

Elmwood C.U.S.D. #322  
Junior/Senior High School  
2022-2023 Student/Parent Handbook

Board of Education

Mr. Tom Conklin	Mrs. Jessica Reyling
Mr. Mark Davis	Mrs. Katie Vaughan
Mr. Claude Keefer	Mr. Kevin Windish
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Administration

Dr. Chad Wagner, District Superintendent - 742-8464  
Mr. Tony McCoy, Jr./Sr. High School Principal - 742-2851  
Mrs. Marcy Brugger, Elementary School Principal - 742-4261

Administrative Assistants

Mrs. Sherry Swindler, District Bookkeeper  
Mrs. Julie Seeley, District Secretary  
Mrs. Michele Ewalt, Jr./Sr. High Secretary

Administrative Support

Mrs. Janelle Meyers, Guidance Counselor  
Mrs. Janelle Meyers, JH Athletic Director  
Mr. Chuck Vermillion, HS Athletic Director  
Mr. Caleb Waddell, Technology Director

**Welcome to Trojan Territory!**

The faculty and staff of Elmwood JH/HS extend a warm welcome to you this school year. All of us at Elmwood JH/HS are proud of the accomplishments of our students. Your time here will be filled with opportunities for learning and service. You are encouraged to take advantage of academic and extracurricular activities. Elmwood JH/HS provides equal opportunity to all students regardless of race, sex, color, religion, national origin or disability condition.

While many of you are familiar with the policies, procedures and general operation of the school, a review of this handbook is very important, as there are a few changes. When in doubt, ask your teacher or stop in the office to meet with Mrs. Meyers or myself. We are here to help you be successful in your learning experiences.

Your school years will go fast so we encourage you to get involved in not only your education but the various athletic teams, fine arts programs, and clubs that are available to you.

It is the goal of every member of Elmwood JH/HS faculty and staff that you enjoy your experiences here and that you reach your academic potential. We wish you the best of luck for a successful 2022-2023 school year. And remember-Trojans Run Together!

Sincerely,

Mr. Tony McCoy, Principal

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## **2022-2023 School Calendar**

*Board Approved (12/20/2021)*

### FIRST SEMESTER

End of July Online Registration (TBD)  
August 15 NO SCHOOL – Teacher Institute  
August 16 First Day of School (8:10AM–2:15PM)  
September 2 NO SCHOOL – Teacher Institute  
September 5 NO SCHOOL – LABOR DAY  
September 16 Midterm Reports Sent to Parents  
October 10 NO SCHOOL – COLUMBUS DAY  
October 14 End of the 1<sup>st</sup> Quarter  
October 19 and 20- (2:15 dismissal for P/T conferences)  
October 21 NO SCHOOL – Parent/Teacher Conferences (All-Day)  
October 31 ½ DAY OF SCHOOL – School Improvement Day Students  
(8:10AM–11:30AM) Teachers (12:30PM–3:45 PM)  
November 8 NO SCHOOL – ELECTION DAY  
November 18 Midterm Reports Sent to Parents  
November 23–25 NO SCHOOL – THANKSGIVING BREAK  
December 20–21 EARLY DISMISSALS (2:15PM) – Semester Exams  
December 21 End of 2<sup>nd</sup> Quarter/1<sup>st</sup> Semester  
December 22–January 2 NO SCHOOL – WINTER BREAK

### SECOND SEMESTER

January 3 NO SCHOOL – Teacher Institute  
January 4 School Resumes for Students  
January 6 Report Cards Sent Home  
January 16 NO SCHOOL – MARTIN LUTHER KING, JR. DAY  
February 10 Midterm Reports Sent to Parents  
February 20 NO SCHOOL – PRESIDENTS' DAY  
March 6 REGULAR SCHOOL DAY – HOLIDAY WAIVED (Casimir Pulaski)  
March 10 NO SCHOOL – Teacher Institute / End of 3<sup>rd</sup> Quarter March 31 Midterm Reports Sent to Parents  
April 5–10 NO SCHOOL – SPRING BREAK  
April 11 School Resumes for Students  
May 12 Emergency Day – if not used, No School  
May 21 High School Graduation – 1:00PM, High School Gym  
May 19 Emergency Day – if not used, No School  
May 22–23 EARLY DISMISSALS (2:15PM) – Semester Exams  
May 23 Tentative Last Day for Students (End of 4<sup>th</sup> Quarter/2<sup>nd</sup> Semester)  
May 24–26 Emergency Days – if not used, No School  
May 29 NO SCHOOL – MEMORIAL DAY

## REGULAR DAILY SCHEDULE

### High School

Period 1	8:10-9:34
Period 2	9:38-11:02
Period 3	11:05-12:32
Period 4	1:08-2:32
ACS	2:35-3:05

### Junior High

Period 1	8:10-9:01
Period 2	9:04-9:55
Period 3	9:58-10:49
Period 4	10:52-11:43
Lunch	11:45-12:13
Period 5	12:15-1:06
Period 6	1:08-1:48
Period 7	1:50-2:30
Homeroom	2:32-3:05

## EARLY OUT SCHEDULE (Wednesday)

### High School

Period 1	8:10-9:24
Period 2	9:28-10:42
ACS	10:46-11:12
Period 3	11:15-12:32
Period 4	1:08-2:15

Period 1	8:10-9:01
Period 2	9:04-9:55
Period 3	9:58-10:49
Period 4	10:52-11:43
Lunch	11:45-12:13
Period 5	12:15-1:06
Period 6	1:08-1:40
Period 7	1:42-2:15

## **PREAMBLE**

This handbook is provided to the students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as in the interest of modeling appropriate student government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the actions described in this handbook.

**All students and their parents are responsible for reading and understanding the contents of this handbook. Your receipt of this handbook acknowledges your understanding and willingness to comply with the policies and procedures contained in this handbook.**

## **MISSION STATEMENT**

**The mission statement of Elmwood District #322:** In an active partnership with parents and community, the mission of the Elmwood School District is to provide a positive and supportive environment that vigorously develops the minds and character of the 21<sup>st</sup> Century learners.

## **PRINCIPAL'S DISCRETION**

The Jr./Sr. High School principal shall hold discretionary power to interpret any/all portions of the student handbook in matters of discipline. He/she reserves the right to judge each case individually. The administration will inform all concerned parties when penalties do not coincide with the handbook.

## **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.

## **GUIDANCE**

The counselor is available for vocational and college information, as well as personal counseling. All students should take advantage of the many resources that are available in this department, some of which are career descriptions, college applications and catalogs, financial aid information and applications, and scholarship opportunities. Some specialized services of this department are advising students on selection of high school courses, providing academic aptitude testing, advising students of occupational opportunities and referring students to specialized agencies.

## **JUNIOR HIGH ACADEMIC REQUIREMENTS**

All Elmwood Junior High School students must take a core curriculum. These classes are designed to prepare students for high school. Students in junior high are expected to pass four of five academic core subjects. At the end of the first semester, students who are not meeting this requirement will be brought before a Review Board consisting of the student, his/her parents, teachers, and administration to develop a Preventative Retention Plan for the student.

### **7<sup>th</sup> Grade Core Classes**

English  
Literature  
Math  
PE/Health  
Science  
Social Studies

### **8<sup>th</sup> Grade Core Classes**

English  
Literature  
Math  
PE  
Science  
U.S. History

## **GRADING SCALE**

A+	100	C-	75-74
A	99-94	D+	73-72
A-	93-92	D	71-67
B+	91-90	D-	66-65
B	89-85	F	64-0
B-	84-83	I	Incomplete
C+	82-81	P	Pass
C	80-76	WP/WF	Withdrew Passing/ Withdrew Failing

### **Make up work**

1. A student may make-up work for credit if he/she has an excused absence.
2. All work must be completed according to the teacher’s policy.
3. A student who misses a test may expect to be asked to take a different test than the other class members.
4. Work not made up within designated time periods will be graded as an F.
5. A student should plan on staying after school or before school to do make-up work.
6. A student that has a truant absence will receive an F for any class work missed unless the student completes the work during a designated time.

## **JUNIOR HIGH SCHOOL CO-CURRICULAR ACTIVITIES**

Junior High students are encouraged to participate in co-curricular activities. Elmwood Junior High School offers the following activities:

- |   |                   |
|---|-------------------|
| 1. Band concerts, contests, festivals   | 10. Cross Country |
| 2. Choral concerts, contests, festivals | 11. Basketball    |
| 3. LEGO League                          | 12. Volleyball    |
| 4. Literary contest                     | 13. Baseball      |

- 5. Scholastic Bowl
- 6. Science Contest
- 7. Student Council
- 8. Softball
- 9. Track

- 14. Speech
- 15. Geography Bee
- 16. Spelling Bee
- 17. Cheerleading

We encourage all students to take part in co-curricular activities. Students will be subject to any and all local, state, and/or national rules and regulations. In order to participate in Elmwood co-curricular activities, a student must be passing all courses. In order to participate in or attend a school activity a student must attend ½ day on the day of the event unless the absence is for a doctor's appointment, court appearance, funeral, or other approved absence.

## **EMERGENCY CLOSING OF SCHOOLS**

If weather conditions or other emergency situations make it necessary to close the school, the district will notify various radio and television stations and ask them to broadcast the information. Elmwood School District will also use Global Connect, the mass communication system, to further facilitate the effort. Please do not call the school. The information will be available much more conveniently by listening to Global Connect or watching a local radio/television station also check the school website for updates and rescheduled events at [www.elmwood322.com](http://www.elmwood322.com). Determination of school closing will be made by 6:00 a.m. on the day of:

### **Radio Stations**

- WMBD 1470
- WSWT 107
- WPBG 93.3
- WWFS 1290
- WGLO 95.5

### **Television Stations**

- WMBD
- WEEK
- WHOI

## **SCHOOL FEES FOR 2022-2023 SCHOOL YEAR**

### **Book Rental & Technology Fees**

K-6	\$95
7-8	\$110
9-12	\$125
Tech. Insurance (grades K-12)	\$25

### **Registration Fees**

Drivers Education Fee	\$150
Photography Fee	\$65
Art Fee	\$35
Foods Fee	\$25

### **Lunch Fees**

HS	\$2.85
Elementary	\$2.60
Milk	\$0.40
Seconds	\$1.20
Faculty lunch	\$3.40
Faculty fruit/veg	\$0.55
Faculty French fries	\$0.65
Faculty seconds	\$1.20

### **Athletic Activity Fee**

HS football, cross country, basketball, track, volleyball, baseball, softball, golf, cheerleading, spirit squad, dance:	
per sport	\$50
max per individual	\$70
max per family	\$120

JH basketball, volleyball, cross country, track, baseball and softball, cheerleading:	
per sport	\$40
max per individual	\$50

5 <sup>th</sup> & 6 <sup>th</sup> grade basketball:	
per sport	\$40

### **Admission Fees**

High school Varsity games	
Adults	\$4
K-12	\$2
Seniors	FREE
High school JV games	
Adults	\$3
K-12	\$2
Seniors	FREE
JH basketball and volleyball games	
Adults	\$3
K-12	\$2

Seniors FREE  
5<sup>th</sup>/6<sup>th</sup> basketball games  
Adults \$3  
K-12 \$2  
Seniors FREE  
**Family Athletic Pass**  
\$125 per family

**Athletic Activity Fee maximum \$120 per family whether athletes are in HS, JH, or 5<sup>th</sup>/6<sup>th</sup>**

## HEALTH SERVICES

Every student at Elmwood must present written proof of having immunizations and health examinations in accordance with the Revised School Code 27-B and rules and regulations of the Department of Public Health in each of the following situations:

- Upon entering 5<sup>th</sup> and 9<sup>th</sup> grades;
- Upon transferring from another school, irrespective of grade;
- Students who do not have these on file in the school office by October 15<sup>th</sup> will not be permitted to attend school.

Examinations shall be by licensed physicians and dentists. Additional health examinations of students may be required when deemed necessary by school authorities. Transfer students will be required to complete these examinations within 30 days after enrollment. Students who do not comply with this policy by October 15<sup>th</sup> shall be excluded from attending school. Additional policies include the following:

- All students participating in the interscholastic athletic program must have record of physical examination on file prior to being permitted to participate
- When it is necessary for a student to go home due to illness or injury, the parent or an approved alternate contact will be called prior to permitting the student to leave school. Students are not permitted to leave school without permission of school officials
- All students must have an emergency card on file in the office.

## HONOR ROLL

Honor roll lists are published at the end of each grading period. There are two honor rolls (high honors and honors). To be eligible for high honors, students must have an academic average of 4.5 or above on a 5.0 scale. To be eligible for honors, students must have an academic average of 4.0 - 4.49. Only academic subjects are used in determining the grade point average for the honor roll. Students are excluded from the honor roll if they have incomplete grades, if their average is below 4.00, or if they have any grade below a C-.

## INSURANCE

The school district offers to parents as a service, an optional school time accident insurance policy endorsed by the Board of Education. This policy covers your student:

- While traveling directly to and from school;
- While attending school, including coverage for all physical education class activities;
- While participating in **school-sponsored activities**, either away from school or after school hours.

This plan covers students practicing or competing in sports, with the exception of football. Neither the school nor anyone associated with the school receives a profit from the fees paid. All transactions are between the student or family and the insurance company.

Those boys and girls participating in interscholastic athletics must be covered by an insurance policy. If a student is injured at school or while traveling to or from school, the student should report the injury immediately to a teacher or to the office. It is important to report an injury immediately and obtain an insurance form. This form must be sent with all medical and hospital bills incurred to the insurance company within ninety (90) days of the injury.

## **LEGAL RESIDENCE**

**In order for a student to legally attend Elmwood Jr./Sr. High School, he/she must be legal residents of District #322.** Students who live outside the boundaries of District #322 must pay tuition if granted permission to attend Elmwood Jr./Sr. High School. It must be understood that the Board of Education is not required to admit tuition students. If a question arises concerning a student's legal residence, school authorities will require proof of legal residency in District #322. Students who do not legally reside within the boundaries of District #322 and attend Elmwood Jr./Sr. High School under false pretenses will be liable for tuition payment accumulated during their attendance at Elmwood and will be required to transfer to the appropriate school. It is a criminal offense reportable to the State's Attorney's Office when false information is provided to the school district.

## **PHYSICAL EDUCATION EXEMPTIONS**

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.

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.

## **REPORT CARDS**

Report cards will be available at the end of every grading period. Progress reports will be emailed home at the middle of the grading period. Parents and students should use our student management platform (TeacherEase) to monitor grades throughout the year.

## **STUDENT MEDICATION POLICY**

Elmwood C.U.S.D. #322 recognizes that the primary responsibility for the administration of medication rests with the parent or guardian. In the event students must take medication during the school day, the guidelines presented below should be followed:

1. Medication should be limited to those required during school hours that are necessary to maintain the student in school and those needed in the event of an emergency.
2. Pursuant to section 105 ILCS of the School Code, teachers and other non-administrative employees cannot be required to administer medication although they may volunteer to do so.
3. The principal, in conjunction with a licensed prescriber and parent(s) or guardian, identify circumstances in which a student may self-administer medication.
4. All medications given at school, including non-prescription drugs, shall be on a written record maintained in the student's health file
5. Effectiveness and side effects shall be assessed as necessary and shall be a part of the health record and feedback given to the parent and healthcare provider.
6. All medication will be administered under the supervision of a school nurse or secretary.
7. The parent must administer the initial dosage of medication at home in order to observe any side effects.
8. All medications will be kept in a locked cabinet in the office.
9. If a student requires emergency medication for an allergic condition, he/she must have the Medication Authorization form completed by a physician and parent and send the appropriate medication.
10. A responsible adult must bring medication to school. The medication must be in its prescription bottle with specific instructions for administration and the prescription must be of current date.
11. Medication orders must be renewed annually or at any time that the medication dosage is changed.
12. At the time of termination of medication, a parent or responsible adult will pick up the remaining medication or the secretary will dispose of it in the presence of a witness.
13. The parent and physician must complete the Medication Authorization form for both prescription and over-the-counter medication. This includes medication on a temporary or long-term basis.



14. A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.
15. A list will be kept on file of student's allergic reactions to insect bites or foods, which require the use of emergency medication. School personnel will be instructed to call the emergency medical services following the administration epinephrine.
16. All medications to be administered during a field trip/outdoor educational experience shall be clearly marked with:
  - Student's name, grade and teacher
  - Medication name and dosage
  - Date
  - Administration route and/or other directions
  - Licensed prescriber's name

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.

## **CARE OF STUDENTS WITH DIABETES:**

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

1. 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.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building Principal.

## **STUDENT 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:

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**  
The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to 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.
3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**  
A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the

record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

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

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

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

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

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

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

- Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**  
Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the 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.
8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is: U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

## TEXTBOOKS

Each classroom teacher normally issues textbooks/Chromebook at the beginning of each class. Once a student is issued a textbook/Chromebook, the student becomes solely responsible for that item. If a textbook/Chromebook is lost, stolen or damaged, the student issued the item must pay for repairs or replacement.

## ASBESTOS MANAGEMENT PLAN

A copy of each school building's Asbestos Management Plan is kept in the District office, and is available at any time for public inspection.

## EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, or economic and social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Gender Equity: No student shall, on the basis of gender, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extracurricular programs and activities. Any student may file a gender equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, therefore, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

## UNIFORM GRIEVANCE PROCEDURE

Students or their parent(s)/guardian(s), employees, or community members may file a complaint in accordance with this grievance procedure, if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal constitution. State or federal statute or Board policy including:

1. Title II of the Americans with Disabilities Act;

2. Title IX of the Educational Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Claims of sexual harassment under the Illinois Human Rights Act, Title VI (students) and Title VII (employees), Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972.

The principal will endeavor to respond and resolve complaints without the need to resort to this grievance procedure, and if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt an equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

### **Filing a Complaint:**

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with the principal. The Complainant shall not be required to file a complaint with a particular complaint manager and may request a complaint manager of the same sex. The complaint manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The complaint manager may assist the Complainant in filing a grievance.

### **Investigation:**

The complaint manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint or identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint manager shall file a written report of his or her findings with the superintendent; the written report shall be filed with Section 3 of this Policy. The superintendent will keep the Board informed of all complaints.

### **Decision and Appeal:**

After receipt of the complaint manager's report, the superintendent shall render a written decision, which shall be provided to the Complainant. In the event that the Complainant is not satisfied with the decision, the Complainant may appeal the decision to the Board of Education by making a written request to the complaint manager. The complaint manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education. Thereafter, the Board of Education shall render a written decision, which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing.

The district has adopted Sexual Harassment policies for students and staff. Each building has a complaint manager. If you have a concern in this, you may contact the superintendent.

## **JR./SR. HIGH SCHOOL POLICIES**

### **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.

### **Cafeteria Service**

A nourishing hot lunch program is in operation during every school day. Daily cost is established by the Board of Education. If a student wishes to bring their own lunch they can purchase a milk in the cafeteria for \$0.40.

All students will remain in the cafeteria during their lunch period unless permission to leave is granted by a supervising staff member. All food and drink must be consumed in the cafeteria. All other school rules apply in the cafeteria.

### **Lunch Program**

#### **Pricing**

USDA sets strict guidelines on meal pricing for school lunches that we must comply with. School meal pricing for the 2022-2023 school year will be as follows: K-6 \$2.60, 7-12 \$2.85. Lunch payments (check/cash) are taken in the

Elementary and Jr./Sr. High offices and applied to each student's account. Students need to have lunch ID/student ID when going through the cafeteria line. Replacement cards will cost \$5 by contacting the Technology Director.

### **Free and Reduced Applications**

Elmwood School District works diligently to enroll eligible students in the free and reduced price meal program. Free and reduced applications are available at any time throughout the school year. Applications are available on the website, and at both school buildings. Please do not hesitate to complete an application. If you need assistance with the application process please contact the Jr./Sr. High School Office at 742-2851.

### **Unpaid Meal Charges**

Unpaid school meal debt can become a critical problem. If left unaddressed, it can impact the quality of meals for all students. Elmwood School District uses a variety of methods to notify parents of low or negative account balances and to discreetly provide alternate meals to students. If a student's lunch account reaches a negative balance they will be served an alternate meal at no charge. If a student has a low or negative balance, phone calls to guardians are communicated as an attempt to collect unpaid meal charges. We in **NO** way want any child to go hungry, or be denied a meal, but we simply have to have accounts paid to continue to operate efficiently. We will work with families to establish repayment plans if necessary.

### **Closed Campus**

Elmwood Jr./Sr. High School operates a closed campus. We discourage student visitors from eating lunch at Elmwood due to lack of space during the lunch periods. Students must remain on campus unless they receive permission of school officials to leave. Violation of this rule will result in after-school detention. Repeat offenders will be subject to increased disciplinary consequences.

### **Computer Guidelines**

Students will not be allowed to use the Internet system of Elmwood High School unless the student and his/her parents have read and signed the authorization for Internet Access Policy. The policy is available from teachers or the high school office.

Every student will have a user name and a password to gain access to the computer network. Students will be held responsible for any problem that occurs under their access. When a student's friend needs a password, he/she should go to the HS office counter to put in a request to receive one. Do not jeopardize your computer privileges by giving your password to someone else.

All software is District #322 property and cannot be taken home or copied for any reason. Students are not to bring software from home to install on school computers. Students may not use other student's computer disks without their permission. All service disk space is the property of Elmwood Jr./Sr. High School, including home directories.

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

### **Daily Announcements**

Daily announcements will be made over the public address system each day. Only announcements pertaining to school related activities will be read. Announcements must be initialed by a teacher or adviser and received in the office by 8:10 a.m.

### **Distribution of Materials**

No written or printed matter may be distributed in the school building or on the school grounds without the permission of the administration that may designate time, place, manner and conditions of such distribution.

### **Emergency Drills**

- Fire Drills-Periodic fire drills are held to insure student safety. Detailed instructions are issued in the faculty handbook to each teacher and are explained to the students on the opening day of school. All students should become familiar with the fire exit from every classroom to which they are assigned. Students should be familiar with a few basic rules: walk rapidly and quietly, once outside keep at least 100 feet from the building and do not block roads or accesses to the building, do not re-enter the

building until an all clear signal is given. Tampering with fireboxes throughout the building is a violation of local fire code. Knowingly transmitting a false fire alarm constitutes a felony.

- Lockdown Drills are held to insure student safety, as well. Detailed instructions are issued in the faculty handbook to each teacher and explained to the students on the opening day of school. All students should be familiar with the procedures. Tampering with the lockdown callout boxes is a violation and knowingly sending out a false lockdown will result in school discipline and legal charges filed.
- Disaster Drills-Disaster Drills will be announced over the public address system. Students are to proceed to a pre-assigned area. Each teacher and room has been assigned to a specific shelter area. Upon reaching the assigned area, students are to remain with their class, remain quiet, and await further instructions from the person in charge.

## **Fundraising**

Fundraising activities are a vital and necessary part of school support groups and student activities. All such activities require prior administrative approval. Any school support group wishing to conduct a fundraising activity must submit a request for approval of the activity to the administration. The request should specify the nature of the activity, the proposed usage of school facilities and the purpose of the activity by the sponsor or coach approval and signature of the principal.

## **Lockers**

Students will be assigned a hall locker prior to the start of the school year. Students must use their assigned locker. Students may store books and personal belongings appropriate for school use in their hall locker. An after-school detention will be assigned to students who switch from their assigned locker or voluntarily share one.

PE locks can be purchased in the office at a cost of \$5.00.

Students should not reveal their lock combination to anyone. The school is not responsible for items lost or stolen from lockers. Administrators reserve the right to search a student's locker if they deem the search necessary to maintain the integrity of the school environment and/or to protect other students, or as deemed appropriate with the policy on Search and Seizure stated herein in accordance to Illinois School Code.

## **Lost and Found**

Items, which are found, should be turned into the office. Items not claimed will be kept outside the office for one week.

## **Telephones**

Phones are not to be used without permission from the office.

- Students are not to be excused from class to make phone calls.
- Students are not to use the office telephones for personal matters.

## **Cell Phones**

**Student possession and/or use of cell phones is prohibited during regular school hours (8:10 – 3:05).** Any student failing to abide by this rule is subject to disciplinary action. Confiscation of the offending device shall be the minimum action taken. Cell phones should be off and kept in lockers or cars during the school day.

- 1<sup>st</sup> offense – detention
- 2<sup>nd</sup> offense – 2 hour detention
- 3<sup>rd</sup> offense – In-school suspension and parent must come and pick up the phone.
- 4<sup>rd</sup> offense will result in loss of extracurricular attendance.

### **Inappropriate use:**

- Using a cellular telephone, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others.
- All cell phones/smartphones must be kept powered-off and out-of-sight during the regular school day unless use of the device is provided in a student's individualized education program (IEP)
- All other electronic devices—including tablets, laptop computers, netbooks, and Chromebooks—must be registered through Elmwood Community Schools Technology Department on the school network and used in accordance with both the Acceptable Use Policy and the Authorization for Electronic Network Access, Internet Access, and Student Technology Use form.
- Students may only use an electronic device other than a cellphone/smartphone when: (1) the device has been properly registered on the school network (2) the supervising teacher or administrator grants permission.

- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
- Students are not to use earbuds, headphones, and/or AirPods while moving around the school and will only use in the classroom under direction from the classroom teacher.

## **Valuables**

Students are cautioned not to bring large amounts of money, radios, cameras or other valuables to school. The school cannot be held responsible for personal items that are lost or stolen. If valuables must be brought to school, they may be stored in the office.

## **Visitors**

In accordance with Illinois State Statute 38, Sec. 21-3, only authorized personnel and presently enrolled students are permitted to be on school grounds or in the school building during school hours. Visitors to the school campus are directed to report to the high school office for permission to visit and obtain a visitor's pass. They shall be required to present proper identification and state the purpose of their visit. Violators are subject to prosecution for criminal trespassing. Visitors are not permitted to spend the day in classes with friends or relatives without permission from the building principal.

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.

## **Work Permits**

Work permits are issued to employers to put them on notice that you are a minor and that, as employers, they must obey the laws that have been passed to protect you. Students who are 14 or 15 may obtain work permits in the principal's office by presenting a parental consent note and a letter on the employer's letterhead stating their intent to hire you.

## **STUDENT SERVICES**

The guidance office is designed to help students make the most of their Jr./Sr. High School years, particularly their school experiences. Among the services provided are: counseling students with academic and personal problems, counseling students who are having conflicts with others, helping students make plans for life after high school, and assisting students in their selection of high school courses. Assessment of student learning and behavior problems is also available. Parents are encouraged to contact the guidance counselor with concerns or questions they might have.

There are several ways a student may obtain an appointment with his/her counselor. Most students make their own appointment by signing up on the sign-up sheet outside the counselor's door. Sometimes parents, teachers or other staff members request that a counselor talk to a student. With the goal in mind that the staff is here to educate and meet the social and emotional needs of individual students, the staff will make every effort to allow students time to meet with their counselor or support staff during class time. With large blocks of time to work, it is the hope that students will be able to find time to meet with support staff without significantly impacting their academic progress. Conversely, the support staff hopes to be able to work more with teachers in the classroom to aid in the growth and development of all students.

## **Special Education**

Elmwood School District #322 is a member of the Special Educational Association of Peoria County Cooperative. All districts are required to inform their residents that special education services are available to children, ages three to twenty-two who reside within the school district boundaries. Parents have the right to request a copy of the Rules and Regulations to Govern Special Education. Necessary accommodations will be made for parents/guardians with disabilities in order that they may be able to attend their child's programs, conferences or school board meetings.

Elmwood School District provides the following special services:

- Evaluation to determine eligibility for special education services
- Home and hospital instruction for children who will miss at least two consecutive weeks of school because of illness or accident, provided with a doctor note recommending tutoring
- Hearing and vision screening at regular intervals
- Speech and language evaluations
- Social work services
- Occupational and Physical therapy
- Adapted PE services
- Vision and hearing consultation

As a member district of SEAPCO (Special Education Association of Peoria County), special education services from the cooperative are available to eligible Elmwood children with differences classified as: Specific Learning Disability• Intellectual Disability• Emotional Disability• Orthopedic Impairment• Hearing Impairment• Visual Impairment• Developmental Delay• Multiple Disabilities• Other Health Impairment• Speech or Language Impairment• Autism• Traumatic Brain Injury

To obtain more information concerning special education services, contact the principal or guidance counselor.

Psychologist and Social Worker: For students with unique needs, the school psychologist and social worker provide specialized services. In addition to counseling with students, parents and consulting with teachers, the psychologist and

social worker participate in student staffing, conduct individual assessments and make referrals to outside agencies such as a mental health center, doctors and other community agencies.

## **ACADEMIC POLICIES**

The students of Elmwood Jr./Sr. High School are called upon to know, to respect, and to practice standards of personal honesty. The faculty and administration wish to make it clear that the following acts are regarded as serious violations of personal honesty and ideals of academic integrity.

- Submitting as your own, material copied from a publishing source.
- Submitting as your own, someone else's unpublished work.
- Submitting as your own, work copied from another student.
- Submitting a re-written or paraphrased version of someone else's work.
- Allowing someone or paying someone to write a paper or complete an assignment for you.
- Purchasing a pre-written paper..

### **Incomplete Grades**

Incomplete grades recorded at the end of the term must be made up. It is the student's responsibility to make arrangements with the teacher to complete the work within the first week after the first semester has ended. If the work is not completed within the time limit, an F grade will be recorded. 2<sup>nd</sup> semester work must be complete by the end of the term. Exceptions will be made in cases of extenuating circumstances.

### **Parent/Teacher Conferences**

Parents play a vital role in their children's education. They need to establish a home environment that allows for a time and place to study. They also need to monitor their student's progress and activities. To this end, parents and teachers are encouraged to contact each other concerning student progress. Parents are urged to contact the teachers, counselors or administration about any situation that concerns their students.

### **Standardized Testing**

At various intervals in the educational career of the student, it is necessary for the school to administer standardized tests to evaluate student progress. The following standardized tests are administered to Elmwood Students:

1. 7<sup>th</sup> and 8<sup>th</sup> grade students participate in IAR testing. This test is required and was designed by the Illinois State Board of Education based on Common Core State Standards. These students also participate in MAPS testing which is a test to measure student improvement.
2. The SAT/PSAT tests will be taken by grades 9-11 and are a statewide assessment of student performance. These standards are an essential part of the school recognition process required by the State of Illinois.
3. PSAT Test: The PSAT is a voluntary test administered to sophomores and juniors in October. This assessment provides the student with an opportunity to become familiar with the SAT test.
4. ACT and SAT Tests: These tests are used by colleges and universities as one of the criteria for admittance. Both tests can be taken as often as a student desires (at his/her own cost). Students should plan to take these tests during the spring of their junior year or at the latest, the fall of their senior year. Registration materials, deadline dates and testing dates are available in the student services office.

## **STUDENT GOVERNMENT**

### **Student Council**

The Student Council is the governing board of the student body. The Student Council organizes various school events, plans homecoming activities, provides input to the administration concerning student interests and provides services to the Elmwood Community.

## **STUDENT PUBLICATIONS**

### **Yearbook**

The yearbook is entitled The Elmwood Elementary and Junior High Yearbook.

# ATTENDANCE

## Attendance Policies

Regular attendance in school is one of the major ingredients for academic success. Consistent attendance and punctuality are also characteristics that are valuable for success in future endeavors. Parents can assist us by encouraging their students to attend school regularly. According to section 26.2A of the Illinois School Code, the only legal reasons why a child may be absent from school are:

1. Illness
2. Funeral
3. Observance of a religious holiday
4. Family emergency
5. Circumstances which cause reasonable concern to the parent or guardian for the safety of health of the student
6. Other situations beyond the control of the student, as approved by the superintendent, principal or designee.
  - a. Example: pregnancy or health issue may require a 504 to work on remote learning, after school tutoring, and/or changes to make up work policies set by classroom teacher
  - b. Example: COVID + may require quarantine learning protocols set up by guidance counselor or administrator

**\*\*\*AFTER SEVEN ABSENCES, OR AFTER THREE CONSECUTIVE DAYS ABSENT, STUDENTS WILL NEED A DOCTOR'S NOTE OR THE ABSENCES WILL BE CONSIDERED UNEXCUSED.**

## Types of Absences

**Excused absences:** A child may be absent from school because of illness, observance of religious holiday, funeral, family emergency, situations beyond the control of the student or such other circumstances which cause reasonable concern to the parent for the safety or health of the student. Excused absences will be given for the absence with valid cause. This includes any absence due to "the mental or behavioral health of the student." Schools must excuse students for mental or behavioral health-related reasons for up to 5 days before a medical note is required.

Any student who has a medical or dental appointment will contact the attendance secretary prior to 7:55 a.m. The student will be signed out and given a pass to leave class at the designated time. Students are to bring back to the attendance office verification from their doctors or dentist when they return to school following their appointment.

**Unexcused Absences:** Reasons for unexcused absences shall include truancy, failure to have proper verification to explain an absence and any unauthorized departure from the building. Parents and students should be aware that any absence from school other than those listed in the excused or pre-arranged absence category are not acceptable and regarded as unexcused. Examples are, but are not restricted to the following: car repairs, shopping, over-sleeping, haircut, getting a driver's license or phone messages saying that the student is "not in," "absent," or "not coming," etc. are not valid reasons for missing school.

## Consequences for Cumulative Unexcused Absences

### 1-2 Blocks:

- First unexcused absence: 1 detention
- Second unexcused absence: 1 Wednesday detention
- Third unexcused absence: 2 Wednesday detentions
- Fourth unexcused absence: In-School Suspension
- Fifth unexcused absence: Principal discretion

### More than 2 Blocks:

- First unexcused absence: 1 Wednesday detention
- Second unexcused absence: 2 Wednesday detentions
- Third unexcused absence: In-School Suspension
- Fourth unexcused absence: Multiple In-School Suspension
- Fifth unexcused absence: Principal discretion

## Truancy

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

### **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.

### **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: Junior High/High School office at: 742-2851

### **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.

### **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.

### **Prearranged Absences**

Parents are discouraged from removing students from school for any reason; such absences may disrupt the continuity of a student's learning and create education problems. Unavoidable conflicts do occur. Such incidences are listed below:

1. Medical or dental appointments
2. Illness in the family (if not chronic or continuous)
3. Funeral
4. Business trip for or with parents
5. Family vacation
6. Appearance in court

### **Early Dismissal**

**It is the student's responsibility to obtain permission for his/her early dismissal prior to 7:55 a.m. each morning.**

### **Excessive Absences**

When it is determined that a student has been excessively absent from school, and absences have not been a result of hospitalization, chronic medical condition or injury verified by a physician, an immediate conference with the principal and parent(s) or guardians shall be called.

### **Make-up Work Due to Absence & Grading Policy**

In the event of student absence, please follow these procedures:

1. Prior to 8:00 a.m. each day, notify the attendance office at 742-2851, of the student's absence. We urge all parents to call in before that time. If you are unable to call before 8:00 a.m., please call the high school as soon as possible
2. The parent or guardian is the only authorized person to inform the school of a student's absence.
3. If no call is received, the attendance secretary will attempt to contact a parent at home or work. If she is unable to reach a parent, the student is to bring a note signed by a parent the next morning, report to the Jr./Sr. high school office before 7:55 a.m., and obtain an admit to return to class.
4. Students are responsible for contacting their teacher to obtain assignments they have missed and will pre-arranged absences, last minute appointments, and court appearances do not fall under the make-up work policy and receive one (1) day for each day of absence to make up work.

5. If the student forgets the note, he/she will be sent to the Jr./Sr. High School office of his/her teacher. An unexcused admit will be issued pending a parent note. The next day, he/she must bring the note to the attendance office. If it is acceptable, an excused admit will be issued. Unexcused absences will be disciplined according to the consequences for cumulative unexcused absence policy.
6. Students may not leave school without prior permission of school officials. A parent or guardian must call the attendance office (742-2851) in advance, requesting that a student leave school. A note from the parent before school starts in the morning is also acceptable.

### **Late Work**

A student may turn in late homework with a maximum of a 50% deduction, if it is turned in at the beginning of the next class period. After that, the assignment may receive a grade of zero. The individual teacher may adjust the deduction to fewer points off, at their discretion.

### **Absent Policy**

Students shall be granted one (1) calendar day for each day of absence to make up work under a traditional schedule (i.e. A student who misses Tuesday would have to turn in missed assignments on Thursday.) Under the block schedule, students shall have one like letter day for each day absence to make up work (i.e. A student who misses and A-day on Wednesday shall not be required to turn in missed assignments on the next A-day, Friday. Rather, the student would be expected to turn in the assignment the following week on Tuesday (A-day).)

“Pre-assigned” projects, papers and work are due the day that the student returns to school, regular homework and daily work are not considered pre-assigned.

Papers turned in without a name on it can have a maximum of a 10% deducted.

### **Make Up Work - (2-40 PRESS 7-70, Attendance and Truancy)**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

### **Leaving School without Permission**

First Offense: One detention for each period missed and zeros for any work missed

Second Offense: In-School-Suspension

Third Offense and all that follow: Out-School-Suspension

### **Tardiness**

Tardiness is considered unacceptable behavior. All tardies to school are considered unexcused, with the exception of those involving serious problems or emergencies. Oversleeping, family errands, baby-sitting, missing the bus, car trouble not validated by parents, etc., are not acceptable as excused reasons for being tardy. The following is the procedure for tardies:

- 1<sup>st</sup> - 3rd Tardy - Warning by the office
- 4th Tardy - 1 Detention
- 5th-7th Tardy – Wednesday 2-hour detention
- 8<sup>th</sup> Tardy – In-school suspension
- 9<sup>th</sup> – above – Multiple In-school suspension days
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## **STUDENT DISCIPLINE**

### **Student Behavior and Discipline**

Elmwood Jr./Sr. High School employs a variety of disciplinary measures to maintain a safe educational atmosphere. Students who display undesirable behavior are disciplined to help correct such behavior and to help them develop self-discipline. When a student is involved in a disciplinary action, the student will be afforded individual attention in a constructive manner. Discipline procedures will follow the due process of law, including providing for appeals to other school authorities. For additional support, parents are informed of disciplinary action to enable the home and the school to work together to correct such behavior. Students must understand that any staff member has the authority to correct misconduct at any time.

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

## **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:
  - 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*).
  - Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
  - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
  - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - 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.
  - "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.
  - 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.
  - 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.

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through

the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

4. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
5. 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.
6. 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.
7. 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.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
11. Entering school property or a school facility without proper authorization.
12. 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.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. 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.
18. 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.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

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

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

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

## **Disciplinary Measures**

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

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

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

## **Corporal Punishment**

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



## Weapons Prohibition

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

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 alike" of any firearm as defined above.

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

## Gang & Gang Activity Prohibited

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

## Re-Engagement of Returning Students

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

Cross-references:

PRESS 7:190, *Student Behavior*

PRESS 7:190-AP2, *Gang Activity Prohibited*

## Student Bullying

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

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at a school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment also including 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 a school district or school if

the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and does not require a district or school to staff or monitor any non-school-related activity, function, or program.

*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:

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

Bullying, intimidation teen dating violence and/or harassment may take various forms including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation, and school violence. Examples of bullying may include, but are not limited to:

- Physical Bullying: may include punching, shoving, poking, hair-pulling, or other similar behaviors.
- Verbal Bullying: may include name calling, teasing, gossip, humiliation, intimidation, or other similar Behaviors.
- 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.

A student who is being bullied is encouraged to immediately report it orally, or in writing to the principal or any staff member, whom the student is comfortable speaking. There are forms available in the office for students to fill out and turn in. All reported incidents will be investigated and discussed with reporters within 10 days. Anyone who has information about actual or threatened bullying is encouraged to report it to the principal, any staff member, by email [tmccoy@elmwood322.com](mailto:tmccoy@elmwood322.com), or phone 309-742-2851. The school will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. The school will protect students against retaliation for reporting incidents of bullying, intimidation, teen dating violence or harassment, and will take disciplinary action against any student who participates in such conduct.

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.

Bullying will not be tolerated by the Elmwood #322 school district and is a state law approved by the Illinois State Board of Education.

The administration is directed to provide to district schools and parents, educational materials designed to assist in preventing bullying and to minimize the risk of being bullied. Students who engage in acts of bullying may be subject to discipline in accordance with the Board's general student discipline policy. Such discipline may include verbal or written reprimand, in-school suspension, and change of placement and/or out of school suspension or expulsion. Parental notification will be made in accordance with the Board's student discipline policy.

Cross-reference:

## Types of Disciplinary Action

### Denial of Privileges and/or Lunch Detention

When considered necessary, students may be denied certain privileges for a period of time, including parking privileges. This could also include exclusion from a particular class or school activity as a participant or spectator.

1. Disciplinary removal from class: should a student's behavior result in removal from class, the student will be directed to report to the principal or counselor immediately. The principal or counselor will discuss the class removal with the student and the teacher to determine the appropriate penalty. The principal or counselor will also notify parents of the removal from class by mail.
2. Students who are instructed to leave class for disciplinary reasons must report to the office. Failure to do so will be regarded as gross insubordination and may result in suspension from school or other consequences.

### After-School Detention

Students who are assigned to after-school detention will report to a designated classroom by 3:15 p.m. and will be released no later than 3:45 p.m. Students held after school for detention are not allowed to ride the activity bus unless they receive prior permission from an administrator. Students are to be prepared to study or work on school-related assignments for the duration of the detention. The following procedures will govern the after-school detention program:

1. After-school detention will be scheduled from 3:15-3:45 p.m. on Monday, Tuesday, Thursday (2:20-3:45 on Wednesday –see below). It will not be scheduled during final exam periods.
2. Detentions will be served in the room of the supervising teacher, unless other arrangements have been made.
3. Students must bring schoolwork to study and the appropriate materials (paper, pencils, etc). If students do NOT have specific work assignments to complete, they will be required to outline a chapter in a textbook.
4. Students will not be allowed to talk, sleep, or play around and must work at all times during detention.
5. Students who are absent from after-school detention will have the detention doubled the first time, a (3) three day the second time and still have to serve the detention(s) that they missed.
6. No food or drinks are permitted in after-school detention.
7. Excused absences for missing after-school detentions will be illnesses, death in the immediate family and/or family emergencies. All excused detentions must be made up the next school days the student is in attendance.
8. Detentions will be served within two days of receiving the detention.
9. Students are to provide their own transportation home from after school detention.
10. Students who violate rules for detention will be required to serve another detention.
11. Restroom needs must be taken care of prior to reporting to after school detention.
12. Student jobs or after school activities will not be an excuse for missing or rescheduled detentions

**Wednesday Detention:** Wednesday detention is a disciplinary measure that may be used as an intermediate step between detention and suspension. They will be held on an as needed basis and are held from 2:20-3:45 p.m.

## Detentions

Detentions 1 – 3 = **1 hour after-school detention**

Detentions 4 – 6 = **2 hour after-school detention (Wednesday)**

Detentions 7 – 8 = **ISS (In School Suspension)**

Detentions 9 + = **Multiple ISS (In School Suspension)**

- **If** a student fails to serve a detention the detention will be doubled. If a student fails to show a second time, the student will be put in ISS until the parents come for a conference and make arrangements to serve the detentions.
- **After** 2 or more ISS parents must meet with the Principal to discuss modifications before the student is allowed to return to class.
- **Restitution:** When property damage or theft occurs, or in cases considered appropriate by the administration, restitution may be required. Restitution of damages or theft may also be accompanied by other disciplinary action and/or a police referral.

- **In-School and Out-of-School Suspension Procedures:** Before suspension, the administration shall provide the student due process with oral charges. If the student denies the charges, the student shall be given an explanation of evidence and the opportunity to present his or her version of the incident. Once this has occurred, the administrator may immediately suspend the student. Prior notice and opportunity to respond, as stated above, is not required and the student can be immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the education process. In such cases, the necessary notice and opportunity to respond shall follow as soon as practicable.

Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall contain a statement of the reason(s) for the suspension and a notice to the parent(s)/guardian(s) on their right to review the suspension. Also, a copy of the notice shall be given to the superintendent.

The student shall serve the suspension on the dates assigned; the suspension will not be postponed pending any appeal.

### **Absences Due to Suspension**

An out of school suspension constitutes a disciplinary action that may affect academic progress. Students will be allowed to make up assignments and tests that are due during the period of the suspension. It is the suspended student's responsibility to obtain the assignments. Students suspended out of school may not participate or be a spectator at any school-sponsored activity during the suspension period or upon returning per the discretion of the Principal. This includes home and away athletic events, performing arts events, social events, prom, homecoming, etc. A police referral will be made in those cases required by law or in cases deemed necessary by school officials.

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will be allowed to make up missed work.

### **Procedures for Appealing Suspensions**

If the student's parents or guardians do not believe suspension is warranted or that the student is innocent of the charges, they may request an informal hearing with the principal to appeal the suspension. At the request of the student's parents or guardians, a hearing will be conducted by the principal to review the suspension.

At the hearing, the student's parent(s)/guardian(s) may appear and discuss the suspension with the principal and may be represented by counsel. If the principal conducts the hearing, he/she shall issue a written report that makes a recommendation regarding the issue of guilt. The principal shall also hear evidence on whether suspension is appropriate in the event the student is guilty of the offense with which he or she was charged, and the principal's report shall make a recommendation regarding the appropriateness of suspension to the School Board. If the Board conducts the hearing, the Board shall decide the issue of guilt and hear evidence on whether suspension is appropriate. After a hearing before the principal and upon receipt of the principal's report, the Board may take such action as it finds appropriate.

### **Expulsion from School**

In some major disciplinary cases, or when other disciplinary actions have failed to correct undesirable behavior, the principal may recommend expulsion to the superintendent of schools. The principal will review this recommendation and make his/her own recommendation to the Board of Education. The Board of Education may expel a student for a definite period not to exceed two (2) school years.

### **Extracurricular Activities as They Relate to Discipline**

It is important to keep in mind that participation in activities and athletics is a privilege, not a right. The decision in cases of alleged misconduct will include both the regular school discipline and the extra-curricular discipline.

## **STUDENT AND SCHOOL RIGHTS**

### **Search and Seizure**

The board recognizes its responsibility to maintain order and security in the schools. Accordingly, school authorities are authorized to conduct searches of students and their personal effects, as well as the property of the District, in accordance with this policy. Any and all means may be utilized in assisting the school district in search and seizure procedures, if necessary, to include but not be limited to police agencies and police dogs.

## **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.

## **Use of Police and/or Police Dogs**

It is the responsibility of the school to deal with student disciplinary problems whenever possible according to the policies and procedures established by the district and the school. However, when violations of state laws or city ordinances occur, or when students or parents refuse to work within the established policies of the district and school, or when security of person or property appears to be in jeopardy, the school will not hesitate to call the police and begin prosecution proceedings. In addition, the use of police and/or police dogs to check lockers, cars in the parking lot, students' bags prior to going on a trip and/or other areas for drugs or other illegal substances may be used from time to time.

# **EXPLANATION OF DISCIPLINARY VIOLATIONS**

## **Dress Code**

All students shall dress in a manner that reflects self-respect and the fact that they are in an academic setting. The following guidelines have been established to help students accomplish this goal. Because the guidelines provide for a great freedom of choice, variation from the code will not be tolerated. 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.

1. Clothing that advertises drugs, alcohol or tobacco, has suggestive or obscene materials written or displayed may not be worn. Vulgar, obscene or violent messages on clothing will be treated as vulgar/obscene language or expression.
2. PE clothing is only to be worn in PE class.
3. Outerwear: Sunglasses, hats and other headgear, is not to be worn in the building. Excessive beads, chains, drug, gang or cult related jewelry, etc., are not to be worn.
4. Students who have courses that require safety equipment or special dress codes must adhere to wearing the proper equipment and/or clothing.
5. Male and female students must wear clothing that completely covers the body from the shoulders to mid-thigh. The only exception is a sleeveless, tailored shirt or blouse.
6. Clothing made of spandex or similar material (hiking shorts) may not be worn unless other clothing is worn over it from shoulder to mid-thigh.
7. Blouses and shirts must not be unbuttoned in a revealing manner.
8. Short shorts are not to be worn. Clothing which has holes/slits in them that are in poor taste or are revealing are not allowed.
9. Pants must be worn at the waist.
10. Any equipment used to carry books (including backpacks and book bags) is not to be carried from class to class. Book bags and such should be stored in student lockers. Chromebook cases are permitted.
11. Other attire deemed inappropriate by the administration will be prohibited.

When a student is not properly dressed, the principal has the authority to request the student to change attire. The student may be sent to the principal's office and excluded from classes until arrangements for acceptable attire can be made. Repeated infractions will lead to disciplinary action ranging from parental notification to possible out of school suspension.

### **False Emergency Alarm**

The unauthorized pulling of a fire alarm, lockdown alarm, bomb threat or disaster alert will result in a minimum out of school suspension of five (5) days, and a maximum of ten (10) days, with a possible recommendation for expulsion and a referral for criminal prosecution. Restitution for any damages or charges incurred as a result of false emergency alarm may be required.

### **Gambling**

No form of gambling (cards, dice, quarters, etc.) is permitted in the building and school grounds or on school buses. Gambling will result in disciplinary action and may lead to suspension.

### **Headgear and Backpacks**

Headgear (baseball hats, stocking caps, hoods, bandanas) will be removed upon entering the building and be stored in the student's locker until leaving the building. Book bags and purses are to be used to carry materials to and from school. They are not to be carried from class to class during the regular school day unless permission is granted by the administration for special circumstances or it is noted in a student's Individualized Education Plan (IEP). Chromebook cases are acceptable.

### **Insubordination**

As a student of the Jr./Sr. high school, you have an absolute obligation and responsibility to follow verbal and written instructions from any faculty member and to identify yourself to any staff member in regards to all aspects of your behavior and conduct at school and school activities. Willful and deliberate refusal to do so is insubordination and may result in a suspension not to exceed ten (10) school days and a possible expulsion recommendation.

### **Sexual Harassment Policy**

Elmwood Jr./Sr. High School believes that a school environment where sexual harassment is tolerated fosters disrespect, interferes with a student's opportunity to learn, and creates an intimidating, hostile learning environment. Accordingly, the school district shall not tolerate sexual harassment of students by other students, by employees of the school district or by other adults at the school district.

Sexual harassment as defined in the Illinois Human Rights Act means: "Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such a conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

See the Grievance Procedure paragraphs on page 10-11 of this handbook should a student feel that he/she is being sexually harassed.

The sexual harassment of one student by another student or one student to a staff member shall be considered a violation of the student disciplinary policy Level III, "Gross Disrespect" and subject to the appropriate disciplinary actions as stated for this offense.

## **Unauthorized Organizations**

It is the school's responsibility to maintain a safe and disruption-free environment. The School Code of Illinois (IL Rev. Stat. Ch. 122, par. 31-1 through 31-4) provides that "any public school fraternity, sorority, or secret society is inimical to the public good." "Gangs," as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive and/or activities prohibited by law and/or by the school district's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in the school setting. The Board of Education is aware that their presence interferes materially and substantially with the education process and the requirement of appropriate discipline in the school. They also foster antisocial behaviors, attitudes and practices that may endanger the health, safety and welfare of our students. Therefore, students are prohibited from participating in any activity related to a gang, secret society, any public school fraternity or sorority, while attending school or school sponsored events.

### **Prohibited Activities Include, But Are Not Limited To, The Following:**

- Soliciting and/or recruiting others for membership
- Participating in and/or inciting physical violence
- Engaging in any physical or sexual behavior on school grounds/property or under the auspices of school events/personnel.
- Extorting or soliciting money and/or services, requesting any person to pay for protection, insurance or payment of dues
- Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or living creature
- Wearing, possessing, using displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang, secret society or any fraternity or sorority
- Using any communication, verbal or non-verbal (gestures, handshakes, etc.) suggesting or showing membership or affiliation with a gang, secret society or any fraternity or sorority
- Engaging in any activity or society including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface or teaching others to "represent" or act like a member of a gang, secret society or fraternity or sorority
- Any act or activity which violates any law or any policy of Elmwood Community Unit School District #322 when such act or activity is taken to further the interests of a gang, secret society, fraternity or sorority

Disciplinary action for any of the above activities or activities which promote membership in unauthorized organizations may include: Warning, parent conference, suspension from school for up to ten days, police referral, expulsion warning and/or expulsion proceedings in accordance with the Illinois School Code.

## **Use of Vapes, Tobacco and Tobacco Products**

Elmwood Jr./Sr. High School is a smoke free environment. No student is permitted to smoke, possess or use tobacco products on school grounds, on a school bus, or at a school sponsored event. No student is permitted to carry cigarettes, matches, lighters or other tobacco products to school including vapes, electronic cigarettes or E-cigarettes. The District has installed E-cigarette/Vape detection systems throughout campus. Students are also prohibited from damaging or interfering with vape detectors. Violation of these rules will result in immediate disciplinary action.

## **Use of Inhalants**

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.

## **Weapons**

A student, who uses, possesses controls or transfers a gun, firearm, weapon, or any object that can reasonably be considered a weapon, shall be expelled for at least one calendar year. The expulsion period may, however, be modified by the superintendent, and the superintendent's determination may be modified by the Board, on a case-by-case basis. In no case may the expulsion exceed 2 calendar years. A "weapon" means (1) possession, use, control or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted or intended to be used to cause bodily harm, including but not limited to knives, brass knuckles, billy clubs, or (3) "look a likes" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

# **TRANSPORTATION**

## **School Bus Procedures**

Safety is the number one priority on our school buses. This means rules must be enforced and followed. All children riding our school buses will be expected to follow our rules and regulations, or they will have to find other means of transportation.

## **Rules and Regulations**

- Students are to be at the bus stop 5 minutes prior to their assigned pickup times to allow the bus to maintain its schedule.
- Students waiting for the bus should be off the road and out of danger of passing vehicles.
- If students must cross the road at a discharge point, each student should wait on the shoulder until the driver signals the students to cross.
- Students must wait until the bus comes to a complete stop and the door is open before attempting to board the bus.
- Students boarding the bus should do so in an orderly fashion, refraining from pushing and shoving.
- Students must remain in their seats while the bus is in motion.
- The bus must come to a complete stop before students leave their seats.
- Students should never change seats while the bus is in motion.
- Hands and heads must be kept inside the bus at all times, but out of the aisle.
- Each student should assist in keeping the bus clean and sanitary by not dropping paper, etc. on the floor.
- Students are to refrain from loud talking and laughing or unnecessary confusion that may divert the driver's attention from the road.
- Books, band instruments, and all other objects must be kept out of the aisles.
- Students should never throw any articles (papers, books, clothing etc.) either while on the bus or out of the bus.
- All talking, etc. must stop when a bus approaches and crosses a railroad crossing.
- Students are to obey the drivers' requests promptly.
- Drivers will not stop at places other than the student's regular drop point.
- Each student is to ride his/her assigned bus and may not ride a different bus to a different destination.

## **The privilege of riding the bus is dependent upon good behavior and observance of the rules and regulations.**

The purpose of these rules is to provide a safe and enjoyable bus ride for all. Bus drivers are required to report any student who violates these rules and regulations to the principal. Bus misconduct notices indicating either "warning" or "suspension from the bus" are issued to students by a designated building administrator. Students who are suspended from riding the bus must be present in school on the suspension days. Students are issued a warning notice for the first incident of misbehavior on a school bus unless the misbehavior carries with it an automatic suspension. A student who receives a second misconduct notice will be suspended from riding all Elmwood buses for a minimum of 2 days until otherwise indicated. A third misconduct notice will result in a bus suspension for a minimum of days, unless otherwise indicated. A fourth misconduct issued during the same school year, or any notice issued for a single act of gross disobedience or misconduct may mean suspension of a student's bus riding privileges for the remainder of the school year at the discretion of the superintendent.



Cross-references:

PRESS 4:110, *Transportation*

PRESS 4:110-AP3, *Administrative Procedure – School Bus Safety Rules*

## **JR./SR. HIGH SCHOOL EXTRA-CURRICULAR ACTIVITIES ELMWOOD COMMUNITY UNIT SCHOOL DISTRICT #322 EXTRA -CURRICULAR POLICY**

### **Philosophy**

General athletics and extracurricular activities at Elmwood Community Unit School District #322 are an important part of the complete educational experience. We expect to field aggressive, well-coached teams composed of young people who will represent our schools with enthusiasm, pride and loyalty. As a result of participation in athletic and other extracurricular activities, students should experience satisfaction, develop skills, and reap rewards that will continue to enrich them in their years after high school.

The following activities are under the jurisdiction of the Elmwood School District #322 Extra-Curricular Policy.

### **Goals**

These policies are designed to promote the following goals:

1. To abide by the rules of the Illinois High School Association and the Illinois Elementary School Association as well as the policies and regulations that have been set forth by Elmwood Junior/Senior High School and Elmwood Elementary School.
2. To teach the benefits of teamwork and cooperation as well as to develop a competitive character and to maintain high standards of sportsmanship.
3. To teach and to encourage appropriate health and safety practices in all activities including good nutrition and health habits as well as the use of training rules and regulations which promote personal and team fitness.
4. To promote Elmwood Community Unit School District #322 athletic programs and extra-curricular activities within our surrounding communities.
5. To develop elementary and intramural and interscholastic programs that enhance and benefit the athletic and extracurricular programs of the district.
6. This policy will be in effect twelve (12) months of the year and will start upon enrollment at the elementary level and will extend until the end of the senior season or the IESA calendar.

### **General**

1. Good sportsmanship is fundamental to all interscholastic sports and activities. The teaching and practice of good sportsmanship is one of the major goals of all sports and extracurricular activities at Elmwood Community Unit School #322.
2. The Board of Education expects that good sportsmanship will be exhibited consistently by all representatives of Elmwood Community Unit School District #322 (fans, participants, parents, coaches/sponsors and other staff.)
3. Both the IESA (Illinois Elementary School Association) and the IHSA (Illinois High School Association) hold the school district administrators responsible for good sportsmanship in all sports and extracurricular activities.

Good sportsmanship is shown both by attitude and by actions.

Examples of specific actions that demonstrate good sportsmanship includes, but are not limited to the following:

1. Cheering for good effort and performance.
2. Congratulating opponents for good performance.
3. Maintaining a highly competitive attitude without degrading or insulting opponents.
4. Willingly accepting the instruction and judgment of proper officials.
5. Playing by the rules of the game or contest.
6. Treating opposing players, coaches and cheerleaders with respect.
7. Treating judges, referees, and other officials with respect. This does not preclude appropriate questions or challenges to referees or other officials in the manner prescribed in the rules for the activity or event.
8. Learning the rules and strategies of the game or activity.

Poor sportsmanship is shown by attitudes and actions.

Examples of specific actions that demonstrate poor sportsmanship include, but are not limited to, the following:

1. Inappropriate language directed toward coaches, players, or officials.
2. Taunts or insults
3. Obscene or profane language
4. Inappropriate and excessive booing or catcalling
5. Excessive yelling with the obvious intent to be obnoxious or disruptive to the contest or activity in progress
6. Loss of control - For example, throwing or slamming articles around.
7. Deliberately committed or "dirty play" rule violations.
8. Obvious or deliberate violations of rules
9. Major or flagrant violations that result in serious penalties:
  - a. *Personal fouls in football deliberately committed.*
  - b. *Technical fouls due to deliberate acts.*
  - c. *Disqualifications because of deliberate actions.*
  - d. *Deliberately rude or insulting behavior.*
10. Refusal to accept the decision of coaches or officials.
11. Excessively loud and obnoxious behavior designed primarily to irritate or antagonize others.

### **Remedial Action**

Because poor sportsmanship conduct affects not only opponents, but also fellow participants and team members, remedial actions appropriate for all affected parties shall be taken following flagrant or deliberate poor sportsmanship or any actions which causes significant embarrassment or damage to the reputation and image of Elmwood Community School District #322.

1. Poor sportsmanship by fans or parents:
  - a. Parents or fans exhibiting poor sportsmanship may be asked by school authorities (including coaches/sponsors and participants) to stop the poor sportsman-like behavior.
  - b. Fans or parents who continue poor sportsman-like behavior may be asked or ordered to leave the premises where the event or contest is being held.
  - c. Fans or parents whose poor sportsman like behavior is partially flagrant or is repeated at subsequent contest or events may be banned by the school administration from further attendance at activities at Elmwood Community Unit School District #322, pending review by the Board of Education. Any person who has been asked or directed to leave any contest or event due to poor sportsmanship will be given the opportunity to meet and discuss his/her behavior with the district superintendent, the school principals, the athletic director, and the appropriate coaches or sponsor. Those present at that meeting will determine what further consequences and actions (including apologies, if appropriate) are required. In so far as possible and practical, these consequences shall be remedial in nature, not merely punitive.
2. Poor sportsmanship by coaches/sponsors/staff members and participants.
  - a. Coaches, sponsors, and staff members shall be engaged in, promote and condone poor sportsman-like behavior since they serve as role models for participants and are generally held responsible for the attitudes and behavior of participants. Poor sportsmanship is never acceptable.
  - b. Whenever there has been a flagrant or major act of poor sportsman like behavior by a student's (such as a personal foul in football, a technical foul for poor sportsman like behavior in basketball, or any ejection or disqualification in an activity), the coach or director of the activity will determine the immediate actions or consequences that may be appropriate, which may include, but are not limited to:
    - i. *A warning or reprimand.*
    - ii. *A short or long period of non-participation or suspension.*
    - iii. *Appropriate apologies in the manner determined by the administration.*
    - iv. *For students and participants, deliberate or repeated flagrant acts of poor sportsmanship may be considered sufficient cause for suspension or removal from the activity in addition to other discipline that may be imposed by the principal.*
  - c. As soon as practical following any flagrant or serious act of poor sportsman like behavior (such as those that result in major penalty, a disqualification or an ejection), the coach/director will meet with his/her respective principal to report the immediate actions taken or consequences determined for the poor sportsmanship like behavior, as well as, the circumstances surrounding the behavior.

- d. Following the meeting between the principal and the coach/director, reduces or additional consequences may be imposed as deemed appropriate.
- e. Deliberate or repeated flagrant acts of poor sportsmanship by school personnel may be considered as violations of contract and sufficient cause for suspension from duty or termination as well as sufficient reason for non-renewal of any extra-curricular contract.

## Eligibility

In order to be eligible for interscholastic competition, students must meet the eligibility requirements of their respective associations (IESA or IHSA) and Elmwood Community Unit School District #322.

### IESA Policies

1. For all seventh grade athletic activities sponsored by a member school, a student shall be eligible through age fourteen (14). If a student in a seventh grade athletic activity will become fifteen (15) between the beginning date of practice in an activity as determined by the IESA standardized calendar through the final event in the seventh grade state tournament series in girls basketball, boys basketball, or girls volleyball, he/she is not eligible to participate in that activity. For boys and girls track, the final date of eligibility shall be governed by the member school's size classification.
2. For all athletic activities sponsored by a member school, other than activities designated as eighth grade activities, a student shall be eligible through age fifteen (15). If a student in an athletic activity will become sixteen (16) between the beginning date of practice in an activity as determined by the IESA standardized calendar through the final event in the state tournament series in that activity, he/she is not eligible to participate in that activity. For boys and girls track, the date of eligibility shall be governed by the member school's size classification.
3. No student may participate at the same age level for two different school years in the same sport or activity. For example, an eighth grader who participated at the seventh grade level the previous year cannot participate again at the seventh grade level.
4. All students shall be in grades five through eight and shall not have passed eighth grade standing.
5. A student shall be doing passing work in all school subjects according to the local school district grading policies.
6. Grades shall be cumulative for the school's semester. Students who transfer will become eligible to participate on the eleventh (11th) attendance day, if they; meet all other eligibility requirements.

### Elmwood Elementary and Junior High School Policies:

1. Students must be doing passing work in all subjects.
2. Eligibility will be checked on a weekly basis.
3. Grades shall be accumulative for the schools grading period.

### Elmwood Junior/Senior High School Policies:

1. Students entering fifth (5th) grade have a clean slate academically upon entrance to elementary and junior/senior high school.
2. The eligibility policy pertains to all co-curricular activities that are not done as part of classroom grade.
  - a. The students must meet requirements established by IHSA, IESA, and EHS which are:
    - Be a full time student*
    - Have an up to date physical on file in the school office*
    - Purchase school insurance or have an insurance waiver on file in the school office (only for athletes, cheerleaders, and pom-pom girls.)*
  - b. A student must be passing all classes as determined by a weekly check. Eligibility lists will be the third (3rd) week of each semester. Eligibility will be based on a cumulative grade for the semester. If a student is failing a class(es), he/she will be placed on probation for one week. A student cannot be on probation in more than three (3) classes. If a student is on probation in four or more classes, he/she is automatically ineligible and the probationary week is waived. A student may practice and participate in games during the probation period. If a student is ineligible again in the same subject, they will not be allowed to participate in games. If a student is ineligible three consecutive weeks (excluding the probation period) they will be removed from the team. Junior High mini courses are excluded from ineligibility unless the participant refuses to put forth any effort, as defined by the classroom teacher. The ineligible period is from Sunday to Sunday. If a student fails a class for a semester, he/she is ineligible for the first three (3) weeks of the next semester. This ineligibility starts the

first day of the next semester. If a participant fails a 12-week class, he/she will serve a 3-week suspension, immediately following the class failed. If a student fails more than one class in a semester, he/she is not eligible to participate the following semester. Eligibility lists must be turned in by Monday at 8:00 a.m. each week. Probation can only be employed once per class, once per season (fall, winter, spring).

- c. Students participating in fall and spring plays must be eligible up to three (3) weeks prior to the play taking place.
  - d. If the student is failing, he/she:  
*Will be required to attend scheduled games in street clothes and sit or stand behind the team bench during the contest.*
3. To practice or participate in an extra-curricular activity on a regular scheduled school day, students must be in attendance a minimum of 1/2 day.
  4. Should an athlete be absent from school the day before a contest on a non-school day, it is the coach's decision for him/her to compete.

### **Physical Examinations:**

1. A current physical must be on file for any students wishing to participate in athletics in Elmwood Community Unit School District #322. A physical examination is good for one full calendar year.
2. A copy of work, family, school (or football) insurance must be on file for each student participating in athletics.
3. No student/athlete may practice or participate without a current physical and proof of insurance on file.
4. The head coaches in each sport will ensure complete compliance with these requirements before students may practice or participate.

The building principal has ultimate authority and responsibility for all decisions regarding student eligibility. Actions or rulings regarding eligibility require a determination of the actual facts involved in a particular manner and not a formal hearing.

## **Use of Tobacco, Alcohol, Other Drugs**

### **General Conditions**

1. In accordance with the IESA and IHSA drug policies, the use or possession (in any form) of tobacco, alcohol, steroids, banned substances, or other drugs, (other than prescription drugs prescribed by a physician) is strictly prohibited.
2. Penalties for violations imposed under this policy shall be in addition to all penalties imposed under state or federal law and the other school rules and regulations.
3. This policy shall apply to all participants on a year-round basis, including summers and vacations both on and off school premises.
4. Any students present when others are in violation of this policy shall be deemed to be in violation of this policy pending a determination by the Extra-Curricular Review Committee specified in Section VI of this policy who consider the student's prior knowledge, any previous violations, and the student's ability to control or avoid the situation that resulted in the violation.
5. The use or possession (in any form) of alcohol, steroids, or other drugs (other than prescription drugs prescribed by a physician) is strictly prohibited.
6. The use of possession of tobacco in any form is strictly prohibited. Including E-cigarettes or Electronic Cigarettes
7. Activities of a criminal nature or serious misbehavior, which threatens the safety and welfare of others are strictly prohibited under this policy. Such activities include, but are not limited to: charges of criminal violations; arson, bomb threat; theft (including burglary/robbery); malicious destruction of property; sexual assault/assault; physical threat or attack; possession or use of a weapon/ammunition. Or explosive; possession of a firearm; possession of stolen property; forgery; or any felony or serious misdemeanor. Penalties for violations imposed under this policy shall be in addition to all penalties imposed under state or federal laws and other school rules and regulations.
8. This policy shall apply to all participants on a year-round basis, including summers and vacations, both on and off school premises.
9. Any student present when others are in violation of this policy by the use or possession of alcohol, steroids, or other prohibited drugs shall be deemed to be in violation of this policy-pending a

determination by the principal who will consider this student's prior knowledge, any previous violations, and the student's ability to control or avoid the situation that resulted in the violation.

10. Exemption: Students supervised by their parents, grandparents, or guardians in public situations (such as eating establishments, wedding, and similar situations) shall not be in violation of this policy merely by their presence. When determining whether this exemption shall apply, the principal may consult with law enforcement personnel or other adults who were in attendance at the public situation. This exemption shall not apply to parties (or other gatherings where a group of students are present) if only one or two sets of parents (or other adults) are present and alcohol, steroids, or other prohibited drugs are being used.

## **Violations**

1. Whenever a student is alleged to have violated this policy, appropriate school authorities shall promptly investigate all charges.
2. Whenever it is determined that a student has violated this policy or whenever a student has been caught in possession of, under the influence of, or using tobacco, alcohol, steroids, banned substances, or other non-prescription drugs, the student shall be temporarily suspended from participation in all sports and extracurricular activities.
3. As soon as practical, the student's case shall be brought before an Extra-Curricular Review Committee as specified in Section VI of this policy. No Review Committee will be necessary when the facts of a situation are clear, or admitted, and when there is no discretion as to penalties or consequences to be imposed.
4. The Review Committee shall meet as soon as practical, but not later than one week after the case is referred to them to review all the facts in the case.
5. The student, as well as the student's parents, shall have the right to present any facts or information deemed necessary or pertinent to the situation being reviewed.
6. After consideration of the recommendations of the Review Committee, the school principal will impose any penalties and conditions deemed appropriate. The penalties and conditions may include counseling in a form and manner specified by the principal.

## **Penalties**

### **First Offense**

1. Any student who is guilty of a violation of this policy shall be suspended from all activities for 1/4 of the season starting the 1st game of season (as defined by the IESA and IHSA) or from the time of the offense, whichever is later.
  - a. If the student is involved in extracurricular activities whose season is not so designated, he/she will be suspended from those activities the equivalent amount of time as determined by the Review Committee.
  - b. Students may continue to practice during the suspension.
2. In the event that that violation occurs near the end or after the end of the season, or between seasons, the period of suspension shall carry over into the next season in which the student regularly participates.
3. The suspension starts with the first event after the violation.
4. If the participant is serving this first offense for tobacco, alcohol, drugs, etc. He/she must finish the (served) season in good standing to have completed the suspension.

### **Second Offense or Flagrant Violations**

1. In case of a second offense or flagrant violation, the student in violation of this policy shall be suspended from participation in all sports or extracurricular activities for one calendar year from the time of the infraction.

### **Third Offenses or Extremely Flagrant Violations**

1. Third offenses or extremely flagrant violations of this policy shall result in permanent removal from all sports and extracurricular activities.
2. Student/athletics will get a clean slate from junior high to high school on offenses, but they must serve a penalty in high school if they haven't yet served it in junior high.
3. Voluntary Admission - by the student and/or parent or guardian to the coach/sponsor or administrator and/or Athletic Director of a first offense infraction will result in a reduction of the penalty by 50 percent. This reduction would not apply if the coach/sponsor, school administrator or Athletic Director has already been made aware of the offense and the individual(s) involved.

## **Chain of Command/Chain of Communication**

Whenever a problem or a grievance developed in an extracurricular activity or sport, the following chain of command is to be followed by the person who has a problem or grievance.

**Level I –** As soon as practical, the person who has a problem or grievance will first attempt to solve the problem with the coach or sponsor involved. These communications are to be held at an appropriate time and in an appropriate location. During or after practice or immediately after a contest is not an appropriate time for such communications. This Level 1 Process shall be completed in a prompt and timely manner.

**Level II –** If the situation is not resolved at Level 1 the grievant may appeal to the athletic director.

**Level III –** Principal

**Level IV –** Superintendent

**Level V –** Board of Education

**If a problem or grievance cannot be resolved at lower levels of the chain of command/communication, the final decision regarding any part of this policy shall be with the Elmwood Community School District #322 Board of Education. It is the responsibility of the part in grievance (student, parents, or other person) to contact or confront the coach/sponsor first and then to follow the chain of command/communication if the problem remains.**

## **Extra-Curricular Review Committee**

The committee consists of the principal, two board members, athletic director and two coaches. The duties of the Extra-Curricular Review will be:

1. To support and enforce the athletic/extra-curricular policy in those areas for which they have responsibilities.
2. To promote sportsmanship in all sports and extracurricular activities.
3. To support the wellbeing of all coaches and sponsors of extra-curricular activities.
4. To make suggestions and recommendations through the chain of command about disciplinary procedures for coaches, participants, other students, parents and community members.
5. To review the athletic/extra-curricular policy at least yearly recommending changes to ensure discipline, equality, and fairness to all.
6. The review committee shall have no power to reduce or revise penalties or conditions clearly stated in this policy.

Any penalties imposed under this policy will be imposed by the respective building principal who will consider all the facts in the particular case, along with the recommendations of the Extra-Curricular Review Committee.

## **Awards**

Awards shall be granted according to criteria developed by coaches/sponsors and approved by the building principal (and the athletic director when appropriate). The criteria shall specify activities and participation requirements for all awards (plaques, certificates, etc.) as well as any criteria that may cause loss of forfeiture of awards. The criteria for each sport/activity shall be prepared in written form and explained to participants and parents before the beginning of the sport or activity or as soon as practice in the case of new coaches.

## **Program Development**

Feeder Programs

1. Intramural and elementary programs will be designed to develop the skills and techniques necessary for success at higher levels.
2. Major emphasis will be given fundamentals and knowledge of the activity, along with an emphasis on good sportsmanship at all times.
3. Feeder programs will promote the maximum opportunity for participation and involvement of the students.
4. The head coach or director of any extra-curricular activity will provide leadership and direction to coaches and sponsors at lower levels, but coaches and sponsors at younger levels will be responsible for their own programs. In cases where there are disagreements about program development or coordination between levels, all coaches and sponsors involved shall meet with the administration to achieve a satisfactory resolution. Compliance with directives and agreements from this conference will be mandatory for all involved.
5. Students shall be encouraged to attend appropriate camps and clinics to learn fundamentals and to practice the basic skills and techniques of the activity, but attendance at camps or clinics is not mandatory. Students will be allowed to join or practice in activities attending camps or clinics.

## Staff Development and Continuing Education

1. Coaches/Sponsors shall attend required rules and organizational meetings.
2. Coaches/Sponsors are encouraged to attend an appropriate clinic or coaching school once every two years.
3. Coaches may request approval to attend clinics for appropriate activities they direct each year. Request for professional days, expenses and mileage will be handled on an individual basis.
4. The superintendent reserves the right to approve or disapprove each request on the merits of the proposal as it relates to the educational and extra-curricular programs of the district and financial feasibility.

## Role/Responsibilities of Coaches and Administration

### Head Coach/Sponsor

1. The head coach/sponsor under the supervision of the building principal and the athletic director where appropriate shall be fully responsible for the control and direction of his/her sport or activity.
2. Specific duties and responsibility of the head coaches/sponsors include the following:
  - a. To meet with participants and their parents at or near the beginning of practice time to ensure that the coach/sponsor's expectations are clear for all participants and to ensure that all participants are aware and understand the Athletic/Extra-Curricular Policies of Elmwood Community Unit School District #322. This awareness and understanding will be indicated by the participant's signature on a contract between the participant and Elmwood Community Unit School District #322.
  - b. To ensure through the entire season that all participants comply with the Athletic/Extra-Curricular Policy.
  - c. To fully prepare for each practice and contest.
  - d. To conduct each practice and performance with efficiency and intensity.
  - e. To prepare participants with pre-contest and tournament information.
  - f. To model and to promote sportsmanship among participants, parents, fans, and community members.
  - g. To promote their individual programs within the community.
  - h. To operate the program within budgetary restraints and guidelines.
  - i. To supervise and to coordinate the efforts of assistant coaches/directors.
  - j. To direct and coordinate program development.
  - k. Coaches may have tryouts to make cuts if they choose to do so.

### Responsibilities of the Athletic Director

1. To schedule athletic events and to assist in coordinating athletic practices and events with other extra-curricular activities.
2. To prepare and oversee the athletic budget for each sport and for the total athletic program.
3. To coordinate the purchase of supplies and equipment for each sport.
4. To maintain cooperation with coaches a complete inventory of all athletic supplies and equipment.
5. To assist the building principal in the evaluation of all coaches.
6. To promote athletic activities and events of Elmwood Junior/Senior High School and Elmwood Elementary School.
7. To ensure that all parents, coaches, and sponsors understand and are in compliance with the Elmwood Athletic/Extra-Curricular Policy.
8. To schedule meetings in cooperation with coaches and the administration, before all athletic seasons for coaches, parents, guardians, and athletes to explain the Athletic/Extra-Curricular Policy as well as its applications and enforcement.
9. To represent the district at conference meetings and to serve as the IESA or IHSA representative when so requested by the respective building principal.
10. To assist in the conduct of athletic fundraisers, which has been approved by the building principal.
11. To determine the eligibility of the student's participants.

### Role/Responsibilities of Principal

1. The building principal has ultimate responsibility for all extra-curricular activities. Duties will include:
  - a. Supervising and evaluating the athletic director, all coaches and sponsors.

- b. Consulting with coaches/sponsors on the formulation of rules and regulations for each sport/activity.
  - c. Reviewing and approving practice schedules, handbooks and contracts before they are given out to students and parents.
2. The principal will coordinate and supervise the scheduling of activities. These responsibilities may be delegated to the athletic director or other appropriate persons.
3. The principal will be responsible for determining the eligibility of all participants according to state and district rules and regulations.
4. The principal will assist in seeing that extra-curricular facilities are properly prepared and maintained.
5. The building principal will ensure that there are official representatives, as needed and appropriate persons present at each interscholastic event. This responsibility will be shared with other administrators, the athletic director, and other coaches and sponsors.

## **Relationships among Participants, Parents, Coaches/Sponsors and Conduct of Practices**

### General

1. In any successful program, it is essential that coaches and sponsors will meet with participants to understand each other's goals and expectations.
2. For this reason, coaches and sponsors will meet with participants and parents in advance of the season to present and to discuss their philosophies, goals, expectations and contest rules.
3. At this meeting, schedules of games and practices will be provided to all participants along with a written contract listing expectations and training/practice rules for participants.
4. At this time, coaches will inform parents and students of any special equipment or requirements for the activity as well as discussing costs that may be incurred by the participants or their parents.

### Expectations for Participants

1. Participants will observe training/practice rules.
2. Participants will give their best efforts at all times-in practice and in contests.
3. Participants will represent Elmwood Community Unit School District #322 in a positive manner and demonstrate good sportsmanship at all times.
4. Unless excused by the coach or sponsor, participants are expected to be present for and participate fully in all practices.
5. Participants who know in advance that they will be absent from practice or an event for appointment or other good reasons should discuss their absence with the coach or sponsor in advance.
6. Participants who have conflicts because of work, family responsibilities, and other activities are expected to discuss those conflicts (in advance when possible) with the coach or sponsor to determine whether they can give sufficient time and energy to each activity or responsibility. Coaches and sponsors are aware of these conflicts and will attempt to resolve them on an individual basis.
7. Participants are to comply fully with district policies and regulations for participation in extracurricular activities.

### Expectations for Parents

1. Parents will attend pre-season meetings and support participants by attending events when possible.
2. Parents will maintain realistic expectations for their children no matter what their natural or developed ability may be.
3. Parents should attempt to have realistic expectations and be supportive of their children, as well as refraining from challenging or second-guessing the style, decisions, or philosophy of the coach or sponsor.
4. In cases where there is conflict or misunderstanding parents will attempt to resolve problems through channels as outlined in Section V of this policy.
5. Parents will exhibit good sportsmanship both at events and in discussion with others (as defined in Section II of this policy).

### Expectations for Coaches/Sponsors

1. Coaches/sponsors are responsible for adhering to rules and regulations for the conduct of their activities.
2. Coaches and sponsors will have all major rules as well as practice and game schedules approved in advance by the athletic director and the school principal. After approval these rules and schedules will be supplied in writing to the participants and their parents.



3. Significant changes in rules or practice will be approved in advance by the athletic director and principal and communicated clearly to participants and parents.
4. Coaches/sponsors will be present and supervise participants at all times when participants are practicing or competing under the auspices of the school.
5. A coach, sponsor, or other designated responsible adult must be present after practices and contests until all participants have left the premises.
6. Except as specified elsewhere in this policy, coaches/sponsors will not impose disciplinary measures or remove a participant permanently from participation until the matter has been discussed fully with the administration. This does not preclude the temporary suspension of a participant pending administrative review.
7. Coaches/sponsors must ensure safe procedures and safe conditions at every contest and every practice.
8. Coaches/sponsors are expected to be aware of and able to use basic first aid procedures as well as know what to do in case of a serious accident, injury or emergency.

#### Conduct of Practices/Miscellaneous Provisions

1. When school is not in session due to bad weather or other serious emergency, the following provisions will be observed:
  - a. When school is cancelled in the morning or during the day due to bad weather all practices, contests, and performances are also cancelled.
  - b. On any day when school is not in session due to bad weather the previous day the principal will have discretion to permit practice if it is determined that there is a good reason for the practice, the roads are reasonably well-cleared, and there will not be a serious danger or hardships for parents or students.
  - c. Using discretionary powers, the principal may permit a contest or performance to be held under conditions similar to those listed above.
2. The length of time and date of practices shall be determined by the coach/sponsor of each activity, subject to advance review by the administration.
3. Coaches/sponsors must consider participants' ages, physical condition and physical limitations as well as academic and community demands upon students when determining the length and intensity of practices.
4. When setting practice times and schedules, coaches/sponsors shall have respect for and give appropriate consideration to the needs of the families and parents as well as church community organizations.
5. Any practice or event during vacation or times of in service must be approved in advance by the principal.

#### Transportation To and From Events

1. Participants are expected to use school provided transportation both going to and returning from contests or events.
2. Coaches may permit an exception to this policy in case of serious emergency or unusual hardship. Note: Failure to be on time for the bus is not ordinarily considered a hardship or emergency.
3. Coaches/sponsors may permit participants to go home with their parents (rather than returning to school) after a contest or event.
4. After an away contest or event, participants may not leave with other parents or adults (rather than returning to school) unless the coach has written (or personal) permission from the participants' parents. Normally approval for this option shall be given by the coach/sponsor or administration in advance.

#### Policies for Participation Fees

All participation fees are to be paid in full by check no later than the first day of official practice for each sport or activity. Athletes are not eligible to compete until fees are paid.

All checks are to be made out to Elmwood High School, Dist. 322 and presented to the athletic director in the high school or to the secretary.

Any student who is cut from a team as a result of tryouts will have their fee refunded.

No money will be refunded to a student who quits a team or activity.

No money will be refunded to a student who is dismissed from a team or activity due to disciplinary reasons, non-attendance, or academic ineligibility.

Athletes who have a season-ending injury, as verified by a doctor's note, will have their participation fee refunded at the end of the season on a prorated basis.

The maximum participation fee per year for any **one student** participating in school board supported activities at the high school will be \$70.00. The maximum fee per year for any **one family** participating in school board supported activities at the high school level will be \$120.00. At the junior high school, the maximum participation fee per year for **any one student** participating in school board-supported activities will be \$50.00. The maximum fee per year for any **one family** participating in school board-supported activities at the junior high school level will be \$120.00.

If a family has students at both high and middle school, the maximum fee per year for one family participating in school-board supported activities per year will be \$120.00. PLEASE NOTE: the maximum fee limits do not apply to sports and activities that are funded by groups other than the Elmwood Board of Education.

If you have any questions, please contact the district athletic director. The participation fee guarantees the athlete an opportunity to use equipment, receive coaching instruction and practice time. **It does not guarantee any certain amount of game time.**

The district activities code lists numbers of participants per sport/activity. The number of students kept, after cuts, on any given team or activity roster are recommendations made by the district, not requirements.

Any student who is eligible for free or reduced lunches or may otherwise be eligible for financial assistance must see the athletic director or his/her designee to request a fee waiver. Fee waivers must be submitted and approved PRIOR to the first day of practice for any sport or activity in order to be exempt from paying this participation fee.

## **IHSA & IESA Eligibility Rules**

The Illinois High School Association and the Illinois Elementary School Association are the governing bodies of interscholastic participation and competition in Illinois. To be certain you meet all eligibility requirements, consult the IHSA and IESA eligibility rules found in the Athletic Director's Office.

## **Activity Scheduling Conflicts**

The scheduling of activities often results in conflicts that cannot be resolved. They are beyond the control of the local school. A general guideline is that students will be required to participate in activities as listed in the descending order listed below. The decision is not up to the student, coach or sponsor as to which activity the student will participate in when conflicts occur. The student has a responsibility and commitment to his/her respective organizations and teams.

1. Regional's, Sectionals, Super-Sectionals, and State
2. Conference tournaments
3. Conference team
4. Conference individual events
5. Previously scheduled events
6. Rescheduled events

If two events of equal priority are scheduled at the same time, then and only then will it be the student's/parents' choice to determine the event in which he/she will participate.

## **Spirit Groups**

The cheerleaders, spirit squad, and dance are the major spirit groups at Elmwood Jr./Sr. High School. Their purpose is to provide leadership in school spirit and foster a healthy competitive atmosphere.

## **Warning of Risk**

Students and parents are to be aware that athletic and activity participation has inherent dangers and risks. Even though participation and practice is within the rules of the activity and students follow the instructions of the coach or sponsor, students may suffer a catastrophic injury. Their injuries may include, but are not limited to, death, serious head, neck or spinal injuries that may result in complete or partial paralysis or brain damage. Serious injury to any internal organs, bones, ligaments, muscles; tendons or other aspects of the muscular-skeletal system are possible. The injuries that may occur may affect the student's future ability to participate in athletics and activities, earn a living, or engage in other business and social activities. To attempt to avoid the possibility of injury, students should follow the coaches' or sponsors' instructions regarding techniques, training and team rules at all times, and participate within the rules of the sport or activity.