



**Zeigler-Royalton Elementary School
Zeigler-Royalton Junior High School
2018-2019**

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ADMINISTRATIVE STAFF

Quent Hamilton..... Superintendent	Leigh Anne Bailey.....Principal
Vicki McPhail..... Secretary	Tracy Gaddis..... Secretary
Vanessa Taitt.....Health Aide	Andy Odle.....Technology

PRE-K/HEAD START/ELEMENTARY/JR. HIGH TEACHING STAFF

Gina McCann.....SIU Pre-K	Kelsea Clark.....5 th Grade
Laura Threadgill.....SIU Family Educator	Bobbi Webster.....5 th & 6 th Grade
Adrienne Sanford..... Head Start	Toni Battaglia 5 th & 6 th Grade
Nicci. Miller..... SIU Pre-K & Early Childhood	Jami Clark.....Reading Specialist
Diana Walker..... Kindergarten	Bethany Dwyer..... Speech
Susan Summers..... Kindergarten	Andrea Elliott.....Special Education
Ramona Chamness.....1 st Grade	Stephanie Stayton.....Special Education
Stacey Patton 1 st Grade	Shelda Noto.....JHELA
Alison Church 1 st Grade	David Russell JHSocial Studies
Amy Garmane..... 2 nd Grade	Scott Fiss JHScience
Amy Wilson.....2 nd Grade	Cody Wingo.....JHMathematics
Martha Grove.....3 rd Grade	Amy Smith.....Special Education
Erica Pulley.....3 rd Grade	Trent Cockburn Physical Development
Cathy Gaddis.....4 th Grade	Karen Nichols.....Chorus/Music
Lori Hargraves.....4 th Grade	

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Zeigler-Royalton Community Unit School District #188

Summary of Selected District Policies

ADMINISTRATIVE DISCLAIMER

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 an interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

When breeches of school disciplinary rules and regulations occur, it is the responsibility of the involved teacher(s) and/or administrator(s) to work with the student, his/her parent(s), 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 affect 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.

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school-sanctioned activity is a privilege and not a property right.

JURISDICTION

These grounds for disciplinary action 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 other times when school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or any school activity, function, or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

This booklet is designed to give, in a convenient form, important information about the Zeigler-Royalton CUSD #188. It is hoped that it may materially assist new students in adjusting themselves to the life of the school and that it may be a constant reminder of the school's general procedure, ideals, and traditions. Students are urged to read this book carefully and to keep it for reference throughout the year. Students are responsible for following the rules and procedures.

PHILOSOPHY OF EDUCATION

Any philosophy of education should be based on a clear understanding of the interests, characteristics, abilities, and needs of the individual and of the society in which the student lives. It is the responsibility of the community to provide educational experiences, which will assist the student in becoming a responsible and contributing member of society.

The prime objective of Zeigler-Royalton CUSD #188 is the acquisition and application of knowledge. We affirm our responsibility to do everything in our power to enable each student to reach this educational goal. We acknowledge the facts that each student has needs and purposes which are his alone, that these needs and purposes relate to his living experiences, and that this relationship can be demonstrated, explained, and strengthened through our help.

EDUCATIONAL OBJECTIVES

1. **Citizenship**—Learning to understand, appreciate, and practice, with unwavering loyalty, the principles of our own American democracy.
2. **Character and Human Relations**—Becoming the finest person it is possible for each to become; making one's best contributions to society; learning to live and work cooperatively.
3. **Basic Skills**—Learning to read, write, speak, and listen intelligently; and to understand and to solve the numerical problems of everyday life.
4. **Health and Safety**—Developing and maintaining sound physical and mental health; understanding and using desirable safety practices.
5. **Understanding of Environment**—Understanding environment and its effect on life, learning how to adjust to environment; accepting responsibility for improving environment when possible.
6. **Vocational Competence**—Learning how to earn a living in work for which one is suited and prepared.
7. **Consumer Effectiveness**—Understanding the role of the consumer in our American economic life and learning to use resources wisely.
8. **Successful Family Life**—Understanding and practicing principles underlying successful family living.
9. **Use of Leisure Time**—Developing a philosophy toward leisure time.
10. **Appreciation of Beauty**—Perceiving and enjoying beauty in everyday life; participating in appreciation of, and expression in the arts.
11. **Effective Thinking**—Think effectively as a basis for good judgment and intelligent action.
12. **World Mindedness**—Understanding world culture and problems as a basis for cooperating intelligently as members of a world community.

INSTRUCTIONAL GOALS

1. To achieve a feeling of self worth
2. To acknowledge the dignity of all people
3. To be creative in chosen fields of work
4. To grow as a responsible member of their family and to recognize the family as the basic social unit
5. To strive for physical and mental health
6. To plan for the wise use of leisure time
7. To develop and maintain a positive attitude toward learning
8. To acquire habits of analytical thinking and problem solving
9. To develop the skills and abilities in reading, writing, speaking, and listening to communicate ideas and feelings
10. To achieve their potential through the opportunities offered
11. To develop skills to use available educational resources
12. To realize the role of careers in society and to understand changing opportunities
13. To develop the responsibilities of a citizen in a democracy
14. To appreciate culture and beauty that exists in the world

SPECIAL EDUCATION

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, required under the Individuals With Disabilities Education Act ("IDEA") and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational

services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts which shall assist the School District in fulfilling its obligations of the District's disabled students.

If necessary, students may also be placed in private school education facilities.

PARENT'S RIGHT-TO-KNOW

At the beginning of each school year, a local educational agency that receives Title I funds shall notify the parents of each student attending Title I schools that the parents may request, and the LEA will provide in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through or degree held by the teacher, and the field of discipline of the certification or degree.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

This information is to be collected and disseminated in a manner that protects the privacy of individuals.

For additional information regarding this requirement, see Section 1111(h)(6) of the NCLB legislation at <http://www.house.gov/rules/hr0001cr.pdf>.

SCHOOL-PARENT COMPACT

It shall be the goal and purpose of Zeigler-Royalton CUSD #188 to provide a high-quality curriculum and instruction in a supportive learning environment that enables the children served under Title I to meet the State's student academic achievement standards. Parents can foster this purpose by carefully monitoring attendance, homework completion, and behavior while the student is involved with the school system. Parents should stress the need to make learning a priority. Parents are encouraged to visit the school and become involved in their children's educational career. Additionally, parents are encouraged to be active in the educational decisions of the child and be supportive of extra-curricular participation by their children.

Students will be given the opportunity to be successful in school and in life. They will attend classes taught by highly qualified staff and be given a curriculum which will help them to achieve an education which is second to none in the state of Illinois. They will be assessed based on the Illinois Standards of Learning. Additional assistance will be provided to students who fall behind in their educational endeavors. Such services include but are not limited to tutoring and appropriate referrals to additional programs as indicated.

It is the belief of the Zeigler-Royalton CUSD #188 that communication between parents and the school is essential for success. Parent-teacher conferences shall be formally held in the fall and spring at each building and includes all grade levels. Additionally, parents are encouraged to telephone the school and set up appointment times with teachers whenever there is a perceived need. The school district shall send progress reports midway through each grading quarter.

1. Parents shall have reasonable access to staff and may observe in classrooms by following established procedures developed by the building principal. Parents also have the right to review instructional materials.

Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, the District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please feel free to contact your district superintendent Quent Hamilton, at the following phone number 6185965841.

Campus Security

Video cameras are utilized to monitor campus security and individual behavior. Videotapes and/or recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student or other person. They are also viewed at random.

Viewing of videotapes or recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, administrator (including the Building Principal), Transportation Director, bus driver, and sponsor, coach or other supervisor.

A videotape or recording may be reused or erased after 5 days unless it is needed for an educational or administrative purpose.

Students are prohibited from tampering with the video cameras. Students who violate this regulation shall be disciplined in accordance with the School District discipline policy and shall reimburse the School District for any repairs or replacement necessary as a result of the tampering.

EQUAL EDUCATIONAL OPPORTUNITY

For the purposes of this policy, racial harassment is any behavioral, verbal, or physical action, which is imposed by an employee or student on a student, parent, or employee, because of race, which is intimidating, offensive, or threatening and which causes or contributes to a racially hostile environment.

A racially hostile environment arises when acts of harassment are sufficiently numerous, severe, or pervasive, to impair or alter an individual's school or workplace environment. Racial harassment as defined above, may include, but is not limited to:

- Racially oriented verbal "kidding" or demeaning racial innuendos, teasing jokes or remarks of a racial nature;
- Writing graffiti, symbols, and/or slogans depicting racial slurs or racially derogatory sentiments.

Racial harassment by any employee or student directed against any student, parent, or employee shall be grounds for disciplinary action including, but not limited to, suspension or expulsion.

Any employee, student, or parent who feels they have been racially harassed or discriminated against should file a complaint with the school guidance counselor, building principal, or district superintendent. The identity of the complainant will be held confidential during the investigative and complaint resolution process if so requested by the complainant.

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, or actual or potential marital or parental status. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Sex Equity

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

SEXUAL HARASSMENT

The school district shall provide students an environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

Any student found guilty of participating in any form of sexual harassment shall receive disciplinary consequences up to and including expulsion. Additionally, sexual harassment may be reported to the appropriate law enforcement authorities.

Any student who feels that he/she has been a victim of sexual harassment should contact a teacher, counselor, and/or building administrator. Complaints shall be held in confidence as long as the confidence does not impede the necessary investigation in order to make a determination that an act of sexual harassment has taken place.

Sexual harassment is a serious matter and shall not be tolerated within the boundaries of the Zeigler-Royalton Community Unit School District #188.

District Non-Discrimination Coordinator:
Complaint Manager(s):

Quent Hamilton
Leigh Bailey Elementary/Junior High School Principal
Quint Hamilton, Superintendent

ADMISSION OF STUDENTS

The Zeigler-Royalton CUSD #188 Board of Education declares that all students enrolling for the current school term must meet one of the following conditions:

1. Be a legal resident of the district as defined in the Illinois School Code Section 14-1.11 and 14-1.11a or Section 10-20.12b; or
2. Pay a non-resident pupil tuition charge upon enrollment.

All students must be a legal resident of the district and meet IHSA and SIJHAA standards to be eligible for participation in any and all extracurricular activities, including athletics.

Any person who knowingly or willfully provides false information to a school district regarding the residency of a pupil for the purpose of enabling the pupil to attend Zeigler-Royalton Community Unit School District #188 without the payment of a nonresident tuition charge commits a Class C misdemeanor that carries a fine not to exceed \$1,500 and not more than thirty (30) days in jail.

The following items are required to be considered for admission to Zeigler-Royalton CUSD #188 schools:

1. Affidavit of Custody & Control
2. Proof of Residency (e.g. Copy of current utility bill with 911 address)
3. Updated immunization/physical (if entering grades K, 6, or 9)

For students transferring from another school district, an ISBE Student Transfer form must be completed and received from the sending district.

HOME SCHOOL CREDIT

Home school credit is not automatically accepted by the Zeigler-Royalton School District. Students entering Zeigler-Royalton Community Unit School District #188 may be placed at the grade level deemed appropriate by the Zeigler-Royalton School District officials.

SCHOOL ADMISSIONS AND STUDENT TRANSFERS TO & FROM NON-DISTRICT SCHOOLS

Age

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school year. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

Parent(s)/guardian(s) may request early admission for a child. The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent.

Students enrolling in the District for the first time must present:

1. A birth certificate or other reliable proof of identity and age. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate or other reliable proof of identity and age, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form of content.
2. Proof of residence, as required by Board policy.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy. Parent(s)/guardian(s) are encouraged to have their child undergo a dental examination.

Student Transfers to and from Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. The Superintendent is delegated all authority granted to the School Board in order to implement this policy, subject to specific Board action to the contrary. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Foreign Exchange Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to secondary schools and attendance may not exceed 12 months.

The School Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District policies and regulations governing students.

Re-enrollment

Re-enrollment shall be denied to any individual above the age of 16 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. A person denied re-enrollment will be provided counseling and be directed to alternative educational programs, including adult education programs, that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals With Disabilities Act or accommodation plans under the Americans With Disabilities Act.

STUDENTS—NO SOCIAL PROMOTION POLICY

Students must be able to meet local goals and objectives, and can perform at the expected grade level in order to be promoted to the next grade level. Decisions to promote or retain students in any classes shall be based on successful completion of the curriculum, attendance, performance based on Illinois Goals and Assessment Program tests, the Iowa Test of Basic Skills, or other testing or any other criteria established by the school board.

Students who fail to meet the qualifications for promotion shall be provided remedial assistance, which may include, but shall not be limited to, a summer bridge program of no less than 90 hours, tutorial sessions, increased or concentrated instructional time, modifications to instructional materials, and retention in grade.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

Religious Observance

A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parent(s)/guardian(s) must give written notice to the District 5 days before the student's anticipated absence.

The parent(s)/guardian(s)'s written notification of the student's anticipated absence shall satisfy the District's requirement for a written excuse when the student returns to school.

The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for a religious holiday which include a list of religious holidays on which students shall be excused from attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student an equivalent opportunity to make up any examination, study, or work requirement.

Religious Instruction

A student shall be released from school for a day or portion of a day for the purpose of religious instruction. A letter, requesting the student's absence and written by the student's parent(s)/guardian(s), must be given to the Building Principal at least 5 days before the day the student is to be absent.

PUBLIC COMPLAINTS

The school is interested in receiving valid complaints and suggestions. Public complaints must be processed through the appropriate channels beginning with the appropriate level staff member or district administrator. Each complaint or suggestion, if provided in an appropriate manner, shall be considered on its merits.

SCHOOL DISMISSAL FOR BAD WEATHER/ EMERGENCY ANNOUNCEMENTS

The school will use the emergency call-out program to notify parents at the phone numbers provided to the school office. It is the parent's responsibility to keep current phone numbers up to date with the office.

The radio stations WDDD in Marion, WCIL in Carbondale, and Z100 in Carbondale will be utilized in bringing information to parents and students about the school closing which will be announced by these radio stations as soon as possible. Closing will also be broadcast on television stations WSIL in Carterville and on WPSD in Paducah.

Early dismissal of our schools will also be announced on these stations during the day. Under most weather conditions, buses will be making regular bus runs but will travel the routes that are passable. Please do not call the school office. Every effort will be made to announce school closing times on early dismissal days.

ASBESTOS NOTICE

The law requires that all schools be inspected for asbestos-containing materials. The Zeigler-Royalton Schools have completed the required three-year interval asbestos re-inspection. As identified in the past there are areas in our buildings that have some asbestos-containing materials. The materials are in locations that are not readily accessible to students.

Our Management Plan has been drafted and updated every three (3) years as required by law. Proper state officials have approved the plan. It outlines in detail the methods we will use to maintain the materials in a safe manner. A copy of the Management Plan is on file for your review at the school office.

STUDENT RECORDS

School student records are confidential and information from them shall not be released other than as provided by law. State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child.

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a *records custodian* who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records.

ILLINOIS SCHOOL STUDENT RECORDS ACT

This act is in force and all students and parents have access to the student's records according to the provisions of the act.

NOTIFICATION OF DESTRUCTION OF RECORDS

Student permanent records will be kept for not less than 60 years after the student has permanently left Zeigler-Royalton Community Unit School District #188. Student temporary records, however, will be kept for no more than five years after the student has permanently left Zeigler-Royalton CUSD #188. Parents may request to have the opportunity to copy information prior to destruction of these temporary records.

FREEDOM OF INFORMATION ACT

A copy of the Freedom of Information Act is posted in the Principal's office for your information. The requirements of this Act will be followed providing for liberal access by the public to information possessed by the School District.

SEARCH AND SEIZURE

Certified employees and school administrators may search a student and/or student's personal affects (e.g. purses, wallets, book bags, vehicles, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the district's student discipline policy.

School property, including but not limited to, desks, and lockers is owned and controlled by the district and may be searched by school authorities at any time. School authorities are authorized to conduct general administrative inspections of school property without notice to or consent of the student and without a search warrant.

As stated in the Illinois Code of Schools 105 ILCS 5/10-22.6, school searches may be done to maintain order and security in the schools. School authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal affects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal affects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained

dogs. If a search conducted in accordance with this Section produces evidence that the student violated or is violating the law, local ordinance, or the school's policies/rules, such evidence may be seized by school authorities, and disciplinary action taken. School authorities may also turn over such evidence to law enforcement authorities. The provisions of this subsection (e) apply in all school districts, including special charter districts and districts organized under Article 34.

USE OF TELEPHONE

The office telephone is reserved for school business only. Students may use the telephone on an emergency basis, as defined by the Principal or his designee. Students should be careful not to forget items they may need during the school day as calling home to have things delivered does not count as an emergency. Calling home to see if one can go to a friend's house after school is also not an emergency and such calls will be disallowed.

Students should not be permitted to leave class in order to receive a phone call. Phone calls to the school for students should be limited to school-related business.

BOOK RENTAL

The book rental fee for the school year is payable on the first day of school. The rental will include the use of textbooks for the year. The rental fee does not include school insurance, admittance to athletic events, or class fees for art, music, etc. A student shall be eligible for a waiver of a fee when at least one of the following is met:

1. The student is currently receiving aid under Article IV of the Illinois Public Aid Code
2. The family income worksheet indicates eligibility.

Students are responsible for the care and condition of rented textbooks and other materials charged to them. If the books are damaged beyond reasonable wear while in their possession, or if they are lost, the student must pay for the book. Unnecessary marks or torn pages should be erased or repaired immediately. Students are asked not to carry paper and pencils/pens in their books. Grades and transcripts of students will be withheld until payment is made for unreasonable damage to books or lost books.

PARTICIPATION IN GRADUATION CEREMONY

Participation in the 8th grade ceremony is a privilege rather than a right. For students who have worked hard and had good attendance, this is a chance to walk with pride and show the community that academic success has been attained. The administration reserves the right to disallow a student to participate in the graduation ceremonies if:

1. The student has committed an excessive number of disciplinary violations;
2. The student has not satisfactorily met the requirements for graduation;
3. The student has not completed disciplinary assignments;
4. The student demonstrates behavior that does not reflect positively on the school;
5. The student owes outstanding debts to the school or agents thereof;
6. The student fails to attend scheduled graduation practices; or
7. The administration views other factors that would damage the credibility of the school.

MONITORING OF CLASSES

Throughout the day, the Principal shall monitor student conduct while in classes. Students are expected to exhibit attitudes and behaviors which will assist in the delivery of instruction at all times throughout the school day. Attitudes and behaviors that fail to meet this expectation shall be penalized by negative consequences.

HEALTH EXAMINATIONS, IMMUNIZATIONS, AND EXCLUSION OF STUDENTS

A student's parent(s)/guardian(s) shall present proof that the student was examined by a licensed physician and received the immunizations against, and screenings for, preventable communicable diseases, as required by the Department of Public Health rules:

1. within one year before entering kindergarten or the first grade;
2. upon entering the sixth and ninth grades; and
3. whenever a student first enrolls in a District school, regardless of the student's grade.

Parent(s)/guardian(s) are encouraged to have their child undergo a dental examination whenever health examinations are required.

Failure to comply with the above requirements prior to the first day of attendance of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. If a medical reason prevents the student from receiving the required immunization by the first day of attendance, the student must present, by the first day of attendance, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, registered nurse, or local health department responsible for administering the immunizations.

Parent(s)/guardian(s) of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning in accordance with State law.

A student may be exempted from this policy's requirements on religious and medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

EXEMPTION FROM PHYSICAL ACTIVITY

A child may be exempted from some or all physical activities when the appropriate written excuse is submitted to the school by a person licensed under the Medical Practice Act. A student may be excused from physical activities for a maximum of three days per quarter with a parent note.

Alternative activities and/or units of instruction will be provided for pupils whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

ADMINISTERING MEDICINES TO STUDENTS

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

No school district employee shall administer to any student, or supervise a student's self-administration of, any prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall 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 policy and its implementing procedures. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have 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 or the medication's storage by school personnel. Parent(s)/guardian(s) 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 medication or the storage of the medication by school personnel.

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

The Building Principal shall include this policy in the student handbook and shall provide a copy to the parent(s)/guardian(s) of students.

ASTHMA MEDICATION SELF-ADMINISTRATION

As stated in the Illinois School Code 105 ILCS 5/22-30, schools are required to permit the self-administration of asthma medication, provided that the parents of the pupil provide written authorization for self-administration and provide written certification from the physician that the student does have asthma and is capable of self-administration. The school must inform the parents, and they must sign an acknowledgement that school district personnel incur no liability (except for willful and wanton conduct) for injury arising from self-administration.

An authorization form may be obtained from the school office for this self-administration procedure.

HEAD LICE POLICY

Zeigler-Royalton CUSD has a nit-free policy. If a student is found to have head lice, they will be sent home with instructions of how to treat their child. After treatment the student must be brought in by the parent between the hours of 8:00-8:30 to be rechecked by the nurse. If they are found to be clear, no slip from a Health Care Provider is required to return to school. If evidence of nits are still present, the student must be sent back home and must have a slip from a Health Care Provider other than the school nurse to return to school. The slip from the Health Care Provider must state that the student is **nit free/lice free. Any slip that does not have that statement will not be accepted.** After the student returns to school the nurse will recheck weekly for 4 weeks for signs of re-infestation.

FIELD/CLASS TRIP POLICY

Student field trips/class trips are a privilege rather than a right. Students may be excluded from leaving the campus to participate in trips (including the 8th grade trip) for the following reasons:

1. Grades indicate that the student is failing two or more subjects;
2. Excessive unexcused absences; or
3. Repeated violations of the school discipline code.

Students who demonstrate unacceptable behavior while on a field trip shall be banned from participating in any and all field trips for the remainder of the school year.

Students who have been assigned detention or other forms of disciplinary action must be able to fulfill that requirement on the day it is assigned. For example, if a class is going on a trip but a student has after-school detention and the class will not be back in time for the student to fulfill the disciplinary obligation, then the student will not be allowed to leave campus. Assigned disciplinary action takes priority over all other activities including trips, ballgames, etc.

SUPPLEMENTAL RULES

The Board of Education authorizes the administration to make supplemental rules to improve the educational process as situations arise. By no means does this handbook restrict the administration from doing whatever is necessary to enhance the quality of education for all students.

STUDENT RIGHTS AND RESPONSIBILITIES

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate district policies or rules will be subject to disciplinary measures.

STATEMENT OF STUDENT RESPONSIBILITIES

Students at Zeigler-Royalton CUSD #188 have certain responsibilities. These responsibilities include but are not limited to:

1. Attending school on a regular basis and on time
2. Completing all academic work and disciplinary assignments in a timely manner
3. Bringing the appropriate supplies to class
4. Obeying school rules along with state and federal laws
5. Respecting the rights of others
6. Being responsible for personal actions
7. Using appropriate language
8. Respecting school property
9. Voting in student body elections
10. Dressing in accordance with the school dress code

STUDENT PRIVILEGES

The following types of activities are considered student privileges. This means that students do not have a property right to participate in these things. Therefore, at the discretion of the faculty and administration, students may have these privileges removed for a specified amount of time.

1. Participation in graduation exercises
2. Attending prom and homecoming activities
3. Attending/participation in sporting and other extra-curricular events
4. Use of hall passes
5. Membership in clubs and organizations
6. Participation in field trips, class trips, etc.
7. Holding a student elected office

LOCK-DOWN STATUS

For security reasons, the Principal reserves the right to place the campus under lock-down status. During this time, teachers will hold students in the classroom with the door closed and locked. No student will be allowed in the halls or other parts of the building during the time of the lock-down period.

DRESS CODE

It shall be the policy of the Board of Education to encourage appropriate standards of dress and grooming by the students under its supervision. The faculty and administration will monitor student dress in order to ensure that those standards are being met.

Undergarments are to be kept covered at all times.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.

- Hair styles, dress, and accessories that pose a safety hazard are not permitted during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. No holes allowed 4 inches above the knees.
- The length of shorts or skirts (no shorter than 4 inches above the knee) must be appropriate for the school environment for all students in 5th – 8th grade.
- Form fitting pants/ capris (i.e. yoga pants, leggings, spandex, etc.) may be worn as long as shirt/dress/skirt covers the bottom for all students in 5th – 8th grade..
- Shirts without sleeves will not be allowed for male and female students in 5th – 8th grade.
- Appropriate footwear must be worn at all times.

While parents have the right to approve clothing for students to wear at home, the faculty and administration reserve the right to approve clothing worn at school. **The determination made by faculty and administration regarding appropriate dress at school is final.** Students who violate this policy will be subject to disciplinary action. A student who wears shirts considered to be inappropriate will be directed to either change the clothing or turn the clothing inside out (1st offense). Students who wear inappropriate shorts will be sent home to change immediately. Students will be given an unexcused absence during the time they are home changing. A second offense will be considered defiance and insubordination. This action will result in detention and/or suspension.

Proper dress is a sign of maturity and class. This policy will be enforced for all students regardless of their shape, size, or physical appearance.

It is the goal of Zeigler-Royalton District #188 to educate students to be successful in life. One can only be successful if he/she reflects self-respect and respect for others. A sign of such respect is appropriate dress.

ELECTRONIC DEVICES/CELL PHONES

Using or possessing a cellular telephone, or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs, cheat, signal others, or otherwise violate student conduct rules is prohibited. All electronic devices with the exception of school-issued Chromebooks, must be checked-in at the office immediately upon arriving at school for all students in 5th – 8th grade. Students in K-4th grades will turn their devices in to their teacher immediately upon entering their classroom. Devices will be returned to students at the end of the school day. Failure to turn in devices will result in disciplinary action.

STUDENT CONDUCT AWAY FROM SCHOOL-- CURRICULAR & EXTRACURRICULAR EVENTS

Students are expected to conduct themselves in a proper manner while attending events away from the grounds of Zeigler-Royalton CUSD #188. Students who show improper conduct while away from school (e.g. ballgames at other locations) are subject to disciplinary action. Students who participate in or encourage unsafe or destructive behavior will be held accountable for their actions.

DISCIPLINE

One of the most important lessons students should learn is discipline. While it does not appear as a subject, it underlines the whole educational structure. It is the training, which develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people.

With an understanding of the purpose for discipline, students may form a correct attitude toward it. Self-restraint and self-discipline are the foundations for developing into a productive and contributing citizen of

our society. By practicing proper conduct, students will enhance the learning environment for themselves and others.

Students must adhere to a code of good conduct and behavior not only for their own benefit, but also for the benefit of others. All students have a right to learn as much as they can while they are at school, but no student has the right to deprive others of a quality education or to jeopardize the safety of others. Students are expected to conduct themselves in a manner that will reflect positively on the school and the student body. In an attempt to ensure proper conduct and behavior, teachers are authorized by the Illinois School Code to remove disruptive students from their classes. Students who have to be removed from the classroom on a consistent basis will be referred to the school administration. The school principal may suspend students who are consistently disruptive in class.

All teachers in the school district have the authority to enforce school rules and to correct any student whose conduct is in violation of school rules. This applies even if the student is not assigned to that teacher or class.

MULTIPLE DISCIPLINARY INFRACTIONS

Students who have multiple disciplinary infractions shall be treated as chronic offenders of the school discipline code. Such students shall be suspended and may be referred to the Board of Education for an expulsion hearing. Students who cause a disruption of the educational process on a continual basis will not be allowed to attend Zeigler-Royalton Elementary/Jr. High School.

EXAMPLES OF SERIOUS DISCIPLINARY ACTIONS

1. Disturbance on school grounds, in hallways, or cafeteria areas
2. Possession or use of water pistols or water balloons
3. Classroom disturbance
4. Dishonesty/Cheating
5. Forgery of a note from home
6. Behaving in a way threatens the safety of self or others
7. Possession of pornographic materials
8. Excessive tardiness
9. Violation of classroom and field trip rules
10. Theft of personal/school property
11. Littering
12. Loitering
13. Unauthorized petitions
14. Possession of fireworks
15. Using/displaying obscenities
16. Gambling
17. Unauthorized use of electronic devices while on school property
18. Insubordination or disrespect
19. Fighting
20. Indecency or sexual harassment
21. Disruptions of educational process
22. Truancy
23. Assault (verbal and/or physical)
24. Gross intimidation or threats of violence
25. Inciting violence/disobedience
26. Repeated violations of school discipline code
27. Use/possession of tobacco products or smoking on school property
28. Vandalism to school/personal property
29. Storing food/drinks in lockers without permission
30. Public displays of affection

Students are subject to all penalties under the school discipline code. Additionally, students may be required to make financial restitution for property damage.

CONSEQUENCES FOR VIOLATIONS OF STUDENT HANDBOOK AND SCHOOL DISCIPLINE CODE

Students who choose to violate the rules set forth in this handbook will be subject to the consequences outlined within these pages. Students shall have no choice in completing the assigned disciplinary action. **Students will be expected to follow the rules or serve appropriate disciplinary action if they are to continue as a student of the school.**

EXAMPLES OF MAJOR DISCIPLINARY ACTIONS

Students may be suspended/expelled from school for major violations:

- | | |
|--|---|
| 1. Gross disobedience/misconduct | 9. Arson |
| 2. Repeated violations of school discipline code | 10. Criminal destruction of personal/school property |
| 3. Possession/use of cell phones/personal electronic devices during school day | 11. Assault on school personnel (including verbal and/or physical) |
| 4. Possession/use of firearms | 12. Report of any type of false alarm |
| 5. Possession/use/sale of alcohol or other drugs (including look-alikes and paraphernalia) | 13. Threat of harm to any person(s) (general or specific) |
| 6. Possession/use of lethal and dangerous weapons | 14. Excessive absenteeism |
| 7. Possession/use of explosive devices | 15. Acts of a sexual nature |
| 8. Use of "strong-arm" or "shakedown" methods directed at others | 16. Other conduct deemed inappropriate for the safety, health, or welfare of the students/staff at Zeigler-Royalton CUSD #188 |

In addition, students engaging in criminal acts will be reported to the proper law enforcement agencies. Students may also be expected to make financial restitution when necessary.

BULLYING AND/OR AGGRESSIVE BEHAVIOR

Students found to be guilty of demonstrating behavior which is aggressive in nature shall be disciplined in accordance with the school discipline code. Consequences for participating in such behavior shall include, but not be limited to, detention, out-of-school suspension, and expulsion. Additionally, incidents of aggressive behavior and bullying shall be reported to the proper law enforcement agency.

Parents shall be notified of reported behavior in an effort to stop the undesirable behavior.

For the purpose of this policy, prohibited aggressive behavior includes, but is not limited to, the following:

- | | |
|--------------------|--|
| 1. Use of violence | 6. Intimidation |
| 2. Use of force | 7. Use of fear |
| 3. Noise | 8. Bullying |
| 4. Coercion | 9. Other behavior deemed aggressive by school administration |
| 5. Threats | |

Bullying and aggressive behavior shall not be tolerated by Zeigler-Royalton CUSD #188 and shall be dealt with in a serious manner.

FIGHTING AND PHYSICAL VIOLENCE

Fighting and other forms of physical violence will not be tolerated at Zeigler-Royalton CUSD #188. Such forms of aggression shall be considered not only as a gross violation of expected student behavior, but additionally as a law enforcement problem.

If a student is struck by another student, the victim should immediately seek help from a teacher/principal. It is advised that the victim refuse to take matters into his/her own hands but allow the staff to take appropriate action.

The use of violence, force, noise, coercion, threats, intimidation, fear, or similar conduct toward any student or staff member will result in the firmest form of disciplinary action.

HAZING/HARASSMENT

Harassment is the act of provoking a student to the point of being emotionally upset or leading to possible fighting, including making threats or intimidating other students. The hazing of any student on or off of school property is prohibited. Any actions that involve the slightest element of physical danger or poor

taste are not permitted. Consequences for participation in such activity will be determined by the administration, but may include suspension/expulsion.

DUTY TO WARN

Every student at Zeigler-Royalton CUSD #188 has an expressed duty to warn the appropriate school personnel of any threat made against the school or another individual. School safety is the responsibility of everyone.

RESPECT TOWARD STAFF

Students are expected to show each staff member of Zeigler-Royalton CUSD #188 the proper respect they deserve at all times. Janitors, bus drivers, cooks, secretaries, teachers, coaches, and administrators shall be addressed in an appropriate manner. Teachers, coaches, and administrators shall be addressed by :Sir," "Ma'am," "Mr.," "Mrs.," or "Coach" when students are conversing with such personnel. Failure to show proper respect shall result in disciplinary action that may include suspension and/or expulsion. Arguing, back-talking, and other forms of disrespect will not be tolerated and will be met with the firmest form of disciplinary action.

GANG ACTIVITY

Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, or other things that are evidence of membership or affiliation in any gang
2. Committing any act or omission, or using any speech, either verbal or non-verbal, such as gestures and handshakes showing membership or affiliation in a gang
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. soliciting others for membership in gangs
 - b. requesting any person to pay protection or otherwise intimidating/threatening any person
 - c. committing any other illegal act or other violation of school district policy
 - d. inciting other students to act with physical violence upon any other person

Students engaging in any gang-related activity will be subject to serious disciplinary actions including possible suspension or expulsion from school. Additionally, all suspected gang activity shall be reported to local law enforcement and the Franklin County State's Attorney's office.

SUSPECTED DRUG/ALCOHOL POSSESSION OR USE

Students who are suspected of using, possessing, or selling alcohol and/or other drugs will be closely monitored by the administration. If there is suspicion of such activity, the suspected student shall be subject to any measures deemed necessary to insure the health and safety of the suspected student and the rest of the student body. Students found to be in possession of, using, or selling alcohol/drugs shall be disciplined firmly. These students shall be penalized to the fullest extent of the Illinois School Code. Additionally, the school district reserves the right to pursue criminal charges against the student.

Students who appear to be under the influence shall be sent home as "sick". Parents will be notified.

TOBACCO/SMOKING

Any student from Zeigler-Royalton CUSD #188 caught with tobacco products will have those products taken from their possession and said products will be disposed of at the owner's expense. The use/possession of tobacco products on school grounds is illegal. Students can be suspended on the first

offense. **Smoking by minors is illegal in Illinois. Smoking on school property is a violation of Illinois law.**

USE OF AND/OR POSSESSION OF ALCOHOL AND OTHER DRUGS

Students caught with said products in their possession or caught using said products will be penalized to the fullest extent of the law in accordance with the Illinois School Code. Look-alike drugs and drug paraphernalia is included in this policy. This penalty may result in a two-year expulsion from Zeigler-Royalton CUSD #188.

DANGEROUS WEAPONS

Possession or use of explosives, firearms, or other dangerous weapons or instruments shall be prohibited on school buses, in school buildings, or on school grounds at all times.

Students found to be in violation of this policy shall be disciplined by the administration on an individual basis. Disciplinary measures may include counseling, withholding of privileges, and/or suspension or expulsion. The District shall notify the parents of the action taken and may notify juvenile authorities. In cases of suspension or expulsion, the District shall follow procedures required by state law and Board policy.

THREATS

Any student making verbal or nonverbal threat to another person may be suspended for a period of up to (10) school days. A student who makes a threat to do harm against any person may be referred to a counseling center for evaluation. The parent shall be required to pay the cost of such a referral, and no admission to the school will be allowed until there is a signed statement from a physician or counselor stating that there is no immediate threat of harm to self or others. The administration reserves the right to ask the Board of Education for an expulsion hearing as the result of a gross threat. Local law enforcement agencies shall be notified of any threat made by a student.

FORGERY

Forgery is the act of falsely writing the name of another on a school form or note to the school in an effort to falsify records, dates, addresses, times, permission, etc. The severity of the offense will determine action taken. The administration reserves the right to verify all written communication the school receives. For example, a note from the parent may result in a phone call to the parent to verify the note. A note from a doctor/dentist or other professional may result in a phone call to that professional in order to verify the note.

SUSPENSION

In accordance with section 10-22.6 of the Illinois School Code, a student who exhibits behavior which is detrimental to the learning environment (including multiple violations of any part of the school discipline code), may be suspended for a period of time up to (10) student attendance days per occurrence.

A student who is suspended shall receive an "unexcused absence," and will receive (0) for all assignments during the suspension. No work may be made up for credit from a suspension. Students who are suspended are not allowed to be on school grounds or in attendance at any school activity (either home or away) during the period of the suspension. The consequence for any violation of this restriction will be additional disciplinary action and may include arrest for trespass. The student and parents must meet with the Principal before returning to school.

If a student is suspended or expelled from any public or private school, the student must complete the term of the suspension/expulsion before being admitted for enrollment. The receiving school district reserves the right to place such student in an alternative school setting.

EXPULSION

A student disciplinary expulsion is the removal of a student from school for gross disobedience or misconduct for a period of time ranging from in excess of 10 days to a definite period of time not to exceed two school years. The Zeigler-Royalton District #188 Board of Education retains the right, following a recommendation from the administration, to expel a student from school.

DUE PROCESS

1. Students shall be notified of the rules as established by the Board of Education by receiving a copy of the Parent/Student Handbook within (15) days after the beginning of school or within (15) days after enrolling during the school year.
2. The adopted School Board rules for Elementary, Junior High, and Senior High School are published annually in the Parent/Student Handbook for the appropriate level.
3. An authorized school administrator shall attempt to confer with a student being considered for major disciplinary action before action is taken.
4. A student shall be advised of the reason or reasons to support the considered action.
5. The student shall be afforded the opportunity to respond to the administrator.
6. A written record of the conference shall be made and maintained by the administrator conducting the conference.
7. The administrator, after following items 3 through 5, may determine what action will be necessary.
8. If, in the opinion of the administrator, a student is an immediate threat to school personnel, other students, or school property, or poses an ongoing threat of a disruptive nature to the educational process, the student may be removed from school without a conference as outlined in items 3—5 above. If this action is taken, a written notice, sent by certified mail, return receipt requested, shall be sent to the parents. This notice shall request the student to attend a conference as soon as possible after the notice is received. Failure to attend the conference shall constitute a waiver of the right to such conference. The parents or guardians shall be advised in writing of the formal action taken regardless of the student's attendance at the scheduled conference.

SUSPENSION NOTIFICATION

This notice shall include:

1. The duration and dates of the suspension
2. A notification of the school rule(s) which have been violated or other reasons which warrant such action
3. A statement of the parent(s) or guardian(s) right to review the action taken with the school board or its representative
4. A statement that a failure to request a review within (10) days after receipt of notice shall be deemed a waiver of the right of review
5. A notification of the right to be represented by an attorney at the review hearing
6. A copy of procedures for Suspension/Expulsion hearings

A request to review the suspension proceedings must be written and made to the Superintendent. If a request for review of the suspension proceedings is made within the time limits set forth above, the parent(s) and/or guardian(s) of the suspended student shall be given written notification at least one week in advance of the review with the school board or their representative.

The school administrators shall notify the Superintendent and School Board of all student suspensions. The administrators shall forward a copy of the parental notice of the suspension to the Superintendent.

PROCEDURES FOR EXPULSIONS

1. If the disciplinary action results in expulsion, the parent(s) or guardian(s) shall be advised immediately of the expulsion hearing by certified mail, return receipt requested.
2. The expulsion notice shall include:
 - a. the reasons for the proposed expulsion and the school rules which were violated;
 - b. the possible maximum duration of the proposed expulsion;
 - c. the place and time of the expulsion hearing;
 - d. a notification of the right to be represented by an attorney at the expulsion hearing; and
 - e. the parent(s)' or guardian(s)' right to a copy of the procedures for expulsion hearings.

REVIEW HEARING PROCEDURES

1. The hearing will be held in a Closed Session at the request of the parents or guardians or the school administrators.
2. The student will be afforded the following:
 - a. the right to be represented by counsel (at the expense of the student or parents)
 - b. the right to present evidence and call witnesses
 - c. the right to cross-examine the opposing witnesses
3. A written decision will be issued to the student and the parents or guardians within ten (10) school days after a review hearing conducted by the Board of Education. It will contain a statement of facts and the basis for the decision.

If the Board of Education finds in a hearing on the suspension or expulsion of a student that the action was unjustified or unreasonable, the following procedures will be followed:

1. The student's record will be expunged of all notations or remarks in regard to the suspension or expulsion.
2. The student's absence(s) will be recorded as "excused".
3. All educational opportunities and services missed by the student will be afforded.

SCHOOL/LAW RECIPROCAL REPORTING POLICY

Purpose: The School/Law Reciprocal Reporting Policy was created by a committee of school personnel, parents/community members, and law enforcement personnel. This policy is established for complying with the provisions of Public Act 88-376 that amends the Illinois School Code Section 10-20.14 to require that a school district's Parent/Teacher Advisory Committee must, in cooperation with local law enforcement agencies, develop guidelines for reciprocal reporting of criminal offenses committed by students.

Reporting Guidelines: The following procedures have been developed by the advisory committee to establish and maintain a reciprocal reporting system among the school district and local law enforcement agencies regarding criminal offenses committed by students. This policy shall be annually reviewed and revised, as needed, by the Parent/Teacher Discipline Committee. After review, as needed, by the Discipline Committee, the Principal of each building will notify the local law enforcement agency, the Sheriff's office, the States Attorney's office, the truancy office, and the probation office of the name, address, and telephone number of the contact person for that school building. The local law enforcement agency, the truancy office, and the probation office shall reciprocate to the Superintendent of the school district the name and telephone number of the contact person in each of those particular agencies. The Principal of each building shall be responsible for establishing the method of reporting that will be used in that particular school. Each law enforcement agency will be responsible for establishing procedures within their respective agency of the notification system to the school of criminal offenses by students occurring outside the school environment.

This policy shall become part of each building's Parent/Student Handbook.

INCIDENTS TO BE REPORTED AND RECOMMENDED ACTION

The following definitions represent the actions that will be reported to the appropriate law enforcement authority. The list is not exclusive of the suspect crimes that may be reported. In certain instances, action other than immediate reporting will be followed. The recommended actions are guidelines only; it is within the school administrator's sole discretion to report immediately any suspected criminal activity.

1. **Aggravated Battery/Battery:** Battery to a school administrator, teacher, or other school employee may be reported to police without unreasonable delay. Immediate disposition is at the discretion of school authorities (e.g. clearing corridors, sending students to office, securing the building). Battery which causes great bodily harm, permanent disability, or disfigurement to another shall be immediately reported to police. Use of a 9-1-1 system (if available) is encouraged. Notification shall be made in the most expedient manner.
2. **Assault:** Threats against staff or student(s) which impede the educational setting should require police notification without unreasonable delay.
3. **"Beeper" Possession:** According to law, students shall not possess "beepers" on school property except in certain circumstances. (The remedy for this issue is immediate police notification. See School Code 105 ILCS 5/10-21.10.)
4. **Bomb Threats:** School officials should immediately call 9-1-1 (if available), or any other police emergency number for their respective jurisdiction. After consultation with police, further action may or may not be taken. School officials need to complete Appendix A which lists pertinent information about the caller for police officials.
5. **Chain of Evidence:** Maintaining the chain of evidence is the responsibility of police in conjunction with a criminal investigation. It is imperative that evidence not be handled unless an emergency exists. General guidelines are suggested for handling evidence for readily identified items such as:
 - a. **Weapons:** When immediate danger is a reality (safety is threatened), school officials should secure the weapon, but only if the securing can be accomplished without violence occurring and, if possible, without the actual handling of the weapon (e.g., placing a trash can over the weapon, etc.). However, disarming by school officials is considered discretionary based on the extremity of the situation. Police should disarm whenever possible.
 - b. **Drugs (Controlled substances or drug "look-alikes"):** School officials can seize drugs (controlled substances) or drug look-alikes on a temporary basis and detain the student until police arrive, so long as the safety of the official and others is not jeopardized. Drugs will then be turned over to the police.
 - c. Fingerprints, footprints, blood stains, etc. shall be preserved.
 - d. Crime scenes should not be altered or disturbed.
 - e. The police department will make evidence available for administrative hearings, and the police officer may testify at such hearings so long as these activities do not impede the judicial process (criminal proceedings) or an ongoing investigation.
6. **Child Abuse:** School officials should immediately report cases of suspected child abuse or neglect to DCFS via its toll-free number (1-800-25A-BUSE). Both school officials and law enforcement officials are considered to be mandated reporters and are expected to report immediately these cases to the department. Mandated reporters shall confirm their telephone report in writing on a form prescribed by the department within 48 hours of the oral report. (See Appendix B, Abused and Neglected Child Reporting Act, Section 7)
7. **Domestic Violence:** If evidence of a crime exists, the police are to be notified immediately. Informal communication between school and police officials may be utilized; however, reasonable notification should definitely be used. School policy is in accordance with hot line referral laws relating to child abuse (See Appendix B, Abused and Neglected Child Reporting Act, Section 7).
8. **Disorderly Conduct:** Acts which alarm or disturb another, cause a breach of the peace, or impede the educational setting (including total distraction or disruption) may require police notification.
9. **Drugs/Drug "Look-alikes"/Alcohol/Paraphernalia:** In cases involving unlawful possession of any drugs, scheduled or unscheduled, drug look-alikes, alcohol, hypodermic needles, syringes,

and paraphernalia, on school property, notification of the police is suggested. In cases of suggested possession of scheduled substances, informal communications between school officials and the police should be utilized.

10. **Gangs:** The term "Gangs" refers to anyone who threatens to cause, or causes, bodily harm to another or his family for the purpose of solicitation or caused membership in any association or organization. Immediate disposition is at the discretion of school authorities (e.g., clearing corridors, sending students to the office, securing the building). The police should be notified without unreasonable delay. In cases of suspected membership in any such association or organization, informal communication between school and police officials shall be utilized.
11. **Major Crimes/Forcible Felonies:** In all cases, the police shall be notified immediately.
12. **Radio Activated Communication Devices:** Possession of these devices by students on school property is at the discretion of school authorities. It is the recommendation of the School/Law Reciprocal Reporting Committee that schools not permit students to possess such devices on school property (see 105 ILCS/10-20.28).
13. **Searches:** Public school students do possess a clearly established constitutional right to be free from unreasonable searches and seizures. (1) However, school officials may search students when they have "reasonable suspicion in light of all circumstances" to do so. (2) That is, there must be reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity. The issue of police involvement should be determined by the nature of the crime involved (e.g. an illegal weapon) or the extent of the situation. Involving law enforcement authorities requires a higher standard of supervision; there must be probable cause to search.
14. **Sexual Abuse:** The term includes unwanted intentional fondling or touching, either directly or through clothing, of intimate body parts of any person, or any part of the body of a child under thirteen years of age, for the purpose of sexual gratification or arousal of the victim or the accused. Immediate disposition is at the discretion of school authorities.

Incidents of the following nature shall be reported to police without unreasonable delay, including the offense, location, and time.

- A. **Where force or threatened force or bodily harm is involved.**
- B. **Where there is a victim who is unable to understand or consent.**
- C. **Where the victim is less than thirteen years of age (consent is not an issue).**
- D. **Where there is a second or subsequent complaint by the same victim regardless of age.**
- E. **Where a weapon is displayed.**

15. **Sexual Assault:** The term is commonly identified as "rape" and involving threatened force, attempts at or actual sexual contact, bodily harm or threats of bodily harm, except that these factors, however, are not issues for reported victims under thirteen years of age. By law, persons under thirteen years of age cannot make a determination of whether the act was sexually illegal in nature. All incidents should be immediately reported to police, regardless of offense, location, or time.
16. **Sexual Harassment:** This is a civil matter. School Board Policy 720.09 defines the procedures for school officials to handle student sexual harassment incidents.
17. **Simple Assault/Intimidation:** The threat, or placing another in reasonable apprehension of receiving a battery, is simple assault. Involvement of the police is at the discretion of the school officials.
18. **Simple Battery:** Fighting which causes bodily harm or making physical contact in a provoking or insulting manner to another shall be subject to parental and/or police notification, and is at the discretion of the school administrator, who should consider the following factors (age is not a determiner):
 - A. Number of participants
 - B. Prior incidents
 - C. Apparent causes
 - D. Risk of retaliation
 - E. Racial in nature
 - F. Gang or "wannabe" related actions
 - G. Overt threats
 - H. Social (current or ex-boyfriend/girlfriend)

19. **Stalking:** Threatening or placing another in reasonable apprehension of receiving bodily harm, sexual assault, confinement, or restraint and, following or placing the intended victim under surveillance (at least twice). Immediate disposition is at the discretion of school authorities (e.g. clearing the corridors, sending students to office, securing the building).
20. **Theft:** Exerting and/or retaining unauthorized control over the property of another with the intent to permanently deprive. It is recommended that theft of property be reported to the law enforcement agency.
21. **Weapons/Look-alikes:** Police should be immediately notified when any weapon is found, whether it be a gun, switchblade, brass knuckles, a bludgeon, etc. Also included in this group would be items used or intended to be used as weapons (e.g. baseball bat, look-alikes, etc). When danger is eminent, school officials should use caution when securing the weapon. However, disarming by school officials is considered to be discretionary based on the seriousness of the situation. Police should disarm whenever possible.

BEHAVIOR AT BALLGAMES AND OTHER EXTRA-CURRICULAR EVENTS

Good student conduct is expected at ballgames and other events. Students and parents should demonstrate sportsmanlike conduct at all times. Unsportsmanlike conduct may result in the person being ejected from the event and may be suspended from attending all school events for a period of time up to one year after a school board hearing. Examples of unsportsmanlike conduct include:

1. Using vulgar or obscene language
2. Possession/use or being under the influence of any alcoholic beverage or illegal substance
3. Fighting, striking, or threatening another person
4. Failing to obey the instructions of a security officer or district employee
5. Engaging in any activity which is illegal or disruptive
6. Zeigler-Royalton CUSD #188 students shall not be allowed to leave the building unless they are planning to leave for the evening. (Students shall not be permitted to re-enter once they leave the building during extracurricular events.)

BUS CONDUCT

All students must follow the District's School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

1. Prohibited student conduct as defined in the Student Discipline Policy.
2. Willful injuries or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

USE OF VIDEO CAMERAS

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees.

The content of the videotapes are student records and are subject to the District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Building Principal, Transportation Director, bus driver, sponsor, coach, or other supervisor. If the content of videotape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

BUS DISCIPLINE PROCEDURES

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

SCHOOL BUS SAFETY GUIDELINES

School buses in this school district are operated under regulations set up by the school code of the State of Illinois. The Illinois Manual for School Bus Drivers, distributed by the Illinois State Board of Education calls our attention to certain rules and regulations for pupils:

1. The driver is in full charge of the pupil and bus. Their relationship with pupils should be on the same plane as that expected of a teacher. Pupils should obey the drivers promptly. The right of all pupils to ride the bus is conditioned on their good behavior and observance of the rules and regulations. Safety demands complete cooperation. Should any pupil persist in violating any of the rules and regulations, it will be the duty of the driver to notify the school principal.
2. Drivers may assign seats. If seats are assigned, pupils must occupy the seats assigned to them.
3. Classroom conduct must be observed while riding on the bus.
4. Pupils must not try to get off or on the bus or move about the bus while it is in motion.
5. If students are unloading at any place other than home or site designated by the school as a bus loading area, they must bring an excuse to the school office for approval by the Principal.
6. Extra-curricular activities require all students to ride to and from school events unless the parents/legal guardians have personally notified the sponsor.
7. Be on time at the designated school bus stop.
8. Stay off the road at all times while waiting for the bus.
9. Be careful in approaching the place where the bus stops. Do not move forward toward the bus until the bus has been brought to a complete stop.
10. Be alert to danger signals from the driver
11. Remain in the bus in the event of a road emergency until instructions are given by the driver.
12. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything outside of the bus window.
13. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident.
14. Be absolutely quiet when approaching a railroad-crossing stop.
15. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
16. Assist in keeping the bus safe and sanitary at all times. There will be no eating/drinking on routine bus routes.
17. Carry no animals on the bus.
18. Keep all items out of the aisles
19. Do not leave personal belongings on the bus.
20. Be courteous to others
21. Help to keep smaller children safe while on the bus.
22. Do not ask the bus driver to stop at places other than the regular stop. The driver cannot do this without proper permission by school officials.
23. Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for a signal from the bus driver before you cross.
24. Obey all directives by school personnel.

DISCIPLINE FOR SCHOOL BUS RIDERS

1st violation - warning to student by Principal

2nd violation - warning to student and parent by Principal

3rd violation - after a written report is filed, the student will be suspended from riding the bus by administration for a period not to exceed (10) days. Continued problems by the student may result in the Board of Education suspending bus-riding privileges for the remainder of the school year.

The administration reserves the right to skip the first two steps if deemed necessary.

School administration reserves the right to assign disciplinary action for any and all misconduct on the bus. This includes detentions, supervised study session assignment, etc. Additionally, any property damage done to district buses may require students to make financial restitution.

A student, who causes problems on the bus prior to leaving school in the afternoon shall be turned over to the principal. The principal shall then make a determination to suspend bus-riding privileges or provide for alternative, district-provided transportation.

A student who causes problems on the bus during the morning before going to school shall be turned over to the custody of the parent. The parent shall then be responsible for transporting the student to school. If parent-driver contact is not made, the bus driver shall assign the problem student a seat in the front of the bus and take the student to school. The problem student shall then be taken to the principal for disciplinary action.

OTHER PUBLIC NOTICES

2. The handbook is only a summary of Board policies governing the District. Board policies are available to the public at the District office.
3. The handbook may be amended during the year without notice.
4. Notice is given to all individuals expected to comply by the policies & procedures outlined in this handbook.
5. Visitation to the schools is permitted under the conditions set forth in this handbook. All visitors must report to the office upon entering the building(s).
6. The public is welcome to attend conferences, school programs, and board meetings. If accommodations are necessary for an individual with a disability, the school district will make reasonable efforts in that area.
7. Parents have the right to object to physical exams and screenings. However, physical exams are required by the State of Illinois at certain grade levels. Exams are also required if a student is to participate in athletics.
8. Third-party surveys are used at the school(s) from time to time. Such surveys are reviewed for appropriateness by the district administration. Parents shall have the right to opt-out of surveys by contacting the appropriate building principal.

Zeigler-Royalton Community Unit School District #188

Summary of District Athletic Policy

Participation in extra curricular activities such as athletics is a privilege enjoyed by the students of Zeigler-Royalton Community Unit School District #188. As an athlete, the student is a representative of the school district and the community, and is expected to represent him or herself in a manner becoming both the school and community.

Athletics offer experiences for the proper development of attitude, sense of community, and level of maturity. These experiences encourage desirable habits of discipline, provide an atmosphere for proper ethical and moral attitudes, and help develop self-sacrifice and dedication toward common goals.

To accomplish these goals, the athletic department and school administration have developed these standards which we feel will promote the desired outcomes. Parents and students are asked to read and discuss these rules. Coaches shall present this document to all athletic participants and provide explanation where needed.

A signed copy of this document accompanied with a current utility bill indicating the name and street address as the current residence of the parent or legal guardian of the athlete must be turned in by the athlete to his or her coach prior to the start of the current season. Additional verification/documentation may be required and must be provided upon request prior to the student's participation in the sport/activity. A copy will be given to the athlete and a copy will be kept on file in the office.

ATHLETIC RULES OF CONDUCT

These rules of conduct become effective on the first day of practice for an individual sport, and are enforced upon confirmation of a violation by school officials or law enforcement officials, and/or the judicial system. Certain violations may result in an administrative hearing being conducted. Following the hearing, the administration reserves the right to increase the penalty for misconduct above and beyond the penalties outlined in this section. Student who engage in behavior which is deemed "gross misconduct" may be suspended or denied the privilege of participating in the sport for a period of up to two years. These rules of conduct shall include cheerleading.

A. It is a violation of the rules of conduct for a participating student to:

1. Use or possess tobacco products (smoking, snuff, chewing tobacco, etc.).
2. Use or possess any form of alcohol.
3. Use or possess any type of illegal drug.
4. Engage in any criminal activity.

B. Penalties for violations of any of the rules:

1. For the **FIRST VIOLATION**, the penalty will be suspension from the sport for one week beginning with the first game after the violation has been confirmed. The student will not be allowed to dress or participate in any athletic contest, but must attend and participate in any practices held during the suspension period.
2. For the **SECOND VIOLATION** within the school year, the student will be suspended from further participation in the sport he/she is playing at the time. It could be a different sport than the first offense, and could be a violation of a different rule of conduct.
3. For the **THIRD VIOLATION** within the same school year, the student will be barred from further participation in athletics for the remainder of the school year.

ATHLETES AND GRADES

All student athletes must be passing required standards set forth by the Zeigler-Royalton School District. Athletes who fail to meet the standards will not be allowed to compete. Academic progress will be checked on a weekly basis. Athletes will practice during the time of ineligibility.

ATHLETES AND DETENTION

Participation in athletics does not excuse an athlete from serving a detention. Each athlete will serve the detention on the assigned date. Detention is given preference over game competition or practice.

ATHLETES AND SCHOOL ATTENDANCE

Student athletes are expected to attend school. Attendance is required for a student to attend practice or play a game. Athletes may be allowed to practice or play a game by the building principal after attending school a half day.

GAME TRANSPORTATION

Away Games: Athletes must ride school transportation to all away games. Exceptions can only be made by the Building Principal or Athletic Director after receiving a written request by the parent involved. Violation results in an athlete suspension for that game.

From Away Games: Athletes may return home from an away game with their parents, grandparents, or legal guardian only. A signed request provided by the student must be presented to the coach **PRIOR** to leaving the game. Exceptions can only be made by the Building Principal or Athletic Director after receiving a written request by the parent involved. Violation results in a one game suspension.

ATHLETIC EQUIPMENT

Athletic equipment will be checked out and back in by the team coach. The athlete is responsible for the care of the equipment while in his/her use. The equipment should be immediately returned to the coach upon completion of the season or if the athlete is no longer a member of the team. Equipment for another sport will not be issued to an athlete until all equipment has been returned or replacement cost is paid to the school.

UNSPORTSMANLIKE CONDUCT/DISRESPECT

IJHSAA regulations require an athlete having been removed from an athletic contest for unsportsmanlike conduct to be suspended from the following contest at the same level of competition. This school will enforce this rule according to IJHSAA requirements. Students showing disrespect or unsportsmanlike conduct may be subject to an administrative hearing to determine if punishment beyond the athletic policy or team rules may be necessary. The administration reserves the right to suspend or deny the privilege of participating in the sport. In cases of "gross misconduct," the student may lose participation privileges for a period up to two years.

TEAM RULES

Each coach will present in writing a list of team rules in addition to the school athletic policy. Athletic policy cannot be changed by the individual coach. Team rules will include items such as missing practice.

REQUIREMENTS TO PARTICIPATE

Athletes must meet the following requirements before the first practice:

1. Have a current year physical on file in the office.
2. Complete an insurance waiver.
3. Successfully complete required academic coursework

Zeigler-Royalton K-8 School Building Policies 2018-2019

I. ACADEMICS

Attendance

Students shall attend school on a regular basis during the school year unless otherwise determined exempt under provisions of Article 26 of the Illinois School Code. All cases involving irregular attendance and truancy shall be reported to the truant officer. Parents are encouraged to schedule family trips, vacations, and other activities around the school calendar whenever possible.

Following the 10th absence from school, a doctor's excuse will be required in order for the absence to be excused. Absences without a doctor's excuse beyond the 10th absence will result in the student receiving an unexcused absence for missed days. If an absence is excused, the student is allowed to make up work missed. Students who are classified, as truant will be referred to the Franklin County truant officer.

Students may be excluded from school when afflicted with any contagious, infectious, or transmittable disease. School officials shall be governed by the decision of a physician or the Board of Health in such cases.

Tardiness

Any student reporting to school AFTER the 8:20 bell must go to the main office to be checked in. Students who accumulate an excessive number of tardies will not be eligible for attendance awards, and may also be referred to the truant officer for unexcused absence.

Grades

Grade reports of student progress are made at the end of every quarter. **The school will also send mid-term reports to parents of students who are failing or near failing at the end of the 4th week of each grading period.** Grade cards are to be taken home, signed by parents, and returned as soon as possible.

Parents are always free to visit the school or phone the school to arrange an appointment with the teachers. All visitors are expected to contact to the Principal's office to set up a time that is mutually acceptable to the parent, teacher(s), and administration.

Student grades will be determined using a variety of items, including, but not limited to, in-class work, home work, tests, projects, and/or class participation. Students who fail to successfully complete two or more core academic subjects during the school year will be subject to grade level retention. *For promotional purposes grades will be calculated using the numeric grade for each nine weeks and not the letter grade.* Students in grades K-2 may receive a compatible grade of Excellent (E), Satisfactory (S), or Unsatisfactory (U).

The following marks are used:

A+99—100	5 grade points	C+76—79	3 .5 grade points
A 94 – 98	4.75 grade points	C 73 – 75	3 grade points
A- 90 ---93	4.5 grade points	C- 70 – 72	2.75 grade points
B+86—89	4.25 grade points	D+67—69	2.5 grade points
B 83 – 85	4 grade points	D 64 - 66	2 grade points
B- 80 – 82	3.75 grade points	D- 60 – 63	1.75 grade points
		F less than 60	1 grade point

II. SCHOOL SECURITY

Building Access

After students enter the building in the morning, only the front doors, near the main office will be accessible from the outside.

Visitors

- All visitors **must** check in at the office and wear a visitor identification tag while in the building.
- **Parents are not allowed to enter the building and wait for their child to be dismissed.** Parents who pick their children up should wait in the pick up area (north parking lot, between schools) until a staff member brings the children out of the building.
- Students are **NOT** permitted to bring friends or visitors to school. Any person who is not enrolled at the school must report directly to the office.

Selling and/or Soliciting

Students shall not bring to or upon school property items for sale or solicit orders for fundraising activities not directly related to a school project. Any school-related fundraising activity must be approved by the principal.

Articles Prohibited at School

For the safety of all students, and to preserve the best possible learning environment, the following items are not to be brought to school or carried onto a bus:

1. Any item that may be used to threaten bodily harm
2. Cigarettes or other tobacco products
3. Alcohol in any form
4. Any item which would be dangerous to students and/or staff, or that may cause disruption in the classroom
5. Any illegal substance
6. Trading Cards (Athletic, Pokemon, etc.)
7. Footballs
8. Soccer balls
9. Bats
10. Toy or "look-alike" weapons
11. Due to the possibility of theft, valuable personal items should stay at home. The school is not responsible for the theft of such items

Backpacks and Bookbags

For reasons of school security, backpacks and bookbags must be stored in the appropriate and/or designated storage areas during the school day.

Coats

Students must remove coats immediately upon entering the building and place them in the designated areas.

Threats

Any threat to the welfare of another student or staff member will be taken seriously and dealt with firmly and fairly.

Violations of School Security

Penalty for violation of any campus security regulation will be at the discretion of school administration. These can range from one detention, a 3/5-day suspension, or even expulsion depending on the severity of the offense.

Leaving School Grounds

Students are not to leave the school grounds at any time during the school day without special permission from the principal or the superintendent. If a student requests to leave during the school day, a note dated and signed by the parent or legal guardian must be presented to the principal or his designee for approval. The note must also state who will be picking up the student. The person picking up the student should come to the main office and sign the student out before leaving the school grounds. The designated person must be listed on the approved "pick up list" on the school's student information system unless the parent has spoken personally to the principal to make other arrangements. This requirement is for the safety and protection of all students and staff.

Searches of Students

Searches of students' personal possessions or locker and desk shall be conducted by the administration for the welfare and safety of the students and staff if the administration has reasonable suspicion for believing that a student is concealing material which is prohibited by federal, state, or local law or the provisions of the Illinois School Code. A student's locker or desk is the property of the school. Lockers may be searched by the administration at any time, with, or without the student's knowledge or consent. Random searches may also be conducted.

III. BUILDING PROCEDURES

Checking In and Out of the Building

- Students coming into the building after an absence or at an irregular hour must report directly to the office, where they must sign in. They will then be given an admit slip to present to their classroom teacher.
- Students are not allowed to leave the building during the day unless they have parental permission and the permission of the school administrator or his designee. If a student has a doctor or dentist appointment, parents should send a note or contact the office. A parent/guardian or pre-arranged pick up contact must sign out students who leave early (See "Leaving School Grounds" above.)

Bus Conduct

- Your safety and comfort on the buses are our concern. **Any conduct that is not conducive to the safety and comfort of all students will not be permitted.**
- Loud or boisterous conduct, horseplay, vulgarity, fighting or threats of fighting, or interference with the driver are all unacceptable behaviors on the bus. If a student conducts himself/herself in this manner, he/she will be subject to disciplinary procedures.
- Flagrant or repeated bus offenses may result in loss of bus riding privileges.

Parents who plan to pick their child up after school should notify the office **in advance**. **A note MUST be sent to school if a student's normal transportation arrangements need to be changed.** Students will not be allowed to use the phone during the day for this purpose. **Teachers and office staff WILL NOT accept transportation changes without a written notice.** Parents who forget to send a transportation change note with their child in the morning must either complete a transportation change form in the office **in person**, or must make arrangements for a note to be delivered to the school **prior to**

school dismissal for the day. **Changes will not be accepted by telephone, except in extreme emergency cases as determined by the school principal or designee.**

Drop-off / Pick-up Procedure

Students who are driven to school by a parent or guardian will be dropped-off and/or picked-up at the north end of the building. Cars arriving at the school will be limited to the parking area between the high school and grade school buildings. Cars should pull forward as far as possible when arriving to allow room for all cars and not block the drive-through area. If the drop-off or pick up will take longer than usual, please park car out of the way of others as not to block or slow the flow of traffic

Bad Weather

In the event that roads become impassable and the bus cannot travel them, the bus driver will so inform you the day before and tell you where to meet the bus. In the case of rain, sleet, or snow hampering transportation, bus information will be given out by radio station WDDD in Marion, Z100 in Carbondale, or WCIL in Carbondale, usually before 7:00 a.m. Additionally, a call-out will be made using the school's all-call program. Do NOT call administrators or staff at home for information.

Telephone

- Students must have permission from office personnel to use the phone.
- **All calls must be directly related to school business.**
- Only the office phone may be used by students. Students are NOT allowed to use classroom phones. Use of phones by students must be kept to a minimum.

Medication for Students

Every effort should be made to administer medication at home before or after school hours. When a student requires prescribed medication during school hours, the parent should first contact the school health coordinator. Parents must complete the necessary medication forms and sign the forms, giving school personnel permission to give the medication. The forms must state the reason for the medication and the prescribed daily dosage with complete instructions.

Corridors/Hall Conduct

- Keep hallways open to traffic by walking to the right.
- Do not block others by standing in a group.
- Pass through the walkways quietly while classes are in session.
- Students will not be allowed to loiter or congregate in the restrooms at any time.

Cafeteria

The school cafeteria offers a free lunch and breakfast every day. In order to make this run as smoothly as possible, please follow these simple guidelines:

- Stay in single file breakfast/lunch lines;
- Do NOT "cut" in line ahead of others;
- Remain seated in the cafeteria until dismissed by a staff member;
- Lunches brought from home are to be eaten in the cafeteria;
- All drinks are to be finished in the cafeteria;
- Glass containers shall not be brought to school.
- Students who eat breakfast must go directly from the bus to the cafeteria in the morning.

Failure to obey these rules will result in a disciplinary consequence.

Library Rules

The library contains many books and magazines for your pleasure, reading, and research. The librarian will be happy to help you find needed materials. All students are welcome to use the library if these rules of conduct are obeyed:

1. There will be no loud talking or behavior.
2. Students should be reading, studying, or taking quizzes on ipads. Students who are not working will not be allowed to stay in the library.
3. Students may not use the library if they have overdue books or unpaid fines.
4. Students must be careful to keep books on the shelves in order. There are markers on the checkout desk to mark the correct location of a book removed from the shelf by a student. When finished with the book, students should replace the book and the marker to their original place.
5. Students in the library must have a pass from a teacher.
6. Return magazines, encyclopedias, and dictionaries to the proper place on the shelf when you are finished using them. These materials are to be used in the library and may NOT be checked out.
7. I-pads will be used on a first come – first served basis. The computer lab supervisor will monitor usage. **The school's Internet usage policy will be strictly enforced.**

Book check-out procedures:

1. After selecting a book, take it to the front desk. A library worker will check it out for a one-week period.
2. Library books may be renewed one time for an additional week.
3. Students may have only two (2) books checked out at any given time.

Health and Grooming

If a student becomes ill, he/she should get permission and report to the health coordinator and/or office immediately. Students must have a "Nurse Pass" to visit the nurse except in cases of emergency. Students are only allowed in route from nurse's office or back to class with nurse pass.. If there is a necessity to go home, the health coordinator and/or office staff will call the parent. The student will then be released from school when the parent arrives.

- If a student requires medication, the medicine must be stored in the office or other designated area and administered by authorized personnel only. Students with asthma may self-administer inhaler medications upon completion of the appropriate forms available from the health coordinator.
- Combs, brushes, and hair picks are also to be left in the lockers and/or bookbags.

Care of Building

Everyone should take pride in our school building and school grounds outside and do everything that we can to help keep it clean and attractive. Students are expected to pick up all paper and litter from the classroom floors and cafeteria at the end of each class period. The hallways and outside areas are also to be kept free of all litter and paper. Please be a thoughtful citizen and pick up paper and rubbish when you see it instead of walking by. Lockers should always remain closed when not in use. Lockers should be kept neat and organized. Lockers left open due to student items preventing the door from shutting can result in disciplinary action.

- Students marking on or damaging school equipment or property in any way will be required to clean the article and pay for the damage done, in addition to any disciplinary consequences. The law specifically provides that parents and students are responsible for damage to school property or materials loaned to the students.

It is not enough that you should refrain from doing anything that damages school property, but you must help protect the school by discouraging and /or reporting such activity done by other students so that we can maintain a clean and attractive facility for our community.

IV. DISCIPLINE PROCEDURES

Student Conduct

Pupils, parents, and school personnel can best achieve educational goals if there is an atmosphere of mutual understanding, respect, and cooperation. Discipline and classroom management are essential to effective teaching and learning.

Students attending Zeigler-Royalton CUSD #188 shall be expected to attend school on a regular basis, to observe school rules and regulations, and to conduct themselves in a respectful manner that will be a credit to themselves, their parents, and the school.

Disciplinary measures shall be taken in the event that inappropriate conduct warrants it, and parents will be notified, when possible, of such action taken.

Such inappropriate behaviors include, **but are not limited to**:

- **Fighting** or the threat of physical injury to another.
- **Disrespect** of school staff members and/or other students.
- **Smoking or chewing tobacco** or possession of tobacco products.
- **Insubordination.** Students shall not disregard, or refuse to obey, directions given by any school personnel anywhere in the building or on the school grounds.
- **Disruption of School.** Any behavior that causes the disruption of the normal educational process in the school.
- **Profane Language (Verbal or written) or Vulgar Behavior.** Public displays of affection, obscene gestures, profane or vulgar media.
- **Destruction** or defacing of school property or private property.
- **Inciting** others by words, acts, or deeds to commit violence or to cause disruption.
- **Truancy or Tardiness**
- **Inappropriate Dress**
- **Inappropriate Use of Technology Resources**
- **Possession of Illegal Substances**
- **Sexual Harassment**
- **Repeated Violations of School Discipline Code**
- **Other Disciplinary Infractions** deemed unacceptable behavior by school personnel.

Removal from Class

A teacher may remove a student from class when the student's persistent misbehavior disrupts the classroom, or the student has been disrespectful or defiant to the teacher.

Noon/Recess Detention

Students will be assigned to a disciplinary period, which will be held during the noon or other recess period for violation of the rules of the school or classroom (tardiness, minor classroom disturbances, refusal to work in the classroom, or any other infraction as determined by the teachers or administrator).

After-School Detention

Students may be assigned to an after-school detention by school administration from 3:00 – 5:00 (Tuesday and Thursday) for repeated violations of the school discipline code. Parents of students assigned to after-school detention will be notified at least 1 day prior to the detention.

A bus will provide these students with a ride to the Casey's in Royalton and to the Casey's in Zeigler. **Parents will be responsible for picking students up from these locations.**

Suspension

Parents of students who receive "out-of-school" suspensions will receive a letter of notification in the mail, and, if at all possible, a phone call from the principal explaining the circumstances of the suspension. Parents may receive a hearing any day during the suspension. If a student has been particularly disruptive or his/her presence constitutes a danger to himself/herself or others, he/she may be excluded from school until such time as the danger may subside or other remedial actions are taken. Students who are suspended from school are not permitted to be on school grounds, to use school transportation, or to attend school-sponsored activities during the term of the suspension. **Unless notified otherwise, parents must bring the suspended student back to school and meet with the principal before the student can be readmitted.**

Expulsion

Expulsion is the removal of a student from school attendance for the remainder of the school year or a period of time as determined by the Board of Education. Expelled students are not permitted to be on school grounds, to use school transportation, or to attend school-sponsored activities. Students expelled from school are not permitted to make up work missed.

Eighth Grade Graduation

Any eighth grade student with an excessive number of disciplinary infractions MAY NOT be allowed to participate in the eighth grade graduation ceremony. Determination of graduation participation will be made by school administrator.

V. OTHER

Illinois School Student Records Act

This act is in force, and all students and parents have access to the student's records according to the provisions of the Act.

Freedom of Information Act

A copy of the Freedom of Information Act is posted in the principal's office for your information. The requirements of this Act will be followed providing for liberal access by the public to information possessed by the School District. An example is access to student records while at the same time protecting legitimate privacy interests.

Notification of Destruction of Records

Students' permanent records will be kept for not less than 60 years after the student has permanently left Unit School District #188. Student temporary records, however, will be kept for no more than five years after the student has permanently left Unit School District # 188. Parents may request to have the opportunity to copy information prior to the destruction of these temporary records.

Weapons

Zeigler-Royalton Elementary/Junior High School will follow the guidelines of the Gun-Free School Act, which states that possession of a firearm at school results in a mandatory, minimum one-year expulsion from school.

The term "weapon" shall include all objects which, by their inherent characteristics or by the manner of their use, are designed to inflict or have the potential of inflicting bodily injury or intimidating another person, or which do, in fact, inflict bodily injury or intimidate another person. The term "weapon" shall include, but not be limited to such articles as: firearms (whether loaded or unloaded), knives, knuckles, razors, chains, or any other object which may be used in such a way as to threaten, to inflict harm, or to protect oneself.

Any student who brings a weapon to school will be suspended for a period of 10 days, referred to the Board of Education for expulsion, and referred to the police.

Student Handbook Acknowledgement

I have received a copy of the Student/Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.

Students/parents sign and return with the non-refundable \$3.00 technology fee (fees are applied to Internet and printing resources).

Signature of Student

Date

Signature of Parent

Date

Copy of the latest student handbook may be obtained from the district website.
<http://www.zr188.org>