

**SCHUYLER-INDUSTRY MIDDLE SCHOOL
750 North Congress
Rushville, Illinois 62681**

**STUDENT/PARENT HANDBOOK
2017 - 2018**

SID #5 School Board

Mr. Chris Trone	President
Mrs. Diane Settles	Secretary
Mr. Brad Eskridge	Member
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Mrs. Deanna Briney	Member
Mrs. Julie Davis	Member

Administrators

Mr. Beau Fretueg	Superintendent
Mr. Jim Shepherd	SIMS Principal
Mr. Kyle Estes	Athletic Director
Mrs. Jennifer Kerfoot	Special Ed. Director

TELEPHONE NUMBERS

DISTRICT OFFICE	(217)-322-4311
SIMS OFFICE	(217)-322-4311 X 401
SIMS FAX	(217)-322-3938
REGIONAL SUPT.	(309)-575-3226
SCHOOL VIOLENCE TIP LINE (Operated by Illinois State Police)	(800)-477-0024
WEB PAGE	www.sid5.com

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Welcome to Schuyler-Industry Middle School

Dear Students and Parents,

I would like to welcome each one of you to the 2017-18 school year at Schuyler-Industry Middle School. Our faculty & staff are highly motivated and will encourage each student to reach success while at SIMS. Our school-wide focus is on building strong relationships and a strong foundation for student achievement.

We would like to provide the opportunity for students to succeed not only in the classroom but also in extracurricular activities and social settings. We want students to learn to balance their academics and extracurricular activities while attending SIMS. These opportunities will help students grow in many ways and will prepare them for their young, adult lives.

The staff at SIMS will encourage our students to set attainable goals. We will strive to provide a variety of services to help each, individual student in his or her time of need. We will also be there to celebrate their victories in and out of the classroom.

Learning at SIMS should be exciting and fulfilling. We will promote an atmosphere that is safe, positive, and healthy. The staff is committed to providing a meaningful and challenging experience for our students.

Sincerely,

Jim Shepherd, Principal
(217)322-4311 x 405

SCHUYLER-INDUSTRY COMMUNITY UNIT DISTRICT #5

2017 – 2018 CALENDAR

August	16	Wed.	Teachers' Institute	No Student Attendance
	17	Thurs.	First Student Attendance Day	
September	4	Mon.	Labor Day	No Student Attendance
	8	Fri.	<i>Teacher Team Meetings</i>	<i>Early Dismissal - 1 hour early</i>
	15	Fri.	Smiles Day	No Student Attendance
	22	Fri.	<i>School Improvement Day</i>	<i>1/2 day of Attendance</i>
October	6	Fri.	<i>Teacher Team Meetings</i>	<i>Early Dismissal - 1 hour early</i>
	9	Mon.	Columbus Day	No Student Attendance
	20	Fri.	School Improvement Day	1/2 day of Attendance
	25&26	Wed. & Thurs.	Parent/Teacher Conf. (PM)	School in session
	27	Fri.	PTC – complete	No Student Attendance
November	3	Fri.	<i>Teacher Team Meetings</i>	<i>Early Dismissal - 1 hour early</i>
	17	Fri.	<i>School Improvement Day</i>	<i>1/2 day of Attendance</i>
	21	Tues.	Early Dismissal for Thanksgiving	<i>1 hour early</i>
	22-24	Wed.-Fri.	Thanksgiving Break	No Student Attendance
December	20	Wed.	Early Dismissal for Christmas	<i>(1 hour early)</i>
	21-Jan. 2		Christmas Vacation	No Student Attendance
January	3	Wed.	Teachers' Institute	
	4	Thurs.	School Resumes	
	15	Mon.	Martin Luther King Day	No Student Attendance
	26	Fri.	<i>School Improvement Day</i>	<i>1/2 day Attendance</i>
February	2	Fri.	<i>Teacher Team Meetings</i>	<i>Early Dismissal - 1 hour early</i>
	16	Fri.	<i>School Improvement Day</i>	<i>1/2 day of Attendance</i>
	19	Mon.	Presidents' Day	No Student Attendance
March	9	Fri.	<i>Teacher Team Meetings</i>	<i>Early Dismissal - 1 hour early</i>
	23	Fri.	Teachers' Institute	No Student Attendance
	28	Wed.	Early Dismissal for Easter	<i>1 hour early</i>
	29-April 2 (Thurs-Mon.)		Easter Breatk	
April	2	Mon.	Easter Break	
	6	Fri.	<i>Teacher Team Meetings</i>	<i>Early Dismissal - 1 hour early</i>
	13	Fri.	<i>School Improvement Day</i>	<i>1/2 day of Attendance</i>
May	21	Mon.	Last Day - Report Cards	Full Day of Attendance
	22	Tues.	Teachers' Institute	No Student Attendance

Please note: These last days could change! The last student attendance day and Teacher's' Institute will move ahead for each emergency day used. Emergency dates: May 23,24,25,29,30,31, June 1,4,5,6. Memorial Day Holiday will be observed on May 28. 1st Semester will end at Christmas break.

Bill of Rights and Responsibilities for Learning

The traditional mission of our public schools has been to prepare our nation's young people for equal and responsible citizenship and productive adulthood. We affirm that mission by remembering that democratic citizenship and productive adulthood begins with standards of conduct and standards for achievement in our schools. Other educational reforms may work; high standards of conduct and achievement do work; and nothing else can work without them. Recognizing that rights carry responsibilities, we declare that:

1. All students and school staff have a right to schools that are safe, orderly, and drug free.
2. All students and school staff have a right to learn and work in school districts and schools that have clear discipline codes with fair and consistently enforced consequences for misbehavior.
3. All students and school staff have a right to learn and work in school districts that have alternative education placements for violent or chronically disruptive students.
4. All students and school staff have a right to be treated with courtesy and respect.
5. All students and school staff have a right to learn and work in school districts, schools and classrooms that have clearly stated and rigorous academic standards.
6. All students and school staff have a right to learn and work in well-equipped schools that have the instructional materials needed to carry out a rigorous academic program.
7. All students and school staff have a right to learn and work in schools where teachers know their subject matter and know how to teach it.
8. All students and school staff have a right to learn and work in school districts, schools, and classrooms where high grades stand for high achievement and promotion is earned.
9. All students and school staff members have a right to learn and work in school districts and schools where getting a high school diploma means having the knowledge and skills essential for college or a good job.
10. All students and school staff have a right to be supported by parents, the community, public officials, and businesses in their efforts to uphold high standards of conduct and achievement.

Attendance

Regular attendance is one of the most important factors determining success or failure in school and is the responsibility of the individual student and his/her parent or guardian. Poor attendance results in lower grades, disinterest in school, and ultimately in dropping out of school or failure. Teachers are willing to assist students who must miss school for a legitimate reason; however, teachers are not expected to devote extra time and effort to assist students who have missed school for some unnecessary reason.

Illinois Attendance Law

1. Illinois Law requires that whoever has custody or control of any child between the ages of 6 (by September 1) and 17 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).

2. 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.
3. The Secretary of the Board of Education shall furnish quarterly to the Regional Superintendent a list of pupils, excluding transfers, who have been expelled, withdrawn, or left school. The Regional Superintendent shall inform the county truant officer who shall investigate to see that such pupils are in compliance with state law.
4. Definitions regarding truancy: a. Truant – a student subject to compulsory school attendance who is absent without valid cause; b. Valid Cause for Absence – Illness, observance of a religious holiday, death of an immediate family member, family emergency and other such situations beyond the control of the student or family as determined by the Board of Education or such other circumstances related to the safety or health of the student; c. Chronic or Habitual Truant – A student subject to compulsory school attendance who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.
5. There are certain exceptions to the attendance requirement for children who: attend private school; are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician); are lawfully and necessarily employed; are between the ages of 12 and 14 while in confirmation classes; have a religious reason requiring absence; or are 16 or older and employed and enrolled in a graduation incentive program.

Absences with Advanced Notice

Parents/guardians of a student who knows of an absence in advance, shall notify the principal of the absences stating the date and reason for the absences. Students shall notify teachers to receive any instructions for work that will be missed.

Excused and Unexcused Absences

- If a student is going to be absent from school, a parent must call the middle school office (217)-322-4311 ext. 403 before 9 a.m. Please leave a message if there is no answer. If the office does not receive a phone call or contact is not made, the absence will be unexcused.
- Any absence after nine (9) absences for the year **MUST BE EXCUSED BY A DOCTOR; A PARENT CALL DOES NOT EXCUSE THE STUDENT.** Exceptions to this policy shall be at the discretion of the administration.
- Upon the nine (9) unexcused absences, state law considers a student truant. If a student has nine (9) unexcused absences, a student will be referred to the Truancy officer at the Regional Office and disciplinary action will be assigned.
- If a teacher dismisses a student from his/her classroom, this is considered an unexcused absence for that period and disciplinary action will be assigned. Due to this being an unexcused absence, the student will not be allowed to participate in any extracurricular activities that day/night.
- Students must be in attendance for the entire school day prior to participating in any practice or activity. **Students will be given 1 warning each semester. Exceptions to this policy shall be at the discretion of the administration and students will be dealt with on a case by case basis. A decision in one case does not set precedent for future cases.**

- **Examples of Exceptions (exceptions include but are not limited to): medical appointment, dentist appointment, orthodontist appointment, dermatologist appointment, court, or funeral.**
- If the student is absent due to medical appointment, the note received from the medical office must state that the student is released to play/practice.

All students who are absent all day or leave school ill may not attend extracurricular events or school functions that evening.

Homework Assignments/Make-Up Work

If a student wants homework assignments when absent, this should be requested when the school is called with notification of the absence. Students are responsible to arrange to have assignments picked up in the office and books, etc. retrieved from their lockers. Parents and students are encouraged to email the teachers for homework as well as check the school website for homework assignments. All teachers post their homework assignments on the school website. Students will have one day for each day of absence to make-up homework when they are gone for any reason.

Leaving School

If a student becomes ill during the school day or must leave for other reasons, they must sign out in the office. A parent/guardian must be notified before they are allowed to leave. Students must use the phone in the office to contact parents if they are ill and need to go home. All students must check out in the office and a parent/guardian must be notified before that individual is allowed to leave. Notifications include: written note, phone call, or e-mail. Failure to follow this procedure will result in an automatic unexcused absence for each class period, and discipline will be applied.

Tardies

There are 3 minutes passing time between classes. A tardy is given to any student that is up to 3 minutes late to class without having a pass from a teacher stating a reason for being late. Tardy counts are cumulative for each quarter and start over at the beginning of a new quarter. If a student is absent from class more than 3 minutes, he/she will be considered absent for that class period. See the Discipline Code Guide for the consequences of tardiness.

Weekly Perfect Attendance Incentives

At the end of each week students with perfect attendance will be eligible to have their names drawn for a DQ Blizzard. (One blizzard per grade level on Friday.)

Discipline

Discipline Policy

Schuyler-Industry C.U.S.D. #5 is committed to excellence in every phase of the educational program. This commitment requires that each student observe those standards of behavior which will best allow for teaching and learning to take place. To this end, students are prohibited from engaging in behavior that will endanger or threaten to endanger the safety of others, that will damage property, or will hinder

the orderly conduct of the school program. School staff members (administrators, teachers, and support staff) shall maintain discipline in the schools, on school grounds, in school vehicles, and at school activities or events. When discipline incidents occur, every attempt will be made to notify parents. Parents are encouraged to contact the school whenever questions regarding discipline arise.

General Conduct

It is the responsibility of Schuyler-Industry Middle School's students, teachers, staff, and administration to provide an environment which is safe, healthy, and conducive to learning. In establishing and maintaining this environment, the staff recognizes the individual differences which exist among students and the responsibility of providing a positive educational experience for all students. It is clear that in order to provide this positive environment in the school and implement effectively the standards of student conduct contained in this handbook, cooperation and mutual support on matters of discipline are necessary between home (parents) and school.

Students, teachers, staff, and administration have the right to expect mutual courtesy, fair and equitable treatment, and to be informed of their rights and responsibilities. The goals of Schuyler-Industry Middle School are to assist students in developing the ability for self-direction and self-discipline and to provide an opportunity for decision making. However, in pursuit of these goals, those students who infringe upon the rights of others or who violate policies, rules and/or regulations shall be subject to corrective action. In all cases, the constitutional rights of students shall be preserved and protected. Listed below are the expected standards of conduct for all persons at Schuyler-Industry Middle School.

1. Everyone is to show courtesy, consideration, and respect to all members of the school community.
2. Everyone is to behave in a manner that is not disruptive to the educational process.
3. Everyone is to comply with school and classroom rules, procedures, and requirements as designed for their individual needs, and the needs of the classroom and school as a whole.
4. Everyone is to respect and assume responsibility for school and personal property.
5. Everyone is to dress in a manner that does not interfere with the work of the school or create a safety or health hazard to themselves or others.
6. Everyone is to comply with local, state, and school health, safety and attendance regulations.
7. Everyone is to comply with local laws and state statutes.
8. Bullying, harassment and/or ridiculing others by anyone for any reason including race, religion, sex, belief, ability, or appearance is unacceptable at all times and places.
9. Students are expected to arrive on time for school and classes with the appropriate tools to conduct business in the classroom.
10. Students are expected to have the pride and motivation to turn out quality products that reflect the best they are capable of producing.
11. Students are expected to follow all rules extending to all activities connected with the school program, including all athletic and extracurricular programs. (This includes all activities at other sites.)

Note: All tobacco, alcohol, drugs, "look-alikes", and associated paraphernalia (lighters, pipes, etc.) and weapons of any type (guns, ammunition, knives, clubs, brass knuckles, explosives, "look-alikes" etc.) are prohibited on all school grounds, buses, pick-up points and school activities at all times. Disciplinary

action, which could include suspension and/or recommendation for expulsion, will be taken for any and all violations involving these substances or items (including possession, distribution or under the influence of such items).

Classroom Disciplinary Procedures

It is the policy of SID #5 that whenever possible, discipline is the responsibility of the supervising teacher. It is expected that discipline problems will be handled by the teacher with cooperation of the parent. To this end, the following steps are suggested to be taken in dealing with a discipline issue:

1. Rules and classroom expectations, as well as the consequences for inappropriate behavior, will be communicated to the students periodically and will be posted in the classroom.
2. Group or individual warnings will be issued whenever the teacher sees inappropriate behavior taking place.
3. Students who fail to heed reasonable warnings or posted procedures are subject to disciplinary action.
4. The district reserves the right to allow teachers to require students to serve detentions in their room for minor disciplinary matters. These detentions may be assigned either before school, during the student's lunch period or after school as the teacher deems necessary. Students and parents will be given 24 hours notice.
5. Chronic misbehavior will result in a referral to the office. A written discipline referral detailing specific problems or violations of classroom rules will be sent to the office when a student is referred to the office. A copy of this referral with a notice of the penalty assigned will be mailed to, e-mailed to, or provided to the student and/or parent.

Disciplinary Measures

A referral to the office is considered a serious step. A teacher may dismiss a student from any class in the district because of disorderly conduct detrimental to the normal learning process. Once a teacher has tried to work with a student and ALL alternatives have been tried, a teacher may send a student to the office as a last resort. The student will receive an unexcused absence for the class period missed. Students will receive disciplinary action for an unexcused absence. The student may face disciplinary conference, withholding of privileges, exclusion from extracurricular activities/assemblies/field trips, lunch detentions, after school detentions, Saturday detentions, in-school suspensions, out-of school suspensions or expulsion. Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property. A referral will be sent home detailing the reasons for the disciplinary referral and the action taken by the school. The administration is the final authority. Parents may contact the school at any time to discuss the situation or express any concerns they may have.

THE ADMINISTRATION AND/OR BOARD OF EDUCATION RESERVE THE RIGHT TO ALTER ANY PENALTIES OR GUIDELINES AS IS NECESSARY DUE TO EXTENUATING CIRCUMSTANCES.

Discipline Code Guidelines

The following list of violations and penalties are to be considered as a guide. **The administration reserves the right to increase or decrease penalties dependent upon the circumstances of events.** It is impossible to list all infractions. The administration will use their own discretion for those instances not listed. All students are subject to this discipline code, including special education students, unless the student's I.E.P. excludes them. The district shall comply with the provisions of the Individuals With Disabilities in Education Act and the Illinois School Code when disciplining students in special education. Student discipline will be dealt with on an individual basis. All penalties will be assigned by the administration.

Key:

PC: Parent Conference/Contact means the administration will meet with the student's parent(s)/guardian(s) to discuss the infraction committed by the student.

LD: Lunch Detention means a student will eat their lunch in an assigned room during their scheduled lunchtime. If a student needs to reschedule a detention to another day, the reschedule must be made with the administration prior to the scheduled date of detention. If the student does not meet with the administration prior to the scheduled date and does not serve the detention on that date, they will be considered to have "skipped" the detention and subject to further penalties.

ASD: After School Detention means a student will work in the office or designated room on a designated day after the normal school day has ended. The student will be required to serve 30 minutes. If a student needs to reschedule a detention to another day, the reschedule must be made with the administration prior to the scheduled date of detention. If the student does not meet with the administration prior to the scheduled date and does not serve the detention on that date, they will be considered to have "skipped" the detention and subject to further penalties.

ISS: In-School Suspension means a student will be removed from the general population for the duration of the suspension. The student will work on academic studies in the office or designated room. The student will receive credit for all work completed during the suspension.

OSS: Out-of-School Suspension means the student will not be allowed on school property at any time during the duration of the suspension. The student will be allowed one day for each day of suspension to complete work missed while suspended. The student will receive credit for all work completed during the suspension. **Upon the completion of an OSS a "Re-Engagement to School" meeting between the administration, parents/guardians and student will take place when the student returns to school.**

REC: Recommendation for an Expulsion Hearing means the administration will recommend the student to the Board of Education for an Expulsion Hearing.

The discipline code is meant to be used as a guide and not an exhaustive list of all unacceptable acts. THE ADMINISTRATION AND/OR BOARD OF EDUCATION RESERVE THE RIGHT TO ALTER ANY PENALTIES OR GUIDELINES AS IS NECESSARY DUE TO EXTENUATING CIRCUMSTANCES

Arson

1st Offense and Subsequent Offenses 1-3 days OSS, 4-10 days OSS, REC, contact law enforcement

Assault- Student/Teacher/Staff Member

The following is a definition for Assault: a person commits assault when, without lawful authority, he/she engages in conduct which places another person in reasonable apprehension of receiving a battery. It is aggravated assault when the person committing the assault knows the person to be assaulted to be handicapped, a school employee, police officer or EMT, or the person committing the assault is armed with a weapon.

1st Offense and Subsequent Offenses 1-3 days OSS, 4-10 days OSS, REC, contact law enforcement

Battery - Student/Teacher/Staff Member

The following is a definition for Battery: a person commits battery if he/she intentionally or knowingly without legal justification and by any means (1) causes bodily harm to an individual or (2) makes physical contact of an insulting or provoking nature with an individual. Aggravated battery occurs if the person being accosted is handicapped, a school employee, police officer, EMT, or the person committing the battery is armed with a weapon.

1st Offense and Subsequent Offenses 1-3 days OSS, 4-10 days OSS, REC, contact law enforcement

Bus Misconduct

1st Offense	PC, Assigned seat, LD
2nd Offense	1-10 days loss of bus privileges , LD's
3rd Offense	Loss of bus privileges for remainder of school year per school board action

Cheating/Plagiarism/Forgery/Lying

1st Offense	Zero on work, 1-5 days LD
2nd Offense	Zero on work, 1-5 days ASD
3rd Offense	Zero on work, 1-5 days ISS

Cell Phones/Electronic Devices

Students are prohibited from having their cell phones on them during the school day. Cell phones are to be in the lockers from 8:17 – 3:05.

1st Offense	Confiscated, kept in the office, returned at the end of the day
2nd Offense	Confiscated, 1-3 days ASD, parents pick up phone from office
3rd Offense	Confiscated, 1-3 days ISS, parents pick up phone from office

Damage/Vandalism and/or Misuse of School Property or Personal Property

1st Offense	Restitution, 1-5 days ISS, contact law enforcement
2nd Offense	Restitution, 1-10 days ISS, contact law enforcement

Disrespect Toward Students/Teachers/Staff Members

1st Offense	1-5 days LD
2nd Offense	1-5 days ASD

3rd Offense 1-5 days ISS

Disruptive Behavior

1st Offense PC, 1-5 days LD

2nd Offense 1-5 days ASD

3rd Offense 1-5 days ISS

Dress Code Violation

1st Offense PC, Student will be asked to change clothing to meet guidelines

Subsequent Offenses See Insubordination Violations

Drugs/Alcohol/Paraphernalia/Look-Alikes

Possession, under the influence, sale, purchase or distribution of any illegal drug, prescription drug or over the counter drug and/or alcohol. (Students who are under the influence of either drugs or alcohol are not permitted to attend school or school functions and are treated as though they had drugs or alcohol in their possession.)

1st Offense and Subsequent Offenses 1-3 days OSS, 4-10 days OSS, REC, contact law enforcement

Failure to Attend Detentions

1st Offense PC, Re-serve detention at a later date

2nd Offense Re-serve detention at a later date, 1-3 LD

3rd Offense Re-serve detention at a later date, 1-3 ASD

Fighting

Mutual combat in which both parties have contributed to the conflict either verbally, physically or through social media

1st Offense 1-3 days ISS, 4-10 days ISS contact law enforcement

2nd Offense 1-3 days OSS, 4-10 days OSS, contact law enforcement

3rd Offense 1-3 days OSS, 4-10 days OSS, REC, contact law enforcement

Gambling

Includes but not limited to money or other valuables

1st Offense 1-5 days LD

2nd Offense 1-5 days ASD

3rd Offense 1-5 days ISS

Gang Activity/Secret Societies

Includes but not limited to the display of gang symbols or paraphernalia

1st Offense 1-5 days LD

2nd Offense 1-5 days ASD

3rd Offense 1-5 days ISS

Harassment/Sexual Harassment

1st and Subsequent Offenses 1-3 days OSS, 4-10 days OSS, REC, contact law enforcement

Hazing

1st Offense 1-10 days ISS, contact law enforcement
2nd Offense 1-3 days OSS, 4-10 days OSS, REC, contact law enforcement

Horseplay

1st Offense PC, Conference with Administration
2nd Offense 1-5 days LD
3rd Offense 1-5 days ASD

Insubordination

1st Offense PC, 1-5 days LD
2nd Offense 1-5 days ASD
3rd Offense 1-5 days ISS

Pornography

Possession, distribution, purchasing and/or selling
1st Offense PC, Confiscated, 1-3 days ISS
2nd Offense PC, Confiscated, 4-10 days ISS
3rd Offense PC, Confiscated, 4-10 days ISS

Profanity

1st Offense PC, 1-5 days LD
2nd Offense 1-5 days ASD
3rd Offense 1-5 days ISS

Public Display of Affection (PDA)

Limited to holding hands
1st Offense PC, 1-5 days LD
2nd Offense 1-5 days ASD
3rd Offense 1-5 days ISS

Tardies Per Quarter

Cumulative Total for the Quarter
4-5 Tardies 1 day LD
6-7 Tardies 2 days LD
8-9 Tardies 1 day ASD
10 or More Tardies 2 days ASD

Technology Misconduct

Attempting, regardless of success, to gain unauthorized access to a technology system or information
1st Offense and Subsequent Offenses Restitution, loss of user privileges, 1-10 days ISS

Theft/Attempted Theft/Knowingly Possessing Stolen Property

1st and Subsequent Offenses Restitution, 1-10 days ISS, contact law enforcement

Tobacco and/or Tobacco Products/Look-Alikes

Possession, distribution, purchasing, selling and/or use

1st Offense and Subsequent Offenses Confiscated, 1-10 days ISS, contact law enforcement

Weapons/Ammunition/Dangerous Instruments/Look-Alikes

Possession or use of any item to inflict physical or mental harm

1st Offense and Subsequent Offenses 1-10 days OSS, REC, contact law enforcement

Academic Information

5th - 8th GRADE Requirements: To be promoted to high school, 8th grade students have to pass Health and the United States and Illinois Constitution tests. **Any students that fail 2 academic classes for the year will be retained in that grade.**

Grading Scale

The following grading scale will be used in classes at SIMS:

A	90-100	Excellent
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	59 & below	Unsatisfactory

Honor Roll

Quarter grades will be used to calculate HONOR ROLL:

High Honors--all A's

Honors—all A's & B's

Report Cards

Report cards will be issued at the end of each quarter. Incompletes not made up by the end of the second week of the next grading period become an "F."

Equal Opportunity and Non-Discrimination

Cyber-Bullying

Cyber-bullying is defined as bullying via the use of the Internet, interactive and digital technologies (such as computers, PDAs, etc.) and/or mobile telephones. The use of any school computer or electronic device for the purpose of cyber-bullying is strictly prohibited. Cyber-bullying using home-based or off-campus devices that results in a material and/or substantial disruption to the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation. Students and parents are encouraged to notify the RIHS office of any incidents regarding bullying immediately.

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

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

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

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

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

Complaint Managers:¹

Mr. Jim Shepherd
750 North Congress
Rushville, IL 62681
217.322.4311, ext. 405
jshepherd@sid5.com

Mr. Beau Fretueg
740 Maple Ave.
Rushville, IL 62681
217.322.4311

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*.²

Sexual Harassment & Teen Dating Violence Prohibited

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

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

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and

spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

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

Making a Complaint; Enforcement

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

General Information

Aerosol Products

Schuyler-Industry School District #5 does not allow aerosol products in school. Due to numerous incidents caused from spraying and some students' allergies to these products, they are not to be used on school grounds.

Arrival Time at School

The doors will be unlocked for breakfast at 7:30 A.M. Non-bus students must enter the building through the south entrance doors. Bus students will enter the main north doors and go directly to the cafeteria for breakfast or to the gym. The Gold gym will be open for students at 7:45 (1st bell). They will be in a morning assembly with staff from 8:03 a.m. until 8:17 a.m. STUDENTS WILL BE SEATED IN THE BLEACHERS. Students will be dismissed from the gym at 8:17 a.m. All students are to be in class, ready to learn, at 8:20 a.m.

Students should not enter a teacher's classroom until the teacher is in his/her room. If a student needs extra help, special arrangements should be made with that teacher to enter the building early.

Cafeteria and Lunch Rules

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

Rules for the cafeteria are as follows:

- Students may buy a lunch from the cafeteria or bring a lunch from home. Drinks containing caffeine are not permitted.
- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- 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.

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

Cell Phones/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. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal. During instructional time, which includes class periods (time of instruction is from when the bell rings to begin class until the bell rings again to end class) electronic devices must be kept powered-off and out-of-sight 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. Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or 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). Students are to leave their cell phones in their lockers during the school day (8:17-3:05). If a student is found to be using their cell phone/electronic device or has it out without permission during time of instruction or have it out in a restroom or locker room, they will be held accountable to the cell phone policy found in the discipline code.

Closed Campus

Schuyler-Industry Middle School has a closed campus. This means that once you arrive in the building, you are not allowed to leave or exit the building without permission.

Communicable Diseases

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

1. Parents are required to notify the school nurse if they suspect their child has a

communicable disease.

2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.

4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Counseling Services

The school provides a counseling program for students. Our social worker is available to students who require assistance in the areas of academic, career, and social/emotional development.

Delegation of Authority

Each teacher and any other school personnel, when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, or in-school suspension, which is appropriate and in accordance with the policies and rules of student discipline. Teachers may use reasonable force as needed to maintain safety for other students and remove students from a classroom for disruptive behavior.

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, doo-rags, 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.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment and not pose a threat to the health and safety of the student.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student 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 discipline.

Due Process and Chain of Command

The Board will extend to students their full rights as provided by law. It is the board's desire

that the exercise of authority necessary in a school setting be fair and that the students' rights be fully protected. All students are entitled to the following due process procedure. Should a grievance not be resolved between student/parent and staff member, the grievant must take his/her grievance through the following channels:

1. Principal or designee
2. Superintendent
3. Board of Education

The final recourse for the grievant locally is the Board of Education. Failure to follow this process will result in your being redirected to the proper level.

English Language Learners

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

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

For questions related to this program or to express input in the school's English Language Learners program, contact the Special Services Director, Mrs. Davidsmeyer at (217)322-4311.

Extra-Curricular Eligibility

All students will be held to our Extracurricular Eligibility Policy. This means that any school related activity requiring after school time would not be allowed if the student is ineligible (failing one class). Eligibility will be checked and turned in by the teacher on Friday or the last day of the week if the student is ineligible. Teachers will update their grades weekly and provide assessments to students giving the students the opportunity to improve their academic standing. Eligibility is calculated on the student's cumulative grade for the quarter. Eligibility runs from Monday to Sunday of each week.

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.

Fighting on School Property

Fighting on school property will not be tolerated. (Examples include, but are not limited to, in-anger pushing, shoving, fist fighting, wrestling, or "horse-play" that could result in injury). Those students who choose to settle their disagreements in such manner will be disciplined. Discipline will be addressed on a case-by-case basis. Severity and prior incidences will be considered. The Administration is the final authority. See the Discipline Code Guide for the consequences of

fighting on school property.

Fines, Fees, and Charges; Waiver of Student Fees

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

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

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

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

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 750 North Congress Rushville Il. 62681 and (217) 322-4311 ext. 405.

Firearms, Knives, Brass Knuckles & “Look-Alikes” Other Objects Used or Attempted to Be Used to Cause Harm

A student who is determined to have brought one of the following objects or “look-alikes” 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:

(1) A firearm. For the purposes of this Section, “firearm” means 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.

(3) Baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. 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.

Gang & Gang Activity

“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.

General Building Conduct

Students shall not arrive at school before 7:30 a.m. and our morning assembly begins at 8:03 a.m. Students are dismissed at 3:05 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. Any hat brought to school shall be removed before entering.
- 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, desks or deface or destroy school property.
- 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.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school after treatment and free of live bugs and excessive nits. A student may be brought to school to be checked by the school nurse or building principal. Infested children are prohibited from riding the bus to school to be checked for head lice.

Homeless Child's Right to Education

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

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

Immunization: Health, Eye and Dental Examinations

Required Health Examinations and Immunizations: All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

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

The required health examinations must include:

9th grade level two doses of Varicella and one dose of Tdap

12th grade level two doses of Meningococcal Conjugate

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by 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 an educational facility in Illinois for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry the school. 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) proof that an eye examination will take place within 60 days after October 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.

Improper Language - Profanity

A student who uses profanity may be given a detention. Profanity directed to a staff member will be considered disrespect to staff and handled more severely. See the Discipline Code Guide for the consequences of improper language or profanity.

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.

Lockers

All students are issued an assigned locker with a lock for the school year. Lockers are school

property and there is no expectation of privacy. All 7th & 8th grade students taking physical education are also issued an assigned locker and lock. IT IS THE RESPONSIBILITY OF EACH STUDENT TO KEEP HIS/HER LOCKER(S) LOCKED AT ALL TIMES WHEN NOT IN USE. Lockers and locks are considered school property and must be used for the purpose intended. If a locker fails to work, the student must report it to the main office for repair. Students that abuse their locker are subject to the cost of repair or replacement of the lock and locker.

Make-Up Work from Absence

If a student wants homework assignments when absent, this should be requested when the school is called with notification of the absence. Students are responsible to arrange to have assignments picked up in the office and books, etc. retrieved from their lockers. Parents and students are encouraged to email the teachers for homework as well as check the school website for homework assignments. All teachers post their homework assignments on the school website. Students will have one day for each day of absence to make-up homework when they are gone for any reason.

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.

Off-Campus Conduct

Students' off-campus conduct that results in disruption or poses a threat to students, staff, or the school and interferes with the school's educational functions may result in students receiving disciplinary consequences depending on the frequency and severity of the violation.

Outside Food and Drinks

Outside food or drink containers are not allowed during the school day. There will be a large trashcan at each door and students should dispense of any food or drink when they enter the building. (If there is a classroom party, the food or drink should be kept in the classroom and dispensed of before leaving the classroom at the end of the hour.) Students will be allowed to carry resealable bottles of water purchased from the machines here at school with them to classes. Failure to follow these rules will result in students being deemed as "insubordinate" and will result in disciplinary action.

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. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

School performance profiles required by Federal law and their child's individual student

assessment results, including an interpretation of such results;

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;

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

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 Principal Brad Gooding at the high school office.

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

Public Display of Affection

All outward expressions or displays of affection will not be permitted. These expressions include, but are not limited to hugging and kissing. Students will be allowed to hold hands. See the Discipline Code Guide for the consequences of public display of affection.

Respect for Staff and Students - Certified & Non-Certified

SIMS expects for students to treat all teachers, staff members and fellow students to be treated with respect. A show of disrespect towards a teacher/staff member or insubordination on the part of the student will not be tolerated and will result in disciplinary action. Sleeping in class is considered disrespect towards staff. See the Discipline Code Guide for the consequences of being disrespectful.

Return to Learning/School Policy (Concussions)

To initiate the Return to Learn protocol, the student must be evaluated by a licensed healthcare professional and documentation must be provided to the school. The protocol emphasizes allowing the student to participate in school in a modified fashion so as not to worsen symptoms. The student should be granted adequate time to complete missed academic work based on the amount of time needed for complete recovery. The student should report to the case manager (school nurse) daily in order to monitor symptoms and assess how staff are implementing the modified learning plan. As the student's recovery progresses through the outlined phases of the school's concussion management plan, teachers should be prepared to apply "mastery learning" criteria within their subject matter. By identifying essential academic work, teachers can facilitate recovery by reducing the student's anxiety levels related to

perceived volume of work that will be required once he/she is medically cleared to resume a full academic load.

Safety Drill Procedures and Conduct

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

School Visitors

School policy allows visitors who have legitimate school business. ALL visitors should report to the office and sign in before being allowed to visit anyone in the building. **Class visitation by non-students is permitted with permission of administration.**

Search and Seizure

In an effort 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 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.

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, vehicles, 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.

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

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.

Sexual Predator 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 for any reason – 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.

Standardized Testing

Students and parents/guardians should be aware that SIMS students will take standardized tests in March. 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 that they eat sufficient protein
4. 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 these and other tests;
7. Encourage students to relax on testing day.

Student Behavior at School Sponsored Activities

Students should be aware that all school rules are also in effect for extra-curricular activities and

are in effect during both home activities and those sponsored activities away from our local school. Any student involved in misconduct at a school extracurricular activity may be removed from all such activities for the remainder of the current school term.

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.

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 a 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 Prescription/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 nonprescription 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 nonprescription 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 an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Student Privacy Protections

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

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

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

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

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

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

Suicide and Depression Awareness and Prevention

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

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

Teacher Qualifications

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

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

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

Special Education Services

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.

Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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 as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Exemption from Physical Education Requirement

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

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

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

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.

Behavior Interventions for Students with Disabilities

It is the purpose of this policy to establish the process for this school District to comply with P.A. 87-1103 on the use of behavioral interventions for students with disabilities. Behavioral interventions should be used by teachers and administrators to promote and strengthen desirable adaptive student behaviors and reduce identified inappropriate behaviors. A fundamental principle is that positive, non-aversive interventions designed to develop and strengthen desirable student behavior should be used, whenever possible. Undesirable behavior should be reduced by developing, strengthening, or generalizing desirable behavior to displace the undesirable behavior.

While positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be approached with caution. The use of restrictive interventions for students with disabilities should be based on assessment, planning, supervision, evaluation, documentation and protective measures. The use of restrictive interventions should maintain respect for human dignity and personal privacy, and adhere to professionally accepted instructional practices.

This school board must establish and maintain a committee to develop policies and procedures on the use of behavioral interventions for students with disabilities who require behavioral interventions. In establishing this policy, Illinois State Board of Education Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities (June 1994) has been reviewed as a non-binding reference and considered. Copies of this document may be requested from: Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001.

The use of positive behavioral interventions will be promoted and include, but are not limited to, the following components:

1. Behavioral Intervention Committee.
2. Designation of behavioral interventions by level of restrictiveness.
3. Identification of a behavioral intervention consultant;
4. Procedures for the development of behavioral management plans for students with disabilities having significant behavioral and/or emotional needs and for such students requiring restrictive interventions.
5. Documentation of emergency use of restrictive interventions.
6. Provisions for parent involvement.
7. Provisions for staff training and professional development.

These identified components shall be detailed in District Behavioral Guidelines for Students with Disabilities.

The school board shall (1) furnish a copy of its local policies and procedures to parents and guardians of all students with the individualized education plans within 15 days after the policies and procedures have been adopted by the school board or at the time an individualized education plan is first implemented for the student and at the beginning of each school year thereafter, and (2) require that each school inform its students of the existence of the policies and procedures annually.

Student Records

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

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

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

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

right to copies of their records for inability to pay this cost.

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

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

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

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be 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.

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

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

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a

court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

Name

Address

Gender

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

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

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

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

Technology

1:1 Laptop Expectations at Schuyler-Industry CUSD #5

Schuyler-Industry CUSD #5 is a 1:1 laptop school with students through grades 5-12. It comes with the understanding that students will assume responsibility in the use and care of the laptop that will be on loan to you for the 2017-2018 school year.

Access to Student Social Networking Websites

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

Internet Acceptable Use

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

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

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

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

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

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

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.

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

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

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, 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.

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

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.

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.

Unacceptable Use - The user is responsible for his or her actions and activities involving the

network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-licensed;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

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.

Off-Campus Websites

Using a home-based or off-campus computer such that the use results in a disruption to the school and/or a threat will constitute grounds to investigate whether the use violates applicable law or school rules. Should such misuse be determined, the students may receive disciplinary consequences depending on the frequency and the severity of the violation.

Transportation

Bus Conduct

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

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

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

A student suspended from riding the bus who does not have alternate transportation to school shall have the

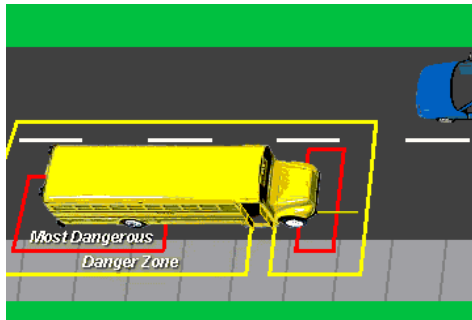
opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. 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.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact: Curt Lunt (217) 322-4311.

ATHLETICS

Participation Requirements

Any student who wishes to participate in athletics must have the following on file with the school office BEFORE being allowed to practice or participate:

1. Parent/Guardian & Athlete Signed Training Rules
2. Documentation of a physical examination
3. IHSA Steroid Testing Policy Consent to Random Testing Signed by athlete and parent/guardian.
4. *Agreement to Participate* signed by athlete and parent.

Parents are responsible for any costs not covered by insurance. Schuyler-Industry CUSD#5 students are covered against medical expenses for accidental injuries during school and extra-curricular activities. Prairie State Insurance provides minimal coverage; the policy has exclusions and limitations. Additional coverage is recommended.

Spectator Code of Conduct

Recognizing that participation in and attendance at extracurricular activities is a privilege, Schuyler/Industry CUSD#5 requires that the conduct of all spectators be exemplary at all times. Both spectators and participants are representatives of the district, the school, and our communities, and must conduct themselves appropriately while at events. The School Board encourages participants, spectators and parents to support our district's athletic teams and extracurricular events. Support, however, must be exhibited in an appropriate manner.

Guidelines for behavior, examples of acceptable and unacceptable behavior, consequences for inappropriate behavior, and parent/guardian concerns have been outlined and adopted by the School Board. A copy of this policy is available in the district and/or high school office.

SCHUYLER- INDUSTRY COMMUNITY UNIT SCHOOL DISTRICT #5 TRAINING RULES

**Cross Country/Football/Volleyball/Cheerleading/
Basketball/Track/Band/Chorus/Special Olympics**

*****Training Rules and IHSA Physical Exam Forms are available from the SIMS office.*****

These rules will follow the IHSA calendar for ALL students participating in the above activities during the 2017 school year; dates for the school year are August 7, 2017 – June 10, 2018 (when

the competition ends for activities offered at RIHS).

Eligibility

A student participating in IESA sponsored athletics, both male and female, must be passing work in all school subjects as determined by the local school district, and the school shall certify compliance with the IESA By-Laws. Use of a player, contestant, or participant shall be deemed such certification.

All students will be considered academically eligible at the start of the school term. A student's academic grade will be determined by his cumulative grade for that quarter's work required by the IESA. Lists of students academically failing must be turned into the office by the end of the week. A student's grade not turned in will be considered passing. Checks of eligibility will be made weekly except for the first week of school and the first week following the first semester. The eligibility check will govern eligibility for the following Monday through Sunday.

Student Athlete Concussions and Head Injuries

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

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

Training Rules

The use (being under the influence) or possession of any alcoholic drink, illegal drugs, look-alike drugs, or any tobacco products (cigarettes, chewing tobacco, snuff, electronic cigarettes, etc.) is prohibited. Any student caught using or possessing any of the above substances by any faculty member or administrator; or any student, who by his own admission or the admission of his parents is using or possessing any of these substances; or any student who is found to be using or possessing any of these substances through the investigation of the head coach will be suspended from the team.

It is incumbent on each student to avoid an environment where prohibited activities are taking place. There is a presumption that any student remaining in such an environment is violating this rule.

The suspension will be administered as follows: (offenses accumulate by IHSA calendar)

1st offense: Option A OR Option B

Option A: The student will be suspended for 20% of the number of the regular season games/performances/competitions. The number of games suspended will be figured on regularly scheduled games (but the suspension could include tournament games if applicable.) The practice schedule will be worked out by the coach and the ineligible student.

Example: FOOTBALL: 9 regular season games

 20% of 9 = 1.8 or 2 games (all fractions rounded up)

A two game suspension would include post-season playoff games if the suspension comes during that time of the season.

If the infraction occurs at the end of one season, the 20% suspension could overlap into the next sports season.

Example: Infraction occurs before last football game/not in playoffs; student is also a basketball

player: Football (9 games) Basketball (21 games)
10% (1 game)+ 10% (3 games)= 20%

The student must also attend a substance awareness program. The student is responsible for signing up and paying any necessary fees for the program before he/she will be allowed to participate in a contest in his/her sport. The student must complete the program before he/she is allowed to participate in a contest in the next sport season. The student is responsible to notify the athletic director that he/she has signed up to attend the program. Awards may be earned after successful completion of the program.

Option B: Dismissal from the team. No award may be earned. If the student chooses Option B and chooses to participate in the next sport season, a 20% suspension of games (see Option A above) will be imposed in that next season. The student and parent must also attend a substance awareness program, following the procedures above in Option A.

2nd offense: Dismissal from all activity for calendar year.

Example: 2nd offense occurs December 3/Student may participate after Dec 3 the following year

General Expectations of all Extracurricular Participants

- Hours - students must be home at the following times: Night before game – coach/sponsor will specify time. All other nights - usual curfew hours.
- Missing practice - any student missing a practice without advance permission from the coach may be suspended for the next contest. The coach can implement other punishment at their discretion.
- Grooming - The coaches feel students representing Schuyler-Industry Community Unit School District #5 should be well groomed. Each coach will be responsible for determining the grooming of his/her team.
- Any equipment and/or uniforms must be turned in before the student starts the next sport season.
- Students should be ladies and gentlemen at all times and conduct themselves in such a manner as to be a good representative of our school and community. Any student who receives an out of school suspension will miss the contests that occur during his/her suspension.
- All participants, cheerleaders, managers, statisticians, etc., must ride to and from the contest on the bus unless the parent or guardian presents a written note to the coach, as per school policy. Students will not be permitted to ride home with other high school students.
- Students are expected to attend awards ceremonies unless excused by prior consent of their coach. Awards will be forfeited for non-attendance.
- When students or parents/guardians have a complaint, they need to follow the chain of command when voicing their complaint. Any complaint by a student or parent/guardian of the student should be addressed with the coach/sponsor to start with. If the complaint by a student or parent/guardian is not rectified or they are still not satisfied after meeting with the coach/sponsor, they may follow the chain of command and proceed on. The chain of command is as follows: athletic director, principal, superintendent and board of education.

Schuyler-Industry Community Unit School District #5 ensures that equal educational and extracurricular opportunities are offered to students without regard to their sex, race, color, national origin, age, religion or handicap. Questions in reference to equal opportunities may be directed to the District Superintendent, 740 Maple Avenue, Rushville, IL 62681; Phone 217-322-4311.

Other policies applicable to Schuyler-Industry Middle School can be found in the Schuyler-Industry Community Unit School District #5 Board Policy Manual. A copy is located in the SIMS office and at the SICUSD#5 Board Office at 740 Maple Avenue.
