guide by contacting the school’s office.

**Faith’s Law Notification**

Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

### **Prevention of Anaphylaxis**

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

## **Section II. Attendance, Promotion, & Graduation**

### **Attendance**

Illinois law requires that whoever has custody or control of any child between six (by September 1st) 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.

### **Home and Hospital Instruction**

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

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

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
  - a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
  - b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's

domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

For information on home or hospital instruction, contact the Building Principal.

### **Student Absences**

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the Building Principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given **2 school days per day excused** to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the Building Principal. Extended absence forms must be submitted at least a week in advance of the arranged absence, unless approved by the Building Principal.

The school may require documentation explaining the reason for the student's absence.

Student attendance is required to attend/participate in after school activities. Students must attend at least 150 minutes of the school day in order to be permitted to participate in after school activities on the day of the absence, unless explicit permission is granted by the Building Principal.

Student attendance is critical to the learning process. Students should make every effort to be in school each day. However, there are instances when illness prevents this.

1. When a fever is present, students may return to school once they have been fever-free for 24 hours without medication.
2. If vomiting occurs, students may return to school once they have not vomited for 24 hours.
3. If strep throat or pink eye are present, students should be on antibiotics for 24 hours before returning to school. A doctor's note may be requested upon a student's return to school.

In the event of any absence, the student's parent/guardian is required to call the school at (309) 382-3456 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Definitions as to what constitutes a student receiving credit for a full day of attendance, half-day and no credit are as follows:

300 minutes or more – Full day of attendance

150-299 minutes – ½ day of attendance

Less than 150 minutes – No credit

These times are not to include passing time or lunch.

### **Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

### **Student Absentee Procedures:**

1. PARENTS MUST CALL to report the absence before 9:00 am on the day of the absence. If assignments are requested for the absence, it must be requested by 9:00am, as well. Failure to make parent/guardian contact may result in an unexcused absence. A voice mailbox at (309) 382-3456 is available for leaving messages pertaining to student absences.
2. Make-up work may be requested in advance for a planned absence. Up to 24 hours notice is necessary for non-illness absence. If homework is requested prior to a non-illness absence, the homework must be completed upon the student's return.
3. The student is responsible for asking teachers for make-up assignments upon returning to school.
4. After three consecutive days of absence, medical documentation is required in order for the absence to be excused. Additionally, after ten absences throughout the year, medical documentation for each additional absence will be required in order to consider the absence excused.
5. If a student reaches seventeen days of absence, either excused or unexcused, or a combination thereof, they will be considered to have chronic attendance issues. Students who miss more than 1% (2 days) but less than 5% (9 days) of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. In both cases the student's name will be turned into the Regional Office of Education.
6. Students with unexcused absences will be responsible for completing missed assignments. Credit, however, for such work will be at 80% of the earned value.
7. If an appointment must interrupt the school day, the parent must contact the office prior to arriving at school to pick up their child. Students must sign out in the office before leaving the building and sign in upon their return.

### **Tardiness/Late to School**

A student is considered tardy if they are not in the expected classroom in the teacher assigned seat with books and appropriate supplies when the class bell rings. After the first hour period, classroom tardiness is handled for the most part by the classroom teacher. A student who is late to school shall report directly to the office. He/she will be assigned an excused or unexcused tardy. Tardies are monitored on a semester basis. Excessive (4 or more) unexcused tardies will result in disciplinary action.

### **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

### **Make-Up Work**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. ~~Students who are unexcused from school will not be allowed to make up missed work.~~ Students with unexcused absences will be responsible for completing missed assignments. Credit, however, for such work will be at 80% of the earned value.

It is the responsibility of each student and/or parent to contact the teacher to get make-up work. It is the student's responsibility to complete this work as soon as possible to receive credit. ~~Grades 4-5 will All students~~ receive two (2) ~~calendar school~~ days to make up his/her work for each day absent.

## **Truancy**

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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 student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

## **Exemption from Physical Education Requirement**

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

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.301.

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

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

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

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

### **"Good Night" Policy**

Students who remain for extracurricular practices or activities are to leave the building directly and immediately from that activity. Returning to lockers or other parts of the building is not allowed unless authorized by school personnel. Once students have left the building from an activity, they are NOT to return to the event unless authorized by the activity supervisor. Transportation home after evening or extra-hour events should be arranged prior to the event.

Parents should be prompt in picking up students at evening events so that the building can be secured and locked as quickly as possible. If students have not been picked up within 20 minutes of an activity's conclusion, disciplinary action may occur.

### **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, and testing. A student will not be promoted based upon age or any other social reasons not related to academic performance.

### **Academic Expectations**

The following academic guidelines have been set for all Georgetowne students during the school year:

1. In order to be promoted to the next grade level a student must have a year-end passing grade in three (3) of the four (4) core or academic subjects. These subjects include English Language Arts, Math, Science, and Social Studies.
2. In addition to the above requirements, all 8<sup>th</sup> grade students must have passed a course in health, a test on the US Constitution, Illinois State Constitution, and the Flag in order to be promoted to high school.
3. Students who transfer to GMS before the beginning of the second semester will be assessed only using the grades from our district. Students transferring after the second semester begins will have their grades from the previous school averaged with our district's grade to determine promotion/retention. Students transferring during the last quarter may be promoted/retained according to the previous school district's academic standards.
4. Students who receive special education/504 services will be recommended to the Board for promotion provided they have met the academic goals on their IEP or 504 plan to the satisfaction of the IEP team or 504 coordinator.
5. The administration reserves the right to make the final decision on retention/promotion based on a thorough review of an individual student's completion of the curriculum, attendance, and performance on the Illinois State Assessment and/or other assessment or achievement data available for review. The final decision to promote must be based on academic performance.

### **Grading Scale**

A 90-100%

D 60-69%

B 80-89%

F 0-59%

C 70-79%

I Incomplete

## **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. Students who are absent from school for a valid cause (an excused absence) ~~may make up missed homework in a reasonable timeframe. A copy of our homework policy can be found on our website~~ are given 2 school days for each day absent to makeup work. Students with unexcused missing work will be provided the same opportunity to complete assignments; however, they may earn a maximum of 80% of the assignment's value.

Late work will be accepted but may receive reduced credit based on when it is submitted.

Grades 4–5: Up to 10% may be deducted for each day the assignment is late.

Grades 6–8: One day late: Up to 10% may be deducted. Two days late: Up to 50% may be deducted. Three or more days late: No credit will be awarded.

Teachers may make exceptions to these guidelines based on individual student circumstances, assignment requirements, or other extenuating factors.

## **National Junior Honor Society**

GMS belongs to the National Junior Honor Society. This is an organization dedicated to recognizing and fostering academic achievement while also developing other characteristics essential in a democracy. Eighth grade students will be nominated for membership in the society in the fall, based upon the following criteria:

1. Scholarship: The student has been on the honor roll for eight of the previous nine grading periods
2. Faculty recommendation: The Honor Society Advisory Committee will recommend eighth grade students after assessing each individual's citizenship, service to others, leadership, and character.
3. Desire: Each potential member will be asked to present an oral narrative on a topic selected by the Advisory Committee.

New members will be installed in the winter in a formal induction ceremony. Our chapter of NJHS will select a school improvement project for the spring semester.

## **Section III. Student Fees & Meal Costs**

### **Fines, Fees, and Charges; Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs
2. The student’s parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The Building Principal will give additional consideration where one or more of the following factors are present:

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

The Building Principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District’s decision to deny a fee waiver should be addressed to the Building Principal.

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

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

The school district will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

### **School Breakfast & Lunch Program**

Breakfast is served every school day from 7:15 a.m. to 7:35 a.m.

Lunch is served every school day from 10:43 am to 12:00 pm, except when there is an 11 a.m. or earlier dismissal. A student may purchase breakfast for \$2.75. A student may bring a sack lunch from home or may purchase a school lunch for \$3.35 and/or milk for \$0.45. Please note, Soda and other caffeinated beverages are not allowed. Parents may pay lunch/breakfast fees electronically through Lumen. Free or reduced price meals are available for qualifying students. For an application, contact the Building Principal.

## **Section IV. 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 or if they are deemed to live on a “hazardous route”. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the Building Principal. While students are on the bus, they are under the

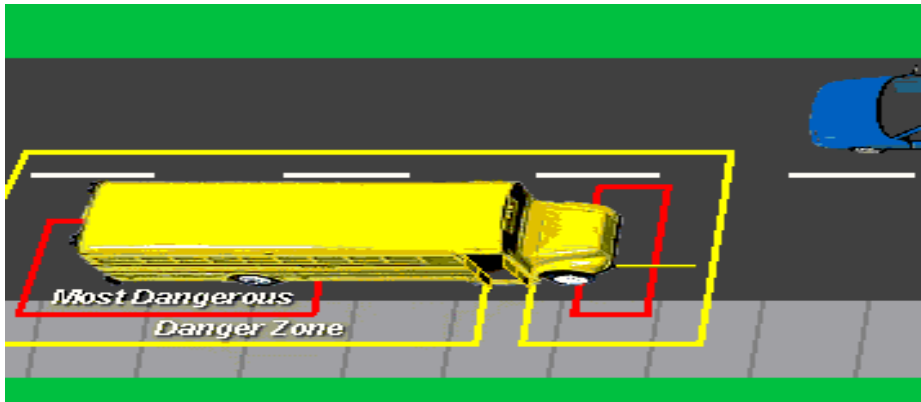
supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Building Principal. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct, 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 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.

The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school. In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver.
6. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. 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.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
12. Never run back to the bus, even if you dropped or forgot something.



Video cameras may be active on buses 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: Mrs. Jennifer Lindsay at (309) 382-2172.

### **Parking**

The school has two locations available for school visitor parking. Those dropping off and picking up children may do so in the upper parking lot and side lot location during the following hours: 7:15 a.m. to 7:40 a.m. and at 2:40 pm student dismissal. 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.

## **Section V. Health & Safety**

### **Immunization, Health, Eye and Dental Examinations**

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the ages of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. 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.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons

must be signed by an appropriate medical professional.

### **Eye Examination**

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

### **Dental Examination**

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

### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the Building Principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the Building Principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist

### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

### **Self-Administration of Medication**

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

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

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

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

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

### **Administration of Medical Cannabis**

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

### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

### **Emergency Aid to Students**

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

### **Guidance and Counseling**

The school provides social work services for students. The school's social work is available to those students who require additional assistance. Under Illinois law, any student 12 years of age or older may receive services without consent of the student's parent/guardian

### **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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement

lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

### **Communicable Diseases**

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

1. Parents are required to notify the school office personnel 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 cleared by a doctor.

### **Head Lice**

The school will observe the following procedures regarding head lice:

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

### **Targeted School Violence Prevention Program**

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline ([www.safe2helpil.com/](http://www.safe2helpil.com/)).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

### **Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence**

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

**Requesting Support Services**

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or other service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District’s policies related to Article 26A Students and information on support services by contacting the Building Principal.

**Filing a Complaint**

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Building Principal or any employee with whom the person is comfortable speaking.

**Retaliation Prohibited**

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

**Section VI. Student Discipline & Conduct**

**Positive Behavior Supports and Interventions**

GMS uses positive behavior supports and interventions to teach students appropriate behaviors. This system takes a proactive approach to preventing and responding to classroom and school discipline problems focusing on teaching and supporting positive behavior of all students. GMS emphasizes developing and maintaining a safe learning environment where teachers can teach and students can learn.

The following chart outlines positive expectations appropriate for each school environment:

<b>Setting</b>	<b><u>R</u>-espectful</b>	<b><u>O</u>-rganized</b>	<b><u>A</u>-ccountable</b>	<b><u>R</u>-esponsible</b>
<b>Hallways</b>  Voice Level 2	-Walk quietly -Keep hands, feet, and objects to yourself -Use appropriate language	-Bring all materials with you -Use assigned hallways and stairways -Move calmly between classes	-Stay focused on your destination without lingering or horseplay	-Walk on the right side of the hallway -Take one step at a time -Carry your assignment notebook at all times
<b>Cafeteria</b>	-Use good manners -Speak respectfully to cafeteria staff and peers	-Keep your tray and belongings neat -Bring your ID or know	-Eat only the food on your tray -Remain in your seat	-Finish eating in a timely manner -Keep your space clean

<b>Voice Level 2</b>	-Wait patiently in line without cutting	your lunch PIN -Know your lunch account status		-Follow all cafeteria rules and staff directions
<b>Classroom</b>  <b>Voice Level 0-3</b>	-Speak to others respectfully -Raise your hand to speak -Listen while others are talking -Work well with peers during group tasks	-Have your materials ready at the start of class -Keep materials organized -Keep your desk and area tidy	-Stay on task -Complete your work on time -Do your own work -Actively participate in learning	-Follow directions the first time -Come prepared every day
<b>Library</b>  <b>Voice Level 0-1</b>	-Use a quiet voice -Be respectful of others who are reading or working -Handle books and materials with care	-Keep your library materials organized -Return books on time and to the correct location	-Use your time productively by reading or researching -Stay in designated areas	-Push in chairs -Clean up your workspace -Follow all library procedures and rules
<b>Gym &amp; Locker Room</b>  <b>Voice Level 2</b>	-Respect others' personal space and privacy -Use appropriate language -Treat equipment and others with care	-Keep your belongings in your locker -Lock up valuables -Change quickly	-Be prepared for activities -Stay with your group -Follow the teacher's instructions	-Use gym equipment correctly -Wear appropriate gym clothing -Clean up after yourself -Follow safety procedures
<b>Restroom</b>  <b>Voice Level 0-1</b>	-Respect others' privacy -Speak appropriately -Allow others to use the space without interruption	-Use only the supplies you need -Keep restroom as clean as you found it	-Return to class quickly after using the restroom -Report any issues to staff immediately	-Flush after use -Wash your hands -Throw away trash and keep the floor dry
<b>Pick up &amp; Drop off</b>  <b>Voice Level 2-3</b>	-Greet staff and students politely -Use kind and appropriate language -Follow directions from all adults, including the bus driver	-Know your bus stop, school exit, and pick-up location -Keep your belongings with you and ready to go	-Arrive at school and bus stops on time -Wait calmly and safely in line or designated areas	-Follow all safety rules -Stay on sidewalks or loading zones -Help others when needed -Stay seated and quiet on the bus
<b>Playground</b>  <b>Voice Level 2-4</b>	-Include others in games -Take turns -Use kind words and actions	-Keep personal items in designated areas -Know and follow recess routines -Return equipment after recess	-Follow adult directions -Play fair -Stay in designated areas	-Use equipment appropriately -Report unsafe behavior immediately -Line up promptly when called
<b>Assemblies &amp; Events</b>  <b>Voice Level 0-3</b>	-Represent Georgetowne positively with polite language and good behavior -Encourage and support peers -Follow adult directions without complaint	-Bring everything you need -Know where to go and what is expected	-Stay with your group at all times -Actively listen to speakers or presenters -Participate when appropriate	-Follow all school and event rules -Keep your area clean and better than you found it

<b>All Settings</b>	-Use kind and respectful language in person and online -Greet others politely -Respect personal space, property, and opinions	-Be prepared with materials and devices -Keep items organized and secure -Know your schedule and transitions	-Always try your best -Own your actions and choices -Report any unsafe or inappropriate behavior	-Follow school dress code expectations -Follow school-wide rules and digital expectations -Use technology for learning -Clean up after yourself -Be a positive role model
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Students earn Tiger Pride Points/Tickets for following our building expectations above, including:

- Being respectful, responsible, and ready
- Helping others
- Positive behavior choices
- Meeting academic or behavioral goals
- Tickets can be used for:
  - Weekly drawings
  - Entry to our quarterly Tiger Pride celebrations
  - End of the year prize raffle

At the end of each quarter, a Tiger Pride celebration is held for students if 85% of the school meets our quarterly behavior goal. Students must also meet their individual behavior goals and receive no more than 50 demerits in that quarter to be able to participate fully in the celebration.

### **General Building Conduct**

Students shall not arrive at school before 7:10 a.m. Classes begin at 7:40 a.m. and students are dismissed at 2:40 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building.
- Students shall not run, talk loudly or yell in the hallways, nor shall they push, shove or hit others.
- Students shall not write on walls or desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.
- Students in grades 6-8 are not permitted in the 4-5 hallway without permission.

### **School Dress Code / Student Appearance**

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.

- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in laboratories or during physical education.
- A student’s appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.
- Expected student attire should include shirts with sleeves covering the entire torso and shoulders, skirts (no tube skirts), dresses with shoulders covered, pants, jeans, or shorts that extend to at least mid-thigh. When wearing leggings (including knit jeggings) and yoga pants, the top or shirt must cover the pelvic region and buttocks. No student may have skin exposing holes or sheer fabric above midhigh length. Excessive holes in number and/or size are not appropriate and will not be permitted.
- The length of shorts or skirts must be at least to mid-thigh.
- Appropriate footwear must be worn at all times. Student safety must be considered when selecting the proper footwear. Footwear such as flip-flops or extremely high-heels may present a danger to a student’s safety, and a student may be asked to change footwear. **NO FLIP FLOPS WILL BE PERMITTED FOR OUTDOOR RECESS.**
- If there is any doubt about dress and appearance, the Building Principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

### **Student Behavior and Demerit System**

Copies of all School District policies on student behavior are available online through the School District’s website or in the school office.

Georgetown Middle School uses a demerit/detention system. Demerits will be accumulated on a weekly basis from Monday through Friday of each week. Students will begin each week with no demerits. Demerits earned from a substitute teacher will be doubled.

Detentions will be accumulated over the school year. A student may be assigned a detention for any of the reasons stated below, or the accumulation of ten or more demerits in a week. Detentions are served on Tuesday or Thursday afternoons from 2:40 – 3:30 pm. Parents are responsible for transportation home after the detention has been served. Upon earning a detention, students will be issued a detention notice. The notice will need to be signed by a parent/guardian and returned to school before serving the detention.

Demerits are assigned for Tier 1 behaviors. Tier 1 behaviors are minor infractions (1–5 demerits each) These are classroom-managed behaviors that are tracked weekly using Class Dojo. Teachers/administrators will determine the number of demerits based on frequency, intensity, and redirection success.

**Tier 1 behaviors include:**

Missing homework	Not bringing materials to class/unprepared	Tardies to class Truancy to school	Chewing gum/candy Food outside cafeteria
Minor classroom or bus disruptions	Not charging Chromebook	Mild inappropriate language not directed at staff or students	Refusal to follow directions/minor insubordination
Excessive hallway noise or minor behavior; spreading gossip	Horseplay or minor verbal harassment	Misuse of Technology	Cellphone, smart watch/earbud violation (See Student Use of Electronic Devices)
Dress code violation	Minor lunch/recess behavior	Being in the halls, restrooms, or any other off-limit area without permission.	Public displays of affection

#### Consequences for Demerit Referrals:

10 demerits in a week	1 after-school detention (Tues or Thurs 2:40-3:30pm)
15+ demerits in a week	2 after-school detentions (see above)
4th demerit referral	Served as a Saturday detention (Saturday 8am-10am)
5th demerit referral	Served as a half day of in-school suspension
6th & 7th demerit referrals	Served as a full day of in-school suspension Parent/teacher/administrator conference Written warning of suspension from school if misconduct continues Student behavior contract, if warranted.
8th & 9th demerit referrals	Short-term (1-3 days) Out of School Suspension consideration Referral to Student Support Team for behavior plan
10 or more demerit referrals	Long-term (4-10 days) Out of School Suspension consideration Possible expulsion hearing
50+ demerits in a quarter	Loss of quarterly Tiger Pride celebration

#### Tigers On Track Club

- Students with 0-3 demerits in a week will receive bonus Tiger Pride Points/Tickets.
- Students with less than 12 demerits in a month will be entered into the monthly prize/reward drawing.
- Students that continue to be eligible for the Tigers on Track club through each semester may be eligible for a party/reward at the end of each semester.

**Tier 2 behaviors** are more severe and result in immediate consequences and without obtaining demerits. These are typically handled in the office, but some may be handled in the classroom. They include:

Tier 2 Behaviors	Possible Consequences
<ul style="list-style-type: none"> <li>• Repeated defiance or disrespect</li> <li>• Inappropriate physical contact</li> <li>• Minor vandalism</li> <li>• Inappropriate language toward peer/staff</li> <li>• Inappropriate hand gestures</li> <li>• Skipping class/misuse of pass</li> <li>• Verbal bullying or harassment</li> <li>• Cheating/plagiarism</li> <li>• Unauthorized use of artificial intelligence (photomath, ChatGPT, etc.)</li> <li>• Forgery</li> <li>• Failure to report to detention</li> <li>• Repeated bus behavior</li> <li>• Repeated Tier 1 violations</li> </ul>	<ul style="list-style-type: none"> <li>• Before or after school detention(s)</li> <li>• Saturday detention(s)</li> <li>• In-school suspension(s)</li> <li>• Restorative cleanup/community service</li> <li>• Parent contact/conference</li> <li>• Restitution or reimbursement of costs/damages</li> <li>• Loss of grade</li> <li>• Loss of privileges/social probation</li> <li>• Notification of civil authorities</li> <li>• Behavior contract</li> <li>• District or building-level threat assessment</li> <li>• Referral to Student Support Team/behavior plan</li> <li>• Suspension of bus riding privileges</li> </ul>

**Tier 3 behaviors** are the most severe and are almost always handled in the school office. They include:

Tier 3 Behaviors	Possible Consequences
<ul style="list-style-type: none"> <li>• Fighting</li> <li>• Threats, harassment, intimidation, extortion</li> <li>• Sexual language/behavior</li> <li>• Possession or use of drugs/alcohol/paraphernalia</li> <li>• Possession or use of weapons</li> <li>• Theft</li> <li>• Major vandalism</li> <li>• Repeated bullying/harassment</li> <li>• Repeated Tier 2 violations</li> </ul>	<ul style="list-style-type: none"> <li>• Any Tier 1 or Tier 2 consequence</li> <li>• Loss of 8th grade trip</li> <li>• In-school suspension(s)</li> <li>• Out of school suspension(s)</li> <li>• Pre-expulsion hearing conference with parents and principal</li> <li>• Expulsion hearing</li> </ul>

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:

- a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
  - i. 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. Unless otherwise banned under this policy or by the Building Principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the Building Principal.
23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual

images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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; or
5. During periods of remote learning.

### **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. Social “probation” from school activities
5. Temporary removal from the classroom
6. Return of property or restitution for lost, stolen or damaged property
7. In-school suspension
8. Detention or Saturday detention provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure can be assigned to the student.)
9. Community service

10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules
11. Suspension of bus riding privileges
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
13. 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.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
15. 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.

Since no handbook or disciplinary code can cover every action that interferes with fellow students or disrupts the educational process, the principal reserves the right to take disciplinary action when necessary, even though the offense is not specifically referred to in the student handbook. The provisions in the handbook and the status of the rules, practice, and procedures as currently practiced are subject to change. Each teacher will have some additional rules that are approved by the principal and posted in the classroom. For special education students, discipline policies will be consistent with federal and state special education laws and regulations. In every case the principal is allowed some discretion in adjusting consequences to fit the particular situation. The home to school connection is important in every part of school, but it is of utmost importance in the area of discipline. Parents who disagree with or disapprove of a school disciplinary action should promptly call the school for further communication so that misinformation or miscommunication does not impair the home to school system.

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

### **Corporal Punishment**

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes 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 permitted by State law.

### **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.

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

#### **Harassment Prohibited**

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### **Sexual Harassment Prohibited (Title IX)**

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual char

### **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 promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Building Principal, Title IX Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking.

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

### **Investigation**

### **Process**

All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

### **Enforcement**

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

### **Retaliation Prohibited**

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

### **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, 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, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, or actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance.
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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying: (2) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying: and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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. All school staff members are available for help with a bully or to make a report about bullying. 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:**      **Mr. Camron Stanley**  
51 Yates Rd.  
(309) 382-3456  
cstanley@dist102.org

**Mrs. Jennifer Lindsay**  
51 Yates Rd.  
(309) 382-2172  
jlindsay@dist102.org

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.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent

efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

### **Cafeteria Rules**

- **Students are expected to eat lunch in the cafeteria unless they have permission to eat elsewhere as part of a school-sponsored activity, special event, or earned reward.**
- Students should bring school identification to lunch each day.
- Cellphones, earbuds, and chromebooks are prohibited during lunch and at recess.
- 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, as some students have allergies to foods such peanuts, tree nuts (including coconuts and coconut oils), eggs, and some milk products. Food allergies can be life threatening. School staff work to provide a safe educational environment for food-allergic students.
- 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 are prohibited from changing seats without permission from one of the lunchroom supervisors.
- 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. If safe, students are asked to clean up messes or spills before leaving the lunchroom.
- Students shall be dismissed from the cafeteria by the lunchroom supervisor.

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

### **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

- Any student who serves an out of school suspension may lose the privilege of attending any class trips for the remainder of the school year.

## **Section VII. Internet, Technology, & Publications**

### **District 102 Chromebook Agreement**

#### **Responsible Use and Conduct of District Owned Devices**

The N Pekin Marquette Heights School District is supplying students with a Chromebook device. Kindergarten students at Marquette will be supplied an iPad. This device is property of the N Pekin Marquette Heights School District. The purpose of the supplied instructional device is to provide each student with access to required educational materials needed to be successful. The Chromebook allows students access to Google Apps for Education and web based educational tools. The supplied device is an educational tool and is not intended for gaming or social networking.

#### **1. Receiving Your Chromebook/iPad**

Chromebooks and iPads will be distributed within the first few days or weeks of school, depending on the student's grade and arrival of all newly ordered devices. Parents/Guardians and students must have completed and submitted the NPMH Chromebook Agreement before the Chromebook/iPad can be issued to a student. This Chromebook/iPad Agreement outlines the procedures for families to protect the Chromebook/iPad investment for N Pekin Marquette Heights Schools. Chromebooks and iPads will be collected at the end of each school year and students will retain their original Chromebook/iPad each year.

#### **2. Returning Your Chromebook**

Chromebooks/iPads will be returned at the end of the school year.

#### **3. Taking Care of Your Chromebook/iPad**

Students are responsible for the general care of the Chromebook/iPad they have been issued by the school. Chromebooks/iPads that are broken or fail to work properly must be turned into the appropriate school office to be serviced by technology support.

**DO NOT TAKE DISTRICT OWNED CHROMEBOOKS/IPAD TO AN OUTSIDE COMPUTER SERVICE OR ATTEMPT TO PERSONALLY SERVICE FOR ANY TYPE OF REPAIRS OR MAINTENANCE.**

#### **3a. General Precautions**

1. No food or drink is allowed next to your Chromebook/iPad while it is in use.
2. Cords, cables and removable storage devices must be inserted carefully into the Chromebook/iPad.
3. Never transport your Chromebook/iPad with the power cord and/or headphones or earbuds plugged in. Never store your Chromebook/iPad in the carry case or your backpack while it is plugged in.
4. Students should never carry their Chromebook while the screen is open.
5. Chromebooks/iPads must remain free of any writing, drawing or stickers. An identification tag with a number will be provided by the school.
6. Vents CANNOT be covered.

7. Chromebooks/iPads must have a NPMH or School tag on them at all times. This tag must not be removed or altered in any way. Removal will result in disciplinary action.
8. Chromebooks/iPads should never be left in a car or any unsupervised area.
9. Students must use the provided case.

### **3b. Screen Care**

*The Chromebook/iPad screens can be easily damaged.* The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean or put pressure on the top of the Chromebook when it is closed.
2. Do not store the Chromebook with the screen in the open position.
3. Do not place anything near the Chromebook/iPad that could put pressure on the screen.
4. Do not place anything in the carrying case or a backpack that will press against the cover.
5. Do not poke the screen with anything that will mark or scratch the screen surface.
6. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, paperclips, etc...).
7. Clean the screen with a soft, dry microfiber cloth or wipes specifically made for electronics.

## **4. Using Your Chromebook/iPad at School**

### **4a. Chromebooks/iPad left at home**

Repeat violations of this policy will result in disciplinary action.

### **4b. Chromebooks under repair:**

1. Every attempt will be made to provide a loaner device when Chromebooks/iPad are left for repair.
2. Students using loaner Chromebooks/iPads will be responsible for any damages incurred while in possession of the loaner device.

### **4c. Charging your Chromebook/iPads**

1. Chromebooks/iPad must be brought to school each day fully charged.
2. Students need to charge their Chromebooks/iPad each evening.
3. Repeat violations of this requirement will result in disciplinary action.

### **4d. Backgrounds and Password**

1. Inappropriate media may not be used as a screensaver or background.
2. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary action.
3. Take care to protect your password. Do not share your password.

### **4e. Printing**

1. Students will not be able to print from their Chromebook. However, they can speak with a teacher if they need to print any materials at school.

## **5. Acceptable Use of the Chromebook**

ACCEPTABLE USE GUIDELINES FOR INTERNET, ELECTRONIC MEDIA AND COMMUNICATION APPLY TO ALL N PEKIN MARQUETTE HEIGHTS DEVICES, INCLUDING INDIVIDUALLY ISSUED STUDENT CHROMEBOOKS. THESE

GUIDELINES SHOULD BE ADHERED TO BY ALL STUDENTS, FACULTY, STAFF AND ADMINISTRATION. N PEKIN MARQUETTE HEIGHTS SCHOOL DISTRICT USES GO GUARDIAN FOR CHROMEBOOK MONITORING. GO GUARDIAN IS ABLE TO OFFER ITS COMPLETE CHROMEBOOK FILTERING AND MONITORING SOFTWARE WHERE EVER THE DEVICE MAY BE. PLEASE NOTE THAT STUDENT ACTIVITY IS NOT PRIVATE.

### 5a. General Guidelines

1. Chromebooks/iPads are in compliance with the Children’s Internet Protection Act (CIPA).
2. Chromebooks/iPads and/or District owned devices shall not be used to obtain or view products that are deemed inappropriate by CIPA. This includes but is not limited to pornography, alcoholic products, illegal drugs, tobacco products and/or any product in which a person must be a required minimum age to view and/or purchase.
  - a. The displaying of any kind of sexually explicit image or document on any NPMH system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or device.
3. Students will have access to all available forms of electronic media and communication which is in support of the educational goals and objectives of N Pekin Marquette Heights Schools.
  - a. NPMH reserves the right to block objectionable or inappropriate sites.
4. Students are responsible for their ethical and educational use of the technology resources of NPMH Schools.
5. Access to the N Pekin Marquette Heights School technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
6. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material and viruses.
7. No employee or student may use NPMH technology resources to download or distribute pirated software or data.

### 5b. Legal Property

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
2. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music and text.
3. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable local, state or federal law will result in criminal prosecution or disciplinary action by the District.
4. **CYBERBULLYING WILL NOT BE TOLERATED.** Please report any cyber bullying activity to the school administration immediately.

### 5c. Email and Electronic Communication

1. Always use appropriate and proper language in your communication.
2. Do not transmit language/material that may be considered profane, obscene, abusive or offensive to others.
3. Email and communications sent/received should be related to educational needs.
4. Email and communications are subject to inspection by the school at any time.

### 5d. Consequences

1. The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its inappropriate use.
2. Non compliance with the guidelines established in the document will result in disciplinary action.
3. NPMH cooperates fully with local, state and federal officials in any investigation concerning or relating to violations of computer crime laws.

**6. Repairing/Replacing Your Chromebook**

A \$25 Registration/Technology Fee will be charged at the beginning of the school year. The intention of this fee is to offset the cost of student technology repair fees. The first repair will be covered for each student, with additional fees charged for any additional repair costs.

**6a.** If a student’s Chromebook/iPad is lost or stolen, the student will be charged \$300 for replacement costs.

**6b.** Students will only be charged for repairs that are directly the fault of the student. This includes misuse, improper handling or storage, drops and falls, water damage, etc.

**Chromebook/iPad Repair/Maintenance Costs**

Charger	\$20
Screen	\$80
Key Replacement (per key)*	\$5
Keyboard/Touchpad	\$60
Camera	\$30
Case	\$20
Total Replacement	\$300

\*Keys can be replaced as long as the internal brackets are intact. If brackets are not intact, the entire bottom assembly must be replaced and charges are subject to change.

\*\*Repairs not listed will be evaluated and priced by the administration and technology support staff.

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

District email addresses are issued to each student with ownership of that address to the School District. 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.

For a complete copy of our Acceptable Use policy as well as the Parental Sign off form please see our website.

## Right to Privacy in the School Setting

State law requires the District to notify students and their parents/guardians of each of the following:

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

## Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. 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.

While in the school building, which includes class periods and passing periods, electronic devices must be kept powered-off ~~and out of sight~~, stored away, and not visible or accessible to students unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights and privacy of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms and bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

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

Students in violation of this procedure are subject to the following consequences:

1. **First offense** – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. **Second offense** – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. **Third offense** – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. **Fourth and subsequent offense** – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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.

## **Use of Artificial Intelligence**

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

### **Internet Acceptable Use**

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 legal action.

#### 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 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:

- 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;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading of copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;

- Hacking or gaining unauthorized access to files, resources, or entities;
- 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;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- 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:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- 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.
- Do not use the network in any way that would disrupt its use by other users.
- 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 websites or file servers without explicit written permission.

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.

Students and staff 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.

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.

The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

Student work may only be published if there is written permission from both the parent/guardian and student

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

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

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

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

- Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
- Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;
- Is reasonably viewed as promoting illegal drug use;
- Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students;
- or
- Encourages or incites students to violate any Board policies.

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

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

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

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. 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 Complaint Managers 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 numbers 4, 5, 6, and 7.

### **Section VIII. 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**

## **Searches**

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

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

## **Seizure**

## **of**

## **Property**

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

## **Questioning of Students Suspected of Committing Criminal Activity**

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

## **Section IX. Special Education**

### **Education of Children with Disabilities**

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for 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.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Mr. Camron Stanley

(309)

Georgetowne

Middle

382-3456

School

## **Discipline of Students with Disabilities**

### **Behavioral Interventions**

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

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

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

### **Isolated Time Out, Time Out, and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

## **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 3-8, (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.

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

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. For further information, please contact the school principal.

### **Related Service Logs**

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

## **Section X. Student Records & Privacy**

### **Surveys**

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

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) 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.

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

## **Complaints About Curriculum, Instructional Materials, and Programs;**

### **Ability to Opt-Out of Certain Course Content and Programs**

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or participating in certain course content or programs by completing a Curriculum Objection Form.<sup>1</sup>

Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allows parents or guardians to object in writing and/or opt their child out of participation shall not be reason for disciplinary action or academic penalty to the student.

## **Prohibition on Selling or Marketing Students' Personal Information**

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.

Unless otherwise prohibited by law, 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, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.

## 6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

## **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 that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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 10 business 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. Within 10 business days, the Building Principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. 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 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 sent 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.

**3. 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 school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); 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 or contractual obligation with the district. 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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**4. 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.

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.

#### **5. 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
- Grade level
- Birth date
- 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.

**6. 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.

**7. 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:**

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

### **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.

## **Section XI. Parental Right Notification**

### **Teacher Qualifications**

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers and paraprofessionals, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.

3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

### **Standardized Testing**

Students and parents/guardians should be aware that students in grades 4 through 8 will take standardized tests, including the following

- Illinois Assessment of Readiness
- Illinois Science Assessment
- STAR Reading
- STAR Math
- Aimsweb

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
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 tests
7. Encourage students to relax on testing day.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

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

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

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

### **Sex Education Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education 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 resident English Learners to achieve and develop high levels of academic subjects attainment in English and to meet the same challenging State academic content and student academic achievement standards that all children are expected to meet/attain.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. Additional information for parents includes: (1) 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 the office at (309) 382-3456.

### **Parental Involvement**

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.

In addition to the standard educational curriculum, Parents/Guardians may wish to become involved in Parents Club.

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 the school office.

### **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, academic meetings and behavioral meetings. 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 the school office.

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**

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the Building Principal.

### **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.

### **Sex Offender & Violent Offender Community Notification Laws**

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

Illinois Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

Frequently Asked Questions Concerning Sex Offenders, [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

### **Annual Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at [www.dist102.org](http://www.dist102.org).

**GEORGETOWNE MIDDLE SCHOOL**  
**4TH GRADE SCHOOL SUPPLY LIST**

- PE Shoes
- 4 doz #2 yellow pencils
- 2 Erasers
- Elmer's glue (small)
- 3 Glue Sticks
- Scissors (with Points)
- Crayons (box of 24)
- 5 Highlighters
- Colored Pencils (Crayola)
- 1 pkg paper (wide ruled)
- 2 Folders with pockets with prongs
- 1 Single subject spiral notebook (wide ruled)
- 2 pkg fine line dry erase markers
- 8 count markers
- Clean sock or dry erase eraser
- 3 Large boxes of tissues
- Book Bag (no wheels)
- 1-1 inch 3 ring binder (hard back, no zippers with inside pockets and front outside view pockets)
- 1 Pack 3x3 Post-its
- Pencil Pouch (with 3 holes)
- Headphones (to keep at school)
- Mouse (recommended)
- Clorox Wipes (optional for classroom supply)
- 3 x 5 index cards (optional for classroom supply)
- Library card (from Marquette Heights public library)

**\*\*NO BOOK BAGS WITH WHEELS\*\***  
**\*\*NO TRAPPER KEEPERS\*\***

**INDIVIDUAL TEACHERS MAY HAVE  
EXTRA SUPPLY REQUIREMENTS**

**PLEASE MARK ALL SUPPLIES WITH  
STUDENT'S NAME**

**MUST HAVE ATHLETIC SHOES TO KEEP  
AT SCHOOL FOR P.E.**

**GEORGETOWNE MIDDLE SCHOOL**  
**5TH GRADE SCHOOL SUPPLY LIST**

- PE Shoes
- 2 dozen pencils
- Erasers
- 5 Large Glue Sticks
- Scissors
- Crayons (box of 24)
- Pack of Highlighters
- Colored Pencils (2 packages)
- 1 pkg paper-100 sheets (**wide ruled**)
- 1 Composition notebook (**wide ruled**)
- 4 Folders with pockets
- 2 pkg dry erase markers (**Fine tip, no chisel**) **\*\*No Dry Erase Cleaner\*\***
- Clean sock or dry erase eraser
- 10 count markers (**wide tip**)
- 10 count markers (**fine tip**)
- 2 Large boxes of tissues
- Book Bag (**no wheels**)
- 1 **HEAVY DUTY** binder
  - 3 rings inside
  - 1 ½ inch spine
  - hard back with inside pockets
  - front outside view pockets
  - **\*\*NO Zippers\*\***
- Small pencil pouch or box
- Headphones or earbuds (to keep at school)
- Library card (**from Marquette Heights public library**)

**Optional Items to Bring**

- Hand sanitizer
- Clorox wipes
- Wireless mouse for chromebook
- Hand held pencil sharpener (**non battery operated**)
- Ziploc bags
- Baby wipes

**INDIVIDUAL TEACHERS MAY HAVE EXTRA  
SUPPLY REQUIREMENTS**

**PLEASE MARK ALL SUPPLIES WITH  
STUDENT'S NAME**

**MUST HAVE ATHLETIC SHOES TO KEEP  
AT SCHOOL FOR P.E.**

**GEORGETOWNE MIDDLE SCHOOL**  
**6th GRADE SUPPLY LIST**

### **For all 6th grade classes**

- 24 package of #2 pencils with erasers (or mechanical)
- 1- highlighter
- 1- package of markers
- 1- package colored pencils
- 1- one subject notebook
- 1-3 subject notebook (for ELA)
- 5- two-pocket folders
- 1- pair of scissors
- 1- pencil box
- 1- set of headphones or earbuds (with a case)
- Library card (**from Marquette Heights public library**)

### **For 6th Grade Homeroom**

- 1- Roll of Paper Towels
- 2- Rectangular Boxes of Kleenex
- 3-5 Glue Sticks
- 1-24 package of pencils (separate from above)
- 1- package of notebook paper

**We are fully stocked with sanitizer and clorox wipes to make us through this year! Please help stock us up on paper towels and Kleenex this year. Thank you!**

### **PE**

- PE Shoes with laces- no platforms
- Plain gray or white shirt and black shorts or athletic pants (cannot be the outfit they wore to school)
- Deodorant

## **GEORGETOWNE MIDDLE SCHOOL** **7th & 8th GRADE SUPPLY LIST**

**The following items should be given to your homeroom teacher:**

- 4- boxes of Kleenex
- 1- roll of paper towels
- 2- packages of black Sharpies
- 1- 12 pack of #2 pencils with erasers
- 1- package of glue sticks

**The following items should be kept in/with your pencil pouch:**

- Wired headphones/earbuds
- 2- packages of #2 pencils with erasers
- 1- package colored pencils or markers
- 1- package of highlighters
- 1- pair of scissors
- 1- two-pocket folder

**PE**

- PE shoes with laces- no platforms
- Gray or white shirt and black shorts or athletic pants (cannot be the outfit they wore to school)
- Hygiene items (no glass bottles)

**ELA (7th grade)**

- 1- 1" binder
- 1- package of divider tabs with pockets
- 1- three-subject spiral notebook
- 1- package of white, non-spiral notebook paper
- Library card (**from Marquette Heights public library**)

**ELA (8th grade)**

- 1- 1" binder
- 1- package of divider tabs with pockets
- 1- three-subject spiral notebook
- Library card (**from Marquette Heights public library**)

**Math**

- 1- plastic two-pocket folder with clips
- 1- pack of multicolored erasable pens
- 7th grade - calculator with basic functions
- 8th grade - Texas Instruments TI-30XIIS calculator

**Science**

- 1- plastic two-pocket folder with clips
- 1- one-subject notebook
- 1- package of 3x5 blank notecards

**Social Studies**

- 1- plastic two-pocket folder with clips
- 1- package of lined notecards