

MONMOUTH-ROSEVILLE DISTRICT 238

Empowering students to achieve excellence.



STUDENT HANDBOOK 2023-2024

Monmouth-Roseville School District
105 North E Street Monmouth, IL 61462

District Office: (309) 734-4712
High School: (309) 734-5118
Junior High School: (309) 426-2682
Central Intermediate: (309) 734-2213
Harding: (309) 734-4915
Lincoln: (309) 734-2222

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Directory of Schools

Monmouth-Roseville C.U.S.D. #238 School District: (309) 734-4712

Superintendent: Edward D. Fletcher
Director of Multilingual Learners and Grants: Amy Freitag
Assistant Principal: Emily Adolphson
105 North E Street
Monmouth, IL 61462
mr238.org

Monmouth-Roseville High School: (309) 734-5118

Principal: Jeff Ewing
Assistant Principal: Brady Stromquist
200 South B Street
Monmouth, IL 61462
mrhs.mr238.org

Monmouth-Roseville Junior High School: (309) 426-2682

Principal: Aaron Sikorski
200 East Gossett
Roseville, IL 61473
mrjhs.mr238.org

Central Intermediate School: (309) 734-2213

Principal: Andrea Frieden
401 East 2nd Avenue
Monmouth, IL 61462
central.mr238.org

Harding Primary School: (309) 734-4915

Principal: Katy Morrison
415 E. 9th Avenue
Monmouth, IL 61462
harding.mr238.org

Lincoln Early Childhood School: (309) 734-2222

Principal: Joe Pilger
325 South 11th Street
Monmouth, IL 61462
lincoln.mr238.org

Introduction to the Student Handbook

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. This handbook can be amended during the school year without notice. The Board of Education's comprehensive policy manual is available for public inspection through the District's website (www.mr238.org) or at the Board office, located at:

Monmouth-Roseville C.U.S.D. 238
105 North E. Street
Monmouth, Illinois 61462

District Dismissal Schedule

School	Regular Start	1 Hour Delay	2 Hour Delay	11:30 Dismissal	2:00 Dismissal	Regular Dismissal
Lincoln Early Childhood School (PreK a.m.)	8:50 a.m.	9:30 a.m.	No School	10:50 a.m.	N/A	11:20 a.m.
Lincoln Early Childhood School (PreK p.m.)	12:15 p.m.	N/A	12:15 p.m.	N/A	1:30 p.m.	2:45 p.m.
Lincoln Early Childhood School K-1	8:25 a.m.	9:10 a.m.	10:30 a.m.	11:30 a.m.	2:00 p.m.	3:10 p.m.
Harding Primary School 2-3	8:25 a.m.	9:10 a.m.	10:30 a.m.	11:30 a.m.	2:00 p.m.	3:10 p.m.
Central Intermediate School 4-6	8:25 a.m.	9:10 a.m.	10:30 a.m.	11:30 a.m.	2:00 p.m.	3:10 p.m.
Monmouth-Roseville Jr High	8:00 a.m.	8:45 a.m.	10:00 a.m.	11:05 a.m.	1:50 p.m.	2:45 p.m.
Monmouth-Roseville Jr High (PreK)	7:45 a.m.	8:30 a.m.	10:00 a.m.	10:50 a.m.	1:30 p.m.	2:25 p.m.
Monmouth-Roseville High School	8:10 a.m.	9:06 a.m.	10:10 a.m.	11:10 a.m.	2:08 p.m.	3:04 p.m.

General School Information

Visitors

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

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

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Accommodating Individuals with Disabilities

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

Animals on School Property

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

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings or early dismissals will be announced in a timely manner. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.

10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Video and Audio Monitoring Systems

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

Guidelines for School-Sponsored Publications, Productions and Websites

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Building Principal and/or student media advisers may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School, District or an expression of Board policy.

Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Building Principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use;
 - e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
 - f. Incites students to violate any Board policy.

7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

Student Access

Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Superintendent Ed Fletcher 309-734-4712.

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, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. 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

Behavioral Interventions

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

Discipline of Special Education Students

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

Exemption from Physical Education Requirement

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

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

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

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

- The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services,
- The student's Individualized Education Program team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individualized Education Program; or
- The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.

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

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student

has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

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

For further information, please contact the school principal.

Related Service Logs

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

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.

Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

- Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
- Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
- Access to a power source for a breast pump or any other equipment used to express breast milk.
- Access to a place to store expressed breast milk safely.
- Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
- The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager, Non-Discrimination Coordinator, or Building Administrator.

Home and Hospital Instruction

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

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact: the building Principal at your child's school.

Student Health and Safety

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Prevention of Anaphylaxis

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

Care of Students with Diabetes

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

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

Suicide and Depression Awareness and Prevention

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

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

Immunization, Health, Eye and Dental Examinations

Inmunización, salud, y exámenes de la vista y dental: [haz click aquí para español](#)

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:

- Entering Kindergarten or the first grade;

- Entering the sixth and ninth grades; and
- Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term 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 Kindergarten or the school 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 of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

- Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- 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
- Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Student Medication

Medicamentos del estudiante: [haz click aquí para español](#)

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 Medication Authorization Form."

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

Self-Administration of Medication

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

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

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

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

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

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline

of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

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

Emergency Aid to Students

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

Guidance and Counseling

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

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

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills: a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Communicable Diseases

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

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

Head Lice

Los Piojos: [haz click aquí para español](#)

The Monmouth-Roseville CUSD #238 will observe the following procedures regarding head lice:

1. Parents are asked to notify the district nurse or the student's Main Office if the child was found to have head lice.
2. Children with head lice are prohibited from riding the bus to and from school until it is determined the child is lice-free.
3. Diagnosis of an active infestation requires detection of live lice (not nits). Children with an active case of a living louse/lice will be sent home following notification of the parent/guardian.
4. The school will provide written instructions to parent or guardian regarding appropriate treatment for head lice.
5. A child excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the nurse, principal, or other employee. The child may remain in school if it is determined the child is without head lice.

Mandated Reporters

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

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

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

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

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following:

Physical Signs

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

Behavioral Signs

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

Emotional Signs

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

Warning Signs of Grooming Behaviors

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

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

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

Warning Signs of Boundary Violations

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

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student

- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

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

Additional Resources include:

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

Faith's Law Notification

Employee Conduct Standards

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

Student Privacy Protections

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

Surveys

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

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

The student's parent/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.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street

name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

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

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

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

The school expects to administer the following surveys that request personal student information on the following approximate dates:

Panorama Education Student Survey

Fall: August 28 - September 15

Winter: December 4 - 20

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

Student Records

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

electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

The right to have one or more scores received on college entrance examinations included on the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student 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 included.

The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes is 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.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical

staff and law enforcement unit personnel); a person serving on the School Board.; A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, ~~or~~ therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

The right to 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.

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 student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

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.

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

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

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

Attendance

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

Student Absences

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

For students who are required to attend school there are two types of absences: excused and unexcused. Students will be allowed 5 excused absences per semester. Excused absences include: illness, mental or behavioral health of the student, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election. After two mental health absences, a student is required to check in with their counselor prior to attending the next scheduled class.

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

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent/guardian is required to call the school at [phone number] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

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

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

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance. "Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems. Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

Release Time for Religious Instruction/Observance

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

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. The student will be permitted 2 student attendance days for each day absent to turn in the make-up work. E-Learning/Remote learning days are considered student attendance days. The student is responsible for obtaining assignments from his/her teachers. Students unexcused will make up all tests or homework missed within the current semester. Students must understand that certain laboratory and/or classroom situations cannot be duplicated for their convenience.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

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

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

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

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

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

Truancy Procedure

The Henderson-Knox-Mercer-Warren Counties Regional Office of Education provides Truancy Intervention and Prevention to potential truants, truants, and chronic truants. The goal is to work directly with these students and their families to prevent truant behavior.

Participating school districts identify and refer students. The Stay-In program operates on the premise that dealing with kindergarten through twelfth grade student's attendance and/or academic problems will result in the student improving school attendance and/or

academic performance, which will eventually result in the acquisition of a high school diploma.

Truancy staff identify students through system of referrals by the participating school district, which then initiates steps that lead to the following:

Step 1: Upon the student receiving 3 unexcused absences the Parent/Guardian will be sent Letter 1.

Step 2: Upon the student receiving 6 unexcused absences the Parent/Guardian will be sent Letter 2.

Step 3: Upon the student receiving 9 unexcused absences a citation for truancy will be written.

Step 4: Upon the student receiving 12 unexcused absences the Parent/Guardian will be sent Letter 3.

Step 5: Upon the 15th unexcused absence the Student, Parent/Guardian will be sent a Legal Notice to Appear before the Truancy Review Board in the County they reside.

Step 6: Upon any additional unexcused absences after the Truancy Review Board a petition to the State Attorney of the County resided in will be filed.

Academics and Curriculum

Academic Hall of Fame

The criteria for recognition for Academic Hall of Fame will include both GPA and successful completion of required classes. The required GPA is 3.9 unweighted and the required classes are: 8 semesters of English, 8 consecutive semesters of Math (must include both semesters of Pre-Calculus), 8 semesters of Science (must include 2 semesters of college prep: Chemistry, Advanced Chemistry, Intro to Physics and Engineering, or Human Anatomy), 6 semesters of Social Studies, 6 semesters Foreign Language. The students must attend Monmouth-Roseville all four years. These courses listed are taught in house or pre-approved by the department chair for Academic Hall of Fame consideration. (To take effect with Class of 2022).

Course Substitutions and Accelerated Placement

Substitutions for Required Courses

Vocational or Technical Education

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and

2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Registered Apprenticeship Program

A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

Advanced Placement Computer Science

The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer Service Credit

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

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

By the fall of 2023, for each student who meets or exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

- a) A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
- b) A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics. Alternatively, you may insert your district's accelerated placement program information
- c) A student who meets or exceeds State standards in science shall be automatically

enrolled into the next most rigorous level of advanced coursework in science.

Credit for Proficiency, Non-District Experiences

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

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

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Dual Credit

Carl Sandburg collaborates with Monmouth-Roseville High School by providing students the opportunity to complete college courses that connect with career paths. Whether the student is interested in pursuing a bachelor's degree or certificates in career or technical areas, there is a pathway for everyone. MRHS students may take dual credit courses online, at Sandburg's campus, or at MRHS depending on instructor availability. Students taking dual credit courses must meet Carl Sandburg admissions standards and complete the steps to enroll at the College. Students who plan to complete any pathways must meet with a Carl Sandburg academic advisor to develop an individual plan.

Potential pathways include:

- The embedded AA degree allows MRHS students to complete an Associate in Arts degree while in high school. This is an accelerated pathway that allows MRHS students to complete their AA degree and earn their high school diploma at the same time. This pathway can save MRHS students significant time and money toward completing a college degree.
- The 1 + 1 Associate in Arts pathway allows MRHS students to complete one year of the AA degree while in high school and complete the remaining degree requirements after high school graduation. This pathway is a little slower-paced and allows MRHS students more time for high school involvement, while also saving them time and money toward completing a college degree.
- The Career and Technical Pathway prepares the student for the workforce. Students who are interested in career paths can take classes towards an Associate in Applied Sciences (AAS) or certificates while in high school. Students may also complete some of the courses at MRHS, graduate from MRHS, and then finish the AAS degree or certificate at Sandburg. An example of programs in this pathway includes information/computer technology.
- The Health Professions Pathway allows students who are interested in health careers to accelerate their enrollment into our selective admissions programs by taking some of the prerequisite courses in high school. Students should meet with a Sandburg academic advisor to discuss admissions requirements and to develop a specific plan to ensure those requirements are met. Examples of programs in this pathway includes nursing, dental hygiene, and radiologic technology.
- Courses in the AA degree pathways are designed to meet Illinois Articulation Initiative (IAI) guidelines, which is a statewide transfer agreement that facilitates transfer among more than 100 participating colleges and universities in Illinois. To verify transferability of specific courses, students should meet with their Sandburg academic advisor and consult with their selected transfer school(s).
- Career and Technical and Health Professions courses are designed to prepare the student for the workforce or to complete pre-requisites for selective admission programs at Sandburg. Courses in these pathways are not designed for transfer.
- MRHS Dual Credit students also have access to the full benefits of being a Carl Sandburg student, including tutoring, disability support, student life events, TimelyCare (free 24/7 telehealth for medical and mental health), and more!

Early Graduation

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

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

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

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

English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at higher levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Amy Freitag at 309-734-2222.

Exemption from Physical Education Requirement

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

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

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

- Enrollment in a marching band program for credit;
- Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
- Ongoing participation in an interscholastic or extracurricular athletic program (student must be in the 11th or 12th grade);

- Enrollment in academic classes that are required for admission to an institution of higher learning
- Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade); or

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Board Policy 7:260.

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

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

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

- The time of year when the student's participation ceases;
- The student's class schedule; and
- The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above.

Family Life and Sex Education Classes

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

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

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

High School Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

- a. Four years of language arts.
- b. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- c. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
- d. Two years of science.
- e. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.
- f. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision.
- g. One semester of health education.
- h. Physical education classes.
- i. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
- j. Nine weeks of consumer education.

- k. For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

1. File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
2. File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Homework

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

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

The homework completion policy at Monmouth-Roseville School District #238 requires all students to complete their homework and classroom assignments. Students that do not turn in required assignments or homework may be required to stay after school with the classroom teacher to complete the missing or incomplete work. This gives the students the opportunity to complete their work with the assistance of the classroom teacher and avoid the "Zero" in the gradebook. If the work is not completed at this time the student will then receive a "Zero" for the assignment.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Seal of Biliteracy

Sello de Alfabetización Bilingüe: [haz click aquí para español](#)

The Monmouth-Roseville school district awards the Seal of Biliteracy and the Commendation toward Biliteracy to high school students who have attained proficiency in English and another language. The awards will appear on the transcript and diploma of each graduating senior and is a statement

of accomplishment to future employers and universities. Additionally, these awards:

- Encourage all students to study other languages
- Increase employment and earning opportunities through formal recognition and measurement of language and biliteracy skills
- Increase academic opportunities by providing colleges and universities a method to recognize and award college credit for attainment of high level skills in another language. Public colleges and universities in the state of Illinois are required to accept the State Seal of Biliteracy as equivalent to 2 years of foreign language coursework taken during high school and award college credit for the Seal of Biliteracy. See House Bill 4330 for more information.

A student will receive the Seal of Biliteracy if he/she attains a composite score (including listening, reading, speaking, and writing) equivalent to "Intermediate High" on the AAPPL language exam AND demonstrates English proficiency on either the SAT, ACT, AAPPL or ACCESS exams. A student will receive the Commendation toward Biliteracy if he/she fails to meet the requirements of the Seal but attains a composite score (including listening, reading, speaking, and writing) equivalent to "Intermediate Low" on the AAPPL language exam AND demonstrates English proficiency on either the SAT, ACT, AAPPL or ACCESS exams. A portfolio method of assessment will be used for low-incidence languages not covered by the AAPPL. All costs associated with the program are paid for by the district. For more information regarding the Seal of Biliteracy, visit <https://www.isbe.net/sealofbiliteracy>.

Progress toward achieving these awards is unique to each individual student. For specific information on your student's current standing toward completion of the Seal of Biliteracy, Commendation toward Biliteracy, or any other questions regarding this opportunity please contact:

Amy Freitag
Director of Multilingual Learners and Grants
(309) 715-7292
afreitag@mr238.org

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: PSAT, SAT, IAR, and the ISA.

Parents/Guardians 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/Guardians can assist their students achieve their best performance by doing the following:

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

Parent Information and Notifications

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited

purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

Sex Offender and Violent Offender Community Notification Laws

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

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

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

Parent-School Compact for Title I Schools

Lincoln Early Childhood, Harding Primary, Central Intermediate, and Monmouth-Roseville Junior High receive Title I funds that allow for various activities, services, and programs. This compact outlines how parents, school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

Parent/Guardian Agreement

I will support my child's academic achievement in the following ways:

- Make sure my child is at school on time every day.
- Support the school in its efforts to maintain behavior expectations.
- Establish a daily routine for my child to complete homework.
- Encourage my child to do their best on assessments such as Star, iReady, and IAR.

Student Agreement

I will share responsibility to improve my academic achievement in the following ways:

- Be respectful to myself, others, and property at my school.
- Always give my best effort.
- Complete my assignments and ask for help when I need it.
- Do my best on assessments such as Star, iReady, and IAR.

Teacher and Principal Agreement

The school will support improved academic achievement in the following ways:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards.
- Provide parents with frequent reports on their children's academic and behavioral progress through Parent/Teacher conferences, samples of student work, updates on reading and math assessments, etc.
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.
- Provide parents reasonable access to staff.
- Provide a safe and positive school environment conducive to learning.
- Collaborate with other school staff to address student needs.

For more information about Title I, please contact your child's principal or:

Amy Freitag
 Director of Multilingual Learners and Grants
 (309) 715-7292
afreitag@mr238.org

Parental Involvement (Title I)

The school annually has a meeting for all Parents/Guardians, which takes place during fall parent teacher conferences. You will be contacted by your building principal.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

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 Joe Pilger at 734-2222.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Joe Pilger at 734-2222.

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.

Parent Notices - Every Student Succeeds Act

1. Teacher Qualifications

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

- a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. The teacher is teaching under emergency or other provisional status.
- c. The teacher is teaching in the field of discipline of the certification of the teacher.
- d. Paraprofessionals provide services to the student and, if so, their qualifications.

2. Testing Transparency

The State and District requires students to take certain standardized tests. A parent/guardian may request, and the District will provide in a timely manner,

information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

3. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law.

4. Parent and Family Engagement Compact

5. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see Board Policy 4:170

6. Student Privacy

Students have certain privacy protections under federal law.

7. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

For further information on any of the above matters, please contact the building principal.

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.

5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact Superintendent Ed Fletcher:

309-734-4712
105 North E St.
Monmouth, Illinois 61462

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

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Fines, Fees, and Charges; Waiver of Student Fees

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

fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

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

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

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

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

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

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

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

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.

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

- 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.
- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- 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.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- 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.
- 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.
- 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, head, and all personal items inside the bus at all times.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- 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.

- 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.
- Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact: James Kane: 309-426-2311.

Bus Conduct

Students are expected to follow all school rules and policies 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.

Student Conduct

General Building Conduct

High School students shall not arrive at school before 7:55 a.m. and classes begin at 8:10 a.m. and students are dismissed at the end of each school day. The elementary buildings and junior high have different entry and dismissal times. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats, bandanas and sunglasses shall not be worn in the building during the school day.
- 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 to be used on school grounds.
- Water guns, play guns, and/or real guns are not permitted at school.
- No loud music in the halls. All music should be kept at a personal level
- Students must be on time to classes.
- Student book bags must be secured in their hall locker.

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, smartwatches, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer, headphones, 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 and passing periods, 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. In grades 9-12, students are allowed to use electronic devices during the student's lunch period.

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).

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

Students in violation of the electronic device policy could be subject to any of the disciplinary measures listed in the student handbook.

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.

School Dress Code

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.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing that is poorly fitting, showing skin and/or undergarments may not be worn at school. Tank top straps must be 2 fingers in width.
- The length of shorts or skirts must be appropriate for the school environment.
- 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.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- Head coverings being worn on top of a student's head will not be allowed, unless for medical, religious or cultural reasons.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Student Behavior

Prohibited Student Conduct

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

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

- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- 4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period in grades 9-12 only; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
- 7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

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

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Overnight suspension (Overnight suspension is used for offenses in which a parent conference is necessary to discuss a behavior incident. Overnight suspensions must be conducted in person. School administration has the authority to alter the location to meet the needs of the family. The suspension begins after the school day has ended and is lifted after the school team meets with the parent and student.)
8. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
9. Community service.
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges.

12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Isolated Time Out, Time Out and Physical Restraint

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

Corporal Punishment

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

Weapons Prohibition

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

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable

relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

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

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

Gang and Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, 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:

- During any school-sponsored education program or activity.
- 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.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- 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 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:

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

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

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

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

Nondiscrimination Coordinator:

Jeff Ewing
200 South B St
Monmouth, IL 61462
(309)734-5118
jewling@mr238.org

Complaint Managers:

Jeff Ewing
200 South B St
Monmouth, IL 61462
(309)734-5118
jewling@mr238.org

Katy Morrison
415 East 9th Ave
Monmouth, IL 61462
(309)734-4915
kmorrison@mr238.org

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

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

Harassment and Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate

harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited

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

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Nondiscrimination Coordinator:

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

Parking

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

Students may park their vehicles in the student lot located at the corner of South B Street and West 1st Ave. between the hours of 7:30AM and 6:30PM must register, obtain and display a parking permit for the current school year. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots designated Faculty are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

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

STUDENTS HAVE NO REASONABLE EXPECTATION OF PRIVACY IN CARS PARKED ON SCHOOL GROUNDS. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

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

Lunch and Cafeteria Rules

Lunch Rules

Students may leave campus or proceed to the cafeteria during lunch. The following rules shall be observed and abided by during lunch:

- Students shall choose whether they will leave campus or stay in the cafeteria during lunch each day.
- Students leaving campus must do so immediately upon dismissal from class.
- Students shall not loiter in the halls or classrooms, and shall immediately proceed to their lunch destination upon dismissal from class.

- If students are utilizing a vehicle to go to their chosen destination, students must obey all traffic laws and school rules while off campus. Drivers shall pay particular attention around the school where there is a high concentration of students leaving the building for lunch, and shall yield to pedestrians, and obey school zone speed limits. Violations of school rules that occur during lunch may result in discipline.
- If students are walking to their chosen destination, they shall obey signs and signals, and shall carefully cross streets and intersections.
- Students shall be respectful, courteous, and safe at their chosen lunch location. Students shall obey rules and laws, and shall clean up after themselves before returning to school.
- Students shall return to the school building on-time.
- Students shall obey all cafeteria rules during lunch.

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food or drinks.
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. 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 according to the school's disciplinary procedures.

Acceptable Use of the District's Electronic Networks

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

Terms and Conditions

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use

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

Privileges

Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use

The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;

- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette

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

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

No Warranties

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

Indemnification

By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security

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

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 malware, such as viruses and spyware.

Telephone Charges

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

Copyright Web Publishing Rules

Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage 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.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and 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 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 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 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, such as spam or potential phishing emails, 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 District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

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

Access to Student Social Networking Passwords and 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.

Search and Seizure

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

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

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

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

Students Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

District 238 Interscholastic Activities

The philosophy at Monmouth-Roseville CUSD #238 is that athletics and other activities are integral parts of the school's educational program. They provide experiences that will help young men and women grow physically, mentally and emotionally. Students are stimulated to win and excel, but the principles of good sportsmanship prevail at all times to promote the educational value of each contest. Competition and winning are kept in perspective so as not to determine the nature of a program.

Participation in activities both as a player and an observer is an important part of the student learning experience. This participation is a privilege that carries with it responsibilities to team, school, community and self. In their play and in their conduct, these experiences contribute to the knowledge, skill and emotional growth of each student.

Participation in interscholastic activities, however, is a privilege and not a right. Any student who tries out for a team must understand that his/her selection to the team, selection to dress, playing time and positioning is solely up to the coach or sponsor.

If during the season a team member or parent has a concern about a matter relating to the team or activity, he/she should make an appointment to meet with the coach or sponsor. Meetings between parents and coaches immediately following a contest, however, are seldom productive. Meeting to discuss concerns should be held at a scheduled time mutually convenient to both the parent and the coach/sponsor. If an issue exists that is not remedied at the parent-coach level, the parent may then choose to meet with the athletic director and then the building principal. If still unresolved, the matter may be appealed to the superintendent or ultimately the Board of Education. When parties exhibit professionalism, common respect and objectivity, we find that almost all issues can and should be resolved at the parent-coach level.

Extracurricular and Athletic Activities Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class or otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities

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

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.

3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Policy.
5. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.
6. Signed documentation agreeing to comply with the School District's policies and procedures on extracurricular activity eligibility random drug testing policy.

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/Illinois Elementary 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.

Academic Eligibility

1. If a student is passing all classes then he/she is eligible to participate in all extracurricular activities.
2. If a student is failing 1 class and attends Study Table then he/she is eligible to participate in all extracurricular activities.
3. If a student is failing two or more classes, the student is ineligible for all extracurricular activities.
An eligibility report is ran weekly. If a student is found to be academically ineligible, the student's ineligibility starts at 8:00am Monday morning and continues until the next eligibility report is ran.
4. A student must end the year in good standing. If a student is failing two or more classes at the end of a semester the student is ineligible for the next semester.
5. Coaches/Sponsors may remove students that have multiple ineligibilities during the season.

Absence from School on Day of Extracurricular or Athletic Activity

A student must be present for the full day of school on the day of an activity to be eligible to participate in that activity. Exceptions may be made by the designated teacher, coach, sponsor, or administrator for justifiable reasons, including: 1) a medical absence pre-arranged with the coach or 2) a death in the athlete's family 3) a religious ceremony or event 4) or by arrangement with administration. An athlete who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

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

A student who has an unexcused absence from school on the day prior to an event may be withheld from an extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor, coach, or administrator.

Travel

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

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct. Should the severity of the behavior be found greater than originally deemed, greater consequences may apply. Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, and offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition

does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;

6. Act in an unsportsmanlike manner;
7. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
8. Haze or bully other students;
9. Violate the written rules for the extracurricular or athletic activity;
10. Behave in a manner that disrupts or adversely affects the group or school;
11. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
12. Falsify any information contained on any permit or permission form required.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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:

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

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

Due Process Procedures

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

- The student should be advised of the disciplinary infraction with which he or she is being charged.
- The student shall be entitled to a hearing before an appropriate administrator.
- The student will be able to respond to any charges leveled against him or her.
- The student may provide any additional information he or she wishes for the administrator to consider.
- The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
- If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

Unacceptable Behaviors: Depending upon the severity of the circumstance, disciplinary action may include suspension or removal from any activity or program. Some examples of unacceptable behavior include, but are not limited to, gross disrespect, gross

misconduct, hazing, bullying, electronic/social media misuse, theft, or confrontation with a school official, director, sponsor, participant from another school, or game/contest official, or law enforcement officer. Any activity participant at Monmouth Roseville School District will be subject to disciplinary action if he/she commits any of the following violations as documented by police, certified personnel, or self-admission by the student:

A student not involved in co-curricular activities at the time of violation will normally be assigned a suspension beginning upon his/her next involvement in a co-curricular activity. A student, however, may not become involved in a new co-curricular activity solely to serve the assigned suspension. The principal or assistant principal may prevent a student from doing so by assigning a suspension to be served during the student's next involvement in his/her regular activity(ies). Suspensions begin with the date of violation and are not related to the beginning or end of seasons. Suspension percentage is based on the athletic schedule at the beginning of the season. Participants will be suspended from one event. An event over multiple days is considered one event. Consequences will accumulate regardless of the level of the violation.

Level One Violations:

- Violations of rules and regulations of District 238 that result in any type of suspension of three or fewer days per semester.
- Any major skip (half day or more unexcused) from class or school.
- Arrest for minor infractions that do not result in Misdemeanor or Felony charges.
- Other unacceptable behaviors (depending upon severity)
- Students who have accumulated 3 or more detentions for any reason.

Consequences:

- First Offense - Participants will be suspended from Team/Activity for one game/performance.
- Second Offense - Participant will be suspended from all extra-curricular activities for 10% of scheduled contests.
- Second Offense - Participant will be suspended from all extra-curricular activities for 25% of scheduled contests.
- If the violation occurs "out of season" then the suspension will carry over to the next sport season or participatory activity in which the student is involved.

Level Two Violations:

- Attendance at parties where under-age (illegal) drinking of alcoholic beverages and/or illegal drugs are present.
- In a car where alcohol or illegal drugs are being transported.
- Other unacceptable behaviors (depending upon severity)

Consequences:

- First Offense – Probation: If the police report or if a participant states that he/she attended, but did not use alcohol or drugs, the participant will be advised by coach, director, or sponsor not to attend any similar functions again. Additional consequences may be determined by the coach/sponsor with notification given to the Athletic Director.
- Second Offense – Participant will be suspended from all extra-curricular activities

- for 10% of scheduled contests, with a minimum of a one game/event suspension.
- Third Offense – Participant will be suspended from all extra-curricular activities for 50% of scheduled contests.
- Fourth Offense - Participant will be suspended from all extra-curricular activities for a period of one (1) calendar year.
- Fifth Offense - Participant will be suspended from all extra-curricular activities for the remainder of his/her high school career.

Level Three Violations:

- Stealing or vandalizing community, school, or personal property.
- Possession of drug paraphernalia.
- Violations of the rules and regulations of District 238 that result in an out of school suspension greater than 3 school days.

Consequences:

- First Offense – Participant will be suspended from all extra-curricular activities for 10% of scheduled contests. With a minimum of a one game suspension.
- Second Offense - Participant will be suspended from all extra-curricular activities for 50% of scheduled contests.
- Third Offense - Participant will be suspended from all extra-curricular activities for a period of one (1) calendar year.
- Participant will be suspended from all extra-curricular activities for the remainder of his/her high school career.

Level Four Violations:

- Use or possession of a controlled substance.
- Use or possession of any tobacco substance, e-cigarette or vape.
- Use or possession of marijuana
- Use or possession of an alcoholic beverage.
- Hosting a party where under-age drinking or alcoholic beverages and/or illegal drugs are present.
- Other unacceptable behaviors (depending upon severity)

Consequences:

- Participant will be suspended from all extra-curricular activities for 30% of scheduled contests.
- Second Offense - Participant will be suspended from all extra-curricular activities for a period of one (1) calendar year.
- Third Offense - Participant will be suspended from all extra-curricular activities for the remainder of his/her high school career.

Level Five Violations:

- Unlawful activities equivalent to Misdemeanors or Felonies as documented by police
- Including but not limited to: Stealing, possession of stolen property, Battery, assault, vandalism, gang activity and burglary.
- Any action that involves potential serious harm to persons or property

Consequences:

- Participant will be suspended from all extra-curricular activities for 50% of scheduled contests.
- Second Offense - Participant will be suspended from all extra-curricular activities for a period of one (1) calendar year.
- Third Offense - Participant will be suspended from all extra-curricular activities for the remainder of his/her high school career.

Police documentation of the above violations may include, but is not limited to, the following:

- Issuance of a citation or arrest for illegal consumption, possession, or transportation of drugs or alcohol.
- Written verification by any law enforcement personnel specifically identifying students using, possessing, or distributing alcohol, marijuana, other illegal drugs, prescription or non-prescription drugs, or attending an activity where the use, possession, or the distribution of such occurs.
- Issuance of a citation or arrest for unlawful activities equivalent to Misdemeanors or Felonies.

It should be understood that this code does not contain a complete list of inappropriate behaviors for a Monmouth Roseville School District activity participant. In addition to those behaviors listed, a Monmouth Roseville School District participant is expected to demonstrate excellent conduct in the classroom, in his/her activity(s), and in the community. As a result, the coach/sponsor, after consultation with the principal/athletic director, may discipline a participant for other inappropriate behavior.

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

Reinstatement Process

A student who has received the three strikes, no participation penalty may after at least six months of their non-participation period and prior to the beginning of the next competitive season, may request reinstatement of their eligibility. The student must notify the superintendent of their desire to seek reinstatement and gain probationary status. The Superintendent will schedule a Reinstatement Hearing to take place within 10 days of the student's request. The same process will be used as for athletic appeal hearings. During the hearing, the student will make a case for probationary reinstatement. The committee will determine if the student is to be reinstated immediately, reinstated after a designated period of time (i.e. a one-year suspension period), or not reinstated and their decision will be final. A student that regains probationary status and is guilty of another violation of the extra-curricular Code of Conduct shall be suspended from all extracurricular activities the remainder of their high school career.

Attendance at School Dances

Attendance at school-sponsored dances is a privilege. Any student that is suspended from school will not be allowed to attend the dance.

No person shall accompany any Monmouth-Roseville High School student as a guest to a school sponsored dance who is over twenty years of age unless special permission is obtained from the Principal. No person younger than a freshman in high school may attend a school sponsored dance.

Any Monmouth-Roseville student wishing to attend any school sponsored dance must be in good attendance and meet eligibility requirements. Any student that has been determined to be a "Chronic Truant" by Illinois State Board of Education's definition will not be allowed to participate.

Anyone attending a school sponsored dance is required to arrive on time and stay for the duration of the dance. If a student arrives more than 30 minutes late, or wishes to leave an hour or more prior to the end of the dance, that student will be required to make parental contact before he/she will be allowed to leave/enter the venue.

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

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

Extracurricular Activity Eligibility Random Drug Testing Policy

The Board of Education believes that the use of illegal drugs by students who participate in extracurricular activities and who operate a motor vehicle and park on District property presents a particular hazard to the health, safety, and welfare to students and to those who compete with the student. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, deterioration of the organs and tissue of the body, addiction and mental and physical impairment which substantially compromises one's ability to perform to his/her natural ability.

The Board encourages students to participate in extracurricular activities and park on campus, but believes the opportunity to try out for and participate in school sponsored activities and park on campus is a privilege and not a right. To be eligible to try out for, or to participate in any extracurricular activities or park on campus students must agree to submit to testing for the use of prohibited substances, if selected, in accordance with this policy.

This policy has been adopted by the Board of Education of Monmouth-Roseville Community School District No. 238 and applies to all students who participate in extracurricular activities in grades 7-12 or who park a motor vehicle on school property. This policy is in addition to the Monmouth-Roseville School Extracurricular Code of Conduct, and all other policies regarding student conduct. This policy has been adopted after seeking the input of parents and concerned citizens of the District and is a response to their consensus that it is the most effective response to the growing problem of drug and alcohol abuse of students, and in particular, student extracurricular participants.

The District recognizes that there is a high incidence of alcohol and drug abuse by students nationwide, which is epidemic in proportion. The District also recognizes that some Monmouth- Roseville school district students, and in particular, participants in extracurricular activities have used alcohol and have or will experiment with illegal drugs and/or alcohol during their school years. Because participants in extracurricular activities are especially respected and looked up to by the student body, they are expected to be good examples of conduct, sportsmanship and training, which includes abstaining from the use of drugs and alcohol. Moreover, participants in extracurricular activities or who park on campus who use drugs can be a danger to himself/herself or others, both in and out of the extracurricular activity.

In order to provide for the health and safety of the individual participant and other extracurricular participants, as well as provide a legitimate reason for the students to say "NO" to drug use, and to provide an opportunity for those taking drugs to receive help in locating programs which can provide assistance, the District is conducting a mandatory drug testing program for extracurricular participants. The program is not punitive. It is designed to prevent drug and alcohol usage, to educate student extracurricular participants as to the serious physical, mental and emotional harm caused by drug, alcohol, and tobacco use/abuse, to create and maintain a safe, drug free, environment for student athletes and to assist them in getting help when needed.

The purpose of this policy is to deter the use of prohibited substances, not to provide a means which the district may use to punish a student other than by disqualification from participation in extracurricular activities. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility to try out for and participate in extracurricular activities and for no other disciplinary purpose.

Definitions

Extracurricular Activities

School sponsored activities outside the regular school day, conducted by and representing Monmouth-Roseville Community Unit School District No. 238 where participation is voluntary, no academic credit or grades are awarded, and are competitive in nature in grades 9-12, including but not limited to the following list of extracurricular activities: All Athletic Teams, Dance Team, Cheerleading, Scholar Bowl, Flag Corps/Winter Guard, Marching Band, Student Council, Spanish Club, Art Club, Computer Club, Drama Club, Fellowship of Christian Athletes, French Club, Future Business Leaders of America, FFA, German Club, Madrigals, National Honor Society, Peer Mediation, Newspaper, Yearbook, School Plays, Speech Team, Student Council, Orchestra, School Musicals, Science Olympiad, Academic Challenge, Latin Club, Math Club, Pass Club, Science Club, Jazz Band, Pep Band, Swing Choir, Twirlers, all students wanting to buy a Parking Permit, Homecoming (King, Queen, and Court), Prom (King, Queen, and Court), parking on school district property, etc.

School sponsored activities outside the regular school day, conducted by and representing Monmouth-Roseville Community Unit School District No. 238 where participation is voluntary, no academic credit or grades are awarded, and are competitive in nature in grades 7-8, including but not limited to the following list of extracurricular activities: Girls Basketball, Boys Basketball, Football, Volleyball, Wrestling, Cheerleading (Football and Boys Basketball Seasons), Twirling, Boys and Girls Track, Scholastic Bowl, Student Council

Extracurricular Participant

Any student who is trying out for or participating in any school sponsored extracurricular activity. Should any student be unsuccessful in trying out for a given activity and not choose to be involved in any other activity for the remainder of the school year, parents should send a letter so indicating and requesting the removal of the student's name from the random list.

Alcohol

Any liquor, wine, beer, or other drink containing alcohol.

Illegal Drugs

Any substance considered illegal or controlled by the Food and Drug Administration.

Tobacco

Any tobacco product including but not limited to cigarettes, cigars, smokeless tobacco or pipe tobacco.

Self-Referral

Process of a student coming forward, voluntarily, seeking help for a problem with an illegal drug, alcohol or tobacco. This is done before a violation of the Extracurricular Code has been verified by notifying staff or administration.

Testing Cycle

Time period for random tests determined by the District and Testing Organization. Cycles may be weekly, monthly, quarterly or by semester.

Dilute Specimen (Adulterated)

Specimen with a specific gravity of less than .023. Individual has more fluids in their body limiting the testing ability of the sample.

Testing Organization

Organization selected by the Board of Education to conduct the random drug testing program and all required testing.

Eligibility

In order to be eligible for participation in any athletic competition, the student must be eligible under the applicable rules governing IHSA and/or IESA competition. Students ineligible to participate under IHSA or IESA rules will not be permitted to participate in athletic competition, regardless of eligibility under this or any other District policy.

Consent Form

To try out for or to participate in any school sponsored extracurricular activities, the student must read this policy and sign a consent form by which the student agrees that as a condition of participation in extracurricular activities, he/she will consent to the drug testing program outlined in this procedure. This consent form must also be signed by the student's parents or guardians at the beginning of the school year or prior to try outs for a specific activity. Students deciding to participate in an extracurricular activity after the first sign-up deadline, will be required to be tested after the signed consent form is returned. This testing will occur on the next scheduled test date and the extracurricular participant will then remain eligible for random testing for the remainder of the school year. Both signatures must be witnessed by another adult, not a member of the student's family.

Withdrawal of Consent

Consent for participation may be withdrawn under the following conditions:

1. Student fails to make the team/activity under tryout procedures outlined.
2. Student will not be participating in any additional qualified extracurricular activities for the remainder of the school career.
3. Parents must submit written request for withdrawal of consent indicating intentions in #2 above.
4. Withdrawal of consent must be sent to the appropriate building principal who will verify student is no longer participating in any qualified extracurricular event.

Should student elect to resume participation in any qualified activity again in his/her school career, the student will be required to be tested on the next scheduled test date prior to activity tryout or participation.

Non-Compliance

If the extracurricular participant, his/her parents or guardians refuse to sign the consent form, the student will not be permitted to be a member of the activity until such consent form is signed. Also, if the extracurricular participant refuses to be tested or does not complete the test as instructed, the extracurricular participant will be considered in violation of this policy and automatically be ineligible as an extracurricular participant until testing is completed.

Confidentiality

The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the extracurricular participant, his/her parents or guardians, and school officials designated by the Superintendent. The results of the testing shall not be used as a basis for any disciplinary action other than disqualification as provided for in the Monmouth-Roseville School Extracurricular Code of Conduct. The test results will not be part of the extracurricular participant permanent record, but will be kept in a secure file in the school office. The results for testing, negative or positive, will be kept until the student graduates. At that time all results/records of this policy, related to individual students will be purged.

Under this drug testing program, no staff, coach, or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than by order of a court of competent jurisdiction.

Random Selection of Extracurricular Participants for Testing

At the beginning of each school year, each extracurricular participant shall be assigned a number by the Superintendent or his/her designee. The selection of numbers will be made by the Testing Organization. The numbers will be computer generated. Students will be eligible for random testing throughout the school year. There will be student numbers selected for each week of the month, student numbers will be forwarded to the School Principal and students selected in the order the numbers are selected. The District specifically reserves the right to test any extracurricular participant at any time where reasonable suspicion of drug use is found to exist.

Notification of Extracurricular Participant Selection/Absence/Self- Referral

The selected extracurricular participants will be notified to report to the principal's office during first period on test day. The student will then be escorted to the test site. If the student is absent from school, and the absence is unexcused, the student will be ineligible for practice or competition until the next testing date and then will automatically be tested on that date. If the absence is excused, the student will remain eligible for practice and competition, but will automatically be tested on the next date. After testing an extracurricular participants number will be returned to the testing population and subject to re-selection during the next testing cycle. Extracurricular

participants will be subject to random testing throughout the school year, so long as they are trying out for or participating in an extracurricular activity.

Student Transfers

A student transferring to Monmouth-Roseville school district will be provided a copy of this policy. Transfer students and parents will be given a reasonable period of time, not to exceed 5 school days to determine whether or not student intends to participate in extracurricular activities. If, within period of time given, the consent form is signed appropriately, the student's name will be added to the random list. If a decision is made to participate after the original timeline for consent, the student will automatically be tested on the next scheduled test date, prior to activity tryout or participation.

Program Details

Testing Procedures

1. Superintendent or designee shall assign a number to each extracurricular participant on a random basis and shall develop a master list of assigned numbers. The Testing Organization shall, then, from time-to-time throughout the school year, randomly select extracurricular participants for drug, alcohol and/or tobacco testing from the pool of numbers submitted by the Superintendent or designee. Testing may occur on any day, Monday through Saturday. Each student participant may be tested at any time during the year.
2. No student will be given advance notice or early warning of the testing.
3. Drug, alcohol and/or tobacco testing may be performed by breath alcohol testing and/or urinalysis. Upon being selected for breath alcohol testing, a student must provide an adequate amount of breath so that the measuring device can measure any alcohol concentration in the breath. Upon being selected for a urinalysis test, the student shall provide a sample of "fresh" urine according to the quality control standards and policy of the collection facility conducting the urinalysis.
4. A staff member, of the District or Testing Organization, will accompany the student until he or she produces an adequate, verifiable urine specimen. The student will not be under direct visual observation while providing the sample, unless there is reason to believe the extracurricular participant will alter or substitute the specimen to be provided. If unable to produce a specimen, the student will be given up to 40 ounces of fluid. If unable to produce a specimen within 2 hours, the student will be taken to the Building Principal's office and told he/she is ineligible for participation in any extracurricular activity. In addition, the parent(s)/guardian(s) will be telephoned and informed the student is unable to produce a sample for the testing procedure and he/she must be tested at a later date in order to be eligible.
5. All specimens registering below 90° F (32° C) or above 100° F (38° C) will be invalid. The head strip on each specimen bottle indicates the validity of the urine specimen by temperature. If a specimen is invalid, the student must provide another specimen.
6. A student will be ineligible for all extracurricular activities for the remainder of the school year if he or she tampers or cheats during the collection. This will be

reported to the parent(s)/guardian(s).

7. Immediately after specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site.
8. Each specimen is given to the laboratory for testing for alcohol, tobacco, or controlled substances (which may include all drugs listed as controlled substance under Illinois law, defined by the Food and Drug Administration, or otherwise prohibited by the Illinois High School Association or Illinois Elementary School Association), and “performance enhancing” drugs such as steroids on a suspicion only basis.

Chain-of-Custody

1. The testing organization will provide appropriately trained staff members, set up the collection environment, guarantee specimens, and supervise the chain-of custody.
2. A District or testing organization staff member will escort students to the collection site. No student is allowed to go to his or her locker. The staff member should minimize classroom interruptions. Athletes may be called after school, perhaps during practice time.
3. Before a student’s urine is tested by the laboratory, he or she must sign any form that may be required by the testing laboratory. If a student chooses, he or she may notify the administrator that he/she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the collector’s possession until a seal is placed upon the bottle and the student signs that the specimen is sealed. The seal may be broken only by the lab testing the specimen.
5. If the seal is tampered with or broken, after leaving the collector’s possession and prior to arriving at the lab, the specimen is invalid. The student will remain eligible for extracurricular activities subsequent to a retest.
6. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor before entering the restroom stall. The stall door/curtain will be closed while student provides a urine specimen. The supervisor will wait outside the restroom stall/curtain. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off, and sealed with evidence tape. All garbage containers will be removed from the restroom stall.
7. After it is sealed, the specimen will be transported to the testing laboratory by testing organization personnel. The testing laboratory will report the results to the Building Principal or designee.

Testing Results

1. The Building Principal or designee will be notified of a student testing “positive” (i.e., if the test shows that drug residues are in the student’s system after using at least 2 different types of analyses). The Building Principal or designee will notify the student and his or her parent(s)/guardian(s). The student or his parent(s)/guardian(s) may submit any documented prescription or explanation of a “positive” test result.

2. In addition, the student or parent(s)/guardian(s) may request that the urine specimen be tested again by a certified laboratory at the parent(s)/guardian cost. This request should be made within twenty-four (24) hours of the notification of the first positive test result to have the specimen tested in a laboratory of the family's choice and at their expense. This test must be arranged by the family if the lab is to be a different lab. Any alternate labs selected by a family must be a federally registered, and SAMHSA certified lab (Substance Abuse Mental Health Services Administration) certified lab. Should the test be confirmed as positive, and there is not a satisfactory explanation for the positive results, the student will be considered to be in violation of the Code of Conduct. If it is determined by mutual consent of both testing facilities that the first test was invalid, the parents will be reimbursed the cost of the retest. Student will be reinstated if test is determined invalid.
3. If the test is verified "positive," the Building Principal or designee will meet with the student and his or her parent(s)/guardian(s). The student and parent(s)/guardian(s) will be given the names of counseling and assistance agencies. The student may not participate in extracurricular activities until the required "follow-up" test is completed.
4. A "follow up" test will be required after the suspension period is served or after such an interval of time that the substance previously found would normally be eliminated from the body, whichever comes first. If this "follow up" test is negative, the student will be allowed to resume extracurricular activities. If a "positive" result is obtained from the "follow up" test, or any later test, it will be considered a subsequent violation. In addition, the School District reserves the right to continue testing at any time during the remaining school year any participating student who had a verified "positive" test.
5. Information on a verified "positive" test result will be shared on a need-to-know basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential.
6. Drug testing results sheets will be returned to the Building Principal or designee. Names will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the Building Principal or designee had access.
7. Should the certified lab determine the urine sample is a dilute specimen, the student will be retested at the next test date. The student will remain eligible until the retest results are known.

Financial Responsibility

1. Under this policy, the School District will pay for all initial drug tests and all "follow up" drug tests, requested by the District.
2. A request for another test of a "positive" urine specimen is the financial responsibility of the student's parent(s)/guardian(s).
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student's parent(s)/guardian(s).

Other Rules

Apart from this drug testing program, the Illinois High School Association and Illinois Elementary School Association as well as each activity's coaching staff or sponsor may have their own training rules and requirements. Coaches and sponsors have the necessary authority to enforce those rules. Any student participant who violates a team or activity rule or requirement is subject to the consequences as defined in those rules and requirements.

Testing Negative

The parents or guardians of the extracurricular participant who tests negative will be notified by mail as soon as practical of the district's receipt of the information.

Testing Positive

If the test results are positive, the extracurricular participant will be considered in violation of Monmouth-Roseville School Extracurricular Code of Conduct. The student and parents will be notified as soon as practical and shall meet with the Building Principal or designee.

Penalties

Students who test positive in violation of this policy may suffer consequences up to and including:

1. Suspension from all extracurricular activities for the remainder of his/her high school career; and
2. Suspension of student's school parking permit for the remainder of his/her high school career.

Enforcement

The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline in extracurricular activities.

Expenses

Funding for this program will be by Board of Education action.

Monmouth-Roseville Community Unit School District No. 238

Extracurricular Participant Eligibility Drug Testing Student/Parent Consent Form

I wish to try out for and/or participate in school sponsored extracurricular activities. I have read the Board of Education's Extracurricular Participant Drug Testing Policy and I understand the Board of Education's Policy and Procedures and agree to follow said Policy and Procedures, including being subjected to random testing, as a condition of participation in extracurricular activities. I understand that if I disobey the rules, I will be excluded from the opportunity to participate in extracurricular activities as provided in the Board's Policy and Procedures. I understand that I should ask school district staff if I have any questions about the drug testing program or results.

I accept the method of obtaining urine samples, testing and analyses of such specimens, and all other aspects of the program. I agree to cooperate in furnishing such urine samples which may be required at random times. I further agree and consent to the disclosure of the sampling, testing and results as provided for in this program to the school district administration. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent such disclosure is authorized by this program. This consent is valid for the current school year.

I authorize the medical staff to take a sample of my urine for the purpose of performing tests and otherwise screen the sample obtained from me for presence of drugs, alcohol, tobacco or other chemical substances. Also, I authorize the medical staff to release the results of the testing, regardless of whether the results are negative or positive to the Administration of Monmouth-Roseville Community Unit School District No. 238.

I agree to participate in this program and release the testing organization/certified lab and any of its employees or agents from any liability arising out of my participation in this Drug Screening Program.