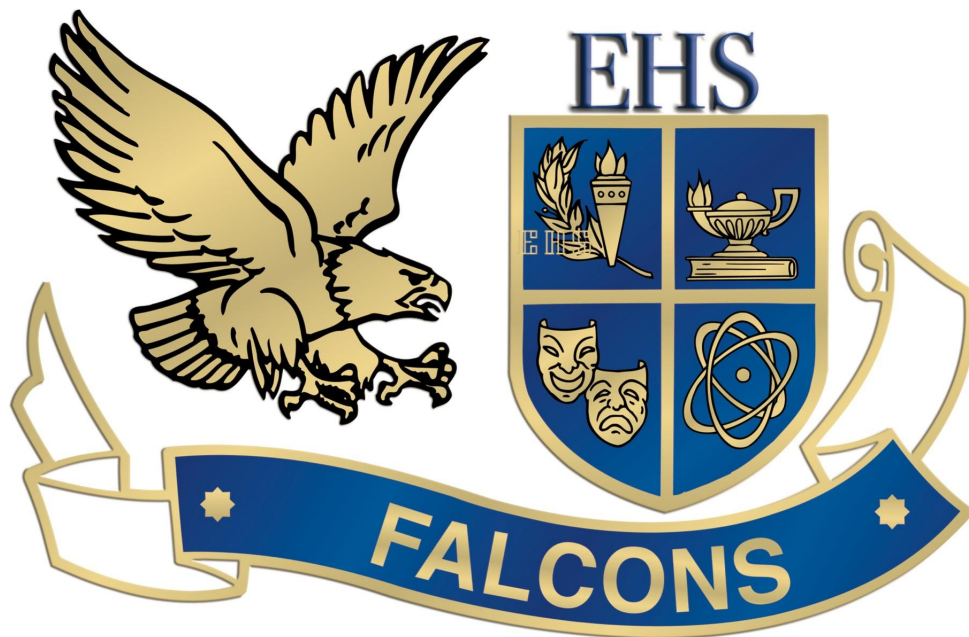


Elverado CUSD #196

Student and Parent Handbook

2021-2022



The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change.

Elverado High School

General School Information

This handbook is a summary of the school's policies, rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (www.elv196.org) or at the Superintendent's office, located at:

114 S. 8th Street, Elkhville, IL 62932

The School Board governs the school district, and is elected by the community. Current School Board members are:
Kenton Schafer, President Rich Bernardini, Vice-President Bob Caraway, Member
Brandon Funk, Member Marty Davis , Member Nathan Reams, Member

The administrative staff that operates the school are:

Kevin Spain, Superintendent Becky Thompson, Principal
Belinda Conner, Director of Instructional Services Jacob Emling, Athletic Director

The school is located and may be contacted at:

514 S. 6th Street
PO Box 217
Elkhville, IL 62932
Phone: 618-568-1104 Fax: 618-568-1551

CEEB School Code
141785

Elverado High School

<i>Full Day Schedule</i>		
<i>Period</i>	<i>Start</i>	<i>End</i>
First	8:05	8:50
Second	8:54	9:39
Third	9:43	10:28
Fourth	10:32	11:17
Lunch	11:17	11:49
Fifth	11:53	12:38
Sixth	12:42	1:27
Seventh	1:31	2:16
Eighth	2:20	3:05

<i>One Hour Early Dismissal Schedule</i>		
<i>Period</i>	<i>Start</i>	<i>End</i>
First	8:05	8:42
Second	8:46	9:23
Third	9:27	10:04
Fourth	10:08	10:45
Fifth	10:49	11:26
Lunch	11:26	11:57
Sixth	12:01	12:38
Seventh	12:42	1:19
Eighth	1:23	2:00

<i>Noon Dismissal Schedule</i>		
<i>Period</i>	<i>Start</i>	<i>End</i>
First	8:05	8:27
Second	8:31	8:53
Third	8:57	9:19
Fourth	9:23	9:45
Fifth	9:49	10:11
Sixth	10:15	10:37
Seventh	10:41	11:03
Eighth	11:07	11:29
Lunch	11:29	11:59

School Operations During a Pandemic or Other Health Emergency

This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.

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

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

Additionally, please note the following:

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

Visitors

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

Elverado High School

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

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Equal Opportunity, Disability Accommodations, and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Superintendent, Kevin Spain at (618) 568-1321.

Animals on School Property

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

School Volunteers

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

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced as soon as reasonably possible. If bad weather or other emergency occurs during the day, please listen to local media stations and check your school email for possible early dismissal information. For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled. Closings will also be posted on the district website and can be sent to you via calls and text message.

Video & Audio Monitoring Systems

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

Accommodating Individuals with Disabilities

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

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 568-1104. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If

your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Care of Students with Diabetes

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

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

For further information, please contact the building principal.

Suicide & Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

SECTION 2

Attendance, Promotion, & Graduation

Elverado High School believes that every student should attend all classes every day. Regular attendance and promptness to those classes are essential to success and good performance at the high school level and for future employment. Absence from school is one of the greatest causes for poor achievement and difficulty in school. Poor attendance often results in low or failing grades. In recognition of the variety of factors which may affect student attendance, the following limits shall prevail:

Any student, who is absent 5% of the school attendance days per semester without discernible cause, will be turned in to the Truancy Division of the Regional Superintendent of Schools office. Doctor's verification will be required when students miss due to extended illness or a doctor's or dentist appointment. **Every absence beyond 10 for the semester will require Doctor's/Dentist's/Official verification/note/excuse or it will be considered unexcused.**

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Closed Campus

Elverado High School is a closed campus. Students are not permitted to leave school grounds at any time during the school day without signing out of the office. Once a student has arrived on campus the school day has started and therefore the student is not permitted to leave until the close of the school day. Students should not linger in the parking lot area. Students will not be permitted to sign-out without parental notification and approval.

Student Absences

There are two types of absences: excused and unexcused. **Excused absences include:** illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS, or other reason as approved by the principal.

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

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent or guardian is required to call the school at **(618) 568-1104** before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential. **THE BUILDING PRINCIPAL HAS FINAL DETERMINATION OF THE STATUS OF ALL ABSENCES REGARDLESS OF THE REPORTED REASONS.**

Excused Absence: A student is permitted to make up missed work, with an excused absence. Students will be given the same amount of time that they missed from school to make-up work for excused absences. For an absence to be excused, the parent must notify the school by phone, with a note, or in person that the student is or will be absent and the reason why. **Absences of more than 2 consecutive days will require official documentation. The school must receive that note upon your child's return to school.** Absence notes should have name of student, day(s) of absence, and specific reason for absence.

Excused absences include:

- Sickness -- personal or immediate family – District policy stipulates that a student must be fever free for 24 hours before returning to school

- Death in the family
- Emergency situations
- Medical or dental appointments (A slip confirming the appointment should be obtained and brought to the high school office.)
- College visitations – Two (2) visits for juniors and seniors and these must be approved **TWO** days in advance with verification of a college appointment. John A. Logan College senior orientation day counts as one visit.
- Judicial--Must be in court--Must bring back a note from a court official.
- Pre-approved absence. A pre-approved absence must be presented to and approved by the principal before the absence, or it will be termed unexcused.
- Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety.
- Student is attending a military honors funeral to sound TAPS.

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

Unexcused Absences: A student will receive no credit/zeros for work missed due to an unexcused absence.

Examples of unexcused absences (note: this list is not considered exclusive):

- Vacating (not pre-approved through District policy)
- Shopping and other Personal business
- Drivers test (unless pre-approved by the principal)
- Grooming appointments
- Work (not personally excused by the principal)
- Oversleeping
- Missing the bus or ride with another student
- Vehicle breakdown (not personally excused by the principal)
- Any absence in which a student does not check out in the office, using the proper procedure.

Pre-Approved Absences

The pre-arranged extended absence (3 or more days) procedure enables a parent/guardian to withhold his/her student from school for an approved reason. The following criteria should be met:

- The student must not have been absent for more than 10% of current attendance days.
- A pre-approved absence form must be signed by each of the student's teachers, list current grades, and indicate assignments for the days of absence.
- The form must be signed by parents/guardians, after grades are recorded, and submitted to the building principal a minimum of seven (7) attendance days prior to the absence.
- Parents/Guardians are expected to ensure that all assignments are completed and submitted prior to the absence, unless other arrangements are agreed upon by the administration and teacher(s).
- Failure to meet all pre-arranged absence guidelines will result in non-approval. If the absences are not approved by the principal, they will be treated as unexcused absences.

Absences within the System

Absences due to approved field trips, necessary to co-curricular and extra-curricular activities, counselor appointments, disciplinary consultations, and other similar occasions shall not be considered as absence within the lines of attendance counts, provided that the teacher, counselor, or administrator who required the presence of the

student properly notifies the classroom teacher(s) by a bulletin or pass. Students will be expected to make up any missed work, assignments, tests, etc. **Students are required to notify teachers, hand in assignments, and pick up material to be missed prior to the absence.** If students fail to pick up materials in advance, the assignments will be considered late and handled according to the school's policy on late work.

Attendance Policy, Loss of Credit, & Grade Reduction

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child enrolls and attends school in the district in which he or she resides, during the entire time school is in session.

Elverado Schools value the learning that occurs as students and teachers interact in a classroom setting. It is impossible to recapture that experience. Therefore, all students will adhere to the policy adopted by the Board of Education on minimum attendance. Absences in excess of ten (10) days from any class in a semester will be interpreted as insufficient time to receive credit for that class. Long-term absences, in excess of two (2) consecutive days by Doctor's order as evidenced by a written note from the doctor, will be considered as excused absences and may not be included in this count. A Doctor's excuse must be for specific dates and must be received in the office upon the student's return to school.

Upon the fifth (5) day of absence in a semester, the school will fill out an attendance report with the dates of each absence and forward it to the parents with a notification for a meeting with the Attendance Review Board to discuss the attendance issue. Parents and student are expected to attend this review.

Upon the Tenth (10) day of absence in a semester, the school will fill out an attendance report with the dates of each absence and notification of the Attendance Review Board hearing date. At this time, a review board will be convened to discuss the circumstances surrounding the absences, and **a decision will be made on the loss of credit** for that class(es). Parents and students are expected to attend this review. Appeal procedures will be noted on the attendance reports sent to the parents/guardians.

Unexcused absences in excess of one (1), will result in a reduction of the student's semester grade by one (1) percentage points for each unexcused absence from that class period.

Sign-Out Sheet:

The purpose of the sign-out sheet is to legitimize a student leaving the school grounds. Students who wish to sign out must follow these procedures:

- Parent/Guardian must come to the school and sign you out. OR
- Parent/Guardian must make arrangements in advance with the Principal on an individual basis, and you must bring back a slip from the doctor/dentist verifying your appointment.

The sign-out sheet is located in the Main Office. Students not following proper procedures will face disciplinary action.

Student Participation in School Activities--A student will be permitted to participate if his/ her absence is considered as "Excused" for reasons other than illness. If the absence is considered "Unexcused", the student will not be allowed to participate. If the student is not healthy enough to attend **the final 4 periods of the school day**; on the day of the school activity, he/she will be considered as not healthy enough to participate, unless the student produces a Doctor's note stating that they had an appointment and that they are not sick.

Attendance at School Activities--A student is expected to be in attendance at school (if school is in session) the day of the activity. **Only with the principal's permission, or a Doctor's appointment with a note**, may a student attend a school activity when having missed school that day. **Once a student leaves the event, he/she will not be allowed to re-enter.**

Attendance at School Dances

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as a student attending public or private high school or under the age of twenty-one. **All guests over the age of 18 MUST have a background check.** Mandatory alcohol tests are in effect during school-sponsored dances. **Once a student leaves the event, he/she will not be allowed to re-enter.** Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose further appropriate discipline and possibly notify the police.

Tardiness

A student is considered tardy for class when not in their assigned room before the last bell rings at the start of the period. **Teachers may develop more clearly defined rules regarding tardies beyond this point.** Students not securing absence slips before class will be counted tardy. Students late for class, up to ten minutes, will be counted tardy. After ten minutes they will be counted as an unexcused absence; the student will be allowed to make up assignments. **Every third tardy in the same class period during a semester, will count as one day of unexcused absence.** Unexcused absences in excess of one (1), will result in a reduction of the student's semester grade by one (1%) percentage points for each unexcused absence from that class period.

Tardy Arrival Policy

Students who arrive late to school (after the bell to start first period) for any reason, must report to the office to sign in and will be given a pass to class. Students with excessive late arrivals to school will face disciplinary action.

Tardy to class

The accumulation of tardies to class in any one quarter will result in the following disciplinary action:

1. 1st offense: Office referral, verbal warning from Principal
2. 2nd offense: Lunch Detention
3. 3rd offense: Lunch Detention
4. 4th offense: After School Detention
5. 5th offense: After School Detention
6. 6th and subsequent offenses: In-School Suspension

Homework Requests

Students and parent(s)/guardian(s) should check google classroom in the event of an absence to determine daily homework and assignments. Parent(s)/Guardian(s) should also notify the high school office by 9:00 am of their request to receive a student's assignments for the day IF they would like a printed out assignment sheet. These homework requests will be ready to pick-up by 2:00 pm. Requests made after 9:00 am, *may* not be completed by the end of the school day.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students will be given an appropriate number of days to turn in the make-up work. **It is the student's responsibility to contact their teachers and make the necessary arrangements within the allotted time for obtaining make-up assignments.** Failure to do so, will result in the work being considered late and handled according to the school's late work policy. Students who are unexcused from school will not be allowed to make up missed work.

Truancy

Student attendance is critical to the learning process. Illinois law requires that whoever has custody or control of a child who is enrolled in school, regardless of child's age, shall assure that the child attends school during the entire time school is in session. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Any student missing more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Grading & Promotion & Classification

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

The grading scale for Elverado CUSD 196 is as follows:

A = 100% --- 90%

B = 89% --- 80%

C = 79% --- 70%

D = 69% --- 60%

E = 59% --- 0%

For questions regarding grades, please contact the classroom teacher or login to TeacherEase online. The class to which a student belongs is based upon the number of credits at the beginning of the school year.

Seniors will need 21 credits

Juniors will need 14 credits

Sophomores will need 7 credits

Semester Exams

Students are required to take first semester exams. However, students *may* be exempt from final exams for certain second semester classes, if the following criteria is met:

- Have not missed more than 5 attendance days, for any reason, and have an A average
- Have not missed more than 4 attendance days, for any reason, and have an B average

EHS recognizes that there are some situations that may be out of the student's control that could require them to take a semester exam based on their attendance. If the student has been under a doctor's care or has been hospitalized, or

required to be in court he/she may present to the building principal written notification, upon the student's return to school, from their doctor or a judge/court official stating the dates that they were not able to attend school. No exam exemption shall be given if this has not been done. Students who receive any out-of-school or in-school suspensions must take final exams. The final exam will count for 20% of the final semester grade.

Semester Exam Guidelines

The following general guidelines are in place for the final exam days with more specific guidelines and/or any changes communicated to students just prior to final exams:

1. Students need to attend school only during those final exam periods for which they have to take an exam. Exams must be taken during the period for which they are scheduled, unless prior approval is obtained from the Principal and the teacher.
2. Students at school during times when they do not have to take a final exam must notify the office and report to the Commons area.
3. Students taking a final exam are to remain in the classroom until the final exam period is over, even if they finish early.
4. Students missing exams with excused absences are to get a pass from the office and report to the teacher to schedule a make-up period.

Homework

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

Late Work Policy

Students at EHS are expected to complete all assigned homework and turn in by the assigned due date for full credit. Students who fail to complete work fully on time will be allowed to turn it in the following day—but with a 20% reduction in grade. The grade will be reduced an additional 20% (Total of 40%) on the second late day and after that credit will not be given for the assignment. Work is due at the time it is requested by the teacher. Work turned in after that point is considered late and will be subject to this policy.

Exemption from Physical Education Requirement

Upon completion of a EHS Physical Education Waiver Request Form, Pursuant to 105 ILCS 5/27-6, a student may be excused from P.E. for one or more of the following reasons:

1. Participation in two sports (Fall & Spring)
2. To enroll in a course required for college admissions (student must be in the 11th or 12th grade)
3. grade)
4. To enroll in a course required for high school graduation provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade)
5. Time must be utilized for special education support services, as per IEP (pursuant to Board Policy 7:260, Exemption from Physical Education)

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based

on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

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

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

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or pursuant to board policy.

Credit for Proficiency, Non-District Experiences and Course Substitutions

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.:

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

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

Substitutions for Required Courses

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

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Dual Credit/Enrollment Courses

Elverado High School offers some online courses through John A. Logan College that count toward high school graduation requirements, as well as college credit. Students can apply for these courses through the school counselor. These courses require the student to share their weekly assignment/grade progression with EHS. These courses follow all EHS policies, including add/drop dates NOT John A. Logan College's.

Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact the building principal or school counselor.

Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to the December School Board meeting of the student's seventh semester. Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (i.e. announcements, cap and gown rental, graduation practices, etc.)

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition. The student and a parent will schedule a conference with the Principal and the school counselor prior to the November School Board meeting of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

Graduation Requirements

High School Graduation Requirements

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

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

State Mandated Graduation Requirements

1. Four years of language
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
4. Two years of science
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American. Within the two years of social studies requirement, one semester of civics is required.
6. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational
7. One semester of health
8. Physical education
9. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American
10. Nine weeks of consumer education

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

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

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

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

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

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

Elverado Community Unit School District # 196 Graduation Requirements

Specific Course Requirements	Credits
Early U.S. History	1
Consumer Economics (beginning in 21-22 sy) (formerly Business and Consumer Management- 1 credit)	1/2
Civics	1/2
Computer Concepts	1/2
Driver's Education (Class of 2022-2024 only)	1/2
English	4
Geography (Class of 2022-2024 only)	1/2
Government	1/2
Health	1/2
Mathematics	3
Physical Education	3 1/2
Science	3
Vocational, Art, or foreign language	2
Additional electives	7 1/2

Students must acquire 28 credits to graduate. The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program. The above requirements may not apply to students who transfer into Elverado High School.

Guidelines for Activities Associated With High School Graduation:

The Board of Education of Elverado Community Unit School District # 196 considers the following guidelines to be mandatory for activities associated with graduation ~~completion of graduation in an approved manner~~. Graduation is a school sponsored event and is an extension of the school year. Students are under the jurisdiction of the school at this time. All students will adhere to a dress code, set forth by school administration. Males will be required to wear dress shirts, dress slacks, and dress shoes, while females may wear slacks or a dress. No blue jeans, sandals, tennis shoes, etc. will be permitted during activities associated with graduation. Students who exhibit inappropriate behavior will not be issued a diploma until after a hearing with the student's parents/guardians and the Principal. A decision will be made at the hearing as to whether the diploma will be issued or if referral to the Board of Education is necessary for the granting of a diploma. No transcript will be sent to any college, university, employer etc. for any student who disrupts graduation exercises, until after said hearing and, if necessary, a decision is rendered by the Board of Education. If a student is disruptive during graduation exercises, any recommendation that is requested by an outside agency or employer will contain a description of the events at the graduation exercises. In addition, a description of the incident will be made part of the pupil's permanent record.

Senior Recognition

The student(s) with the highest GPA will be designated as the Valedictorian(s) and the student(s) with the next highest GPA will be declared the Salutatorian. A student must complete two semesters at EHS to qualify for the Valedictorian or Salutatorian Award. Any senior who earns a cumulative gpa of 4.0-4.49 will wear Gold Cords during the graduation ceremony. Any senior who earns a cumulative gpa of 4.5 and above will wear a Gold Honors Stole during the graduation ceremony. Beta Club members will wear Black and Gold Cords. Final scholastic averages for all senior recognitions are determined after the final grades for the eighth semester are calculated. Seniors in the following categories are honored by special recognition on the commencement program at graduation: Beta Club, perfect attendance, and GPA 4.0 and above.

Achievement & Academic Awards

Honor Roll

The Principal's Office announces a scholastic honor roll and high honor roll after the end of each semester. It is posted on the bulletin board outside of the Principal's Office. The purpose of this academic recognition is to call attention to those students for their academic achievement. In order to qualify for the honor roll, a student must have a minimum GPA of 4.0 for that semester. To qualify for the high honor roll, a student must have a minimum of 4.5 for that grading period. Honors credit is used in calculating the GPA for honor roll and high honor roll. Honor roll calculation and reporting is done at the end of first semester in December and second semester in May.

Academic Awards

Honors Night is organized by the School Counselor and is held in May each year. Academic award winners and scholarship recipients are honored during the program.

Certificate of Academic Achievement

A Certificate of Academic Achievement is awarded at Honors Night to all students who receive a cumulative GPA of 4.0 to 4.49 on their first, third, fifth or seventh semester grade report.

Academic Letter/Academic Lapel Pin

Academic "E"/Pin: An Academic "E" or "pin" will be awarded at Honors Night to all students who receive a cumulative GPA of 4.5 or greater on their first, third, fifth or seventh semester grade report. Lapel pins are awarded in the years following an Academic Letter, only sophomores and beyond are eligible to receive academic lapel pins.

SECTION 3

Student Fees & Meal Costs

Fines, Fees, and Charges; Waiver of Student Fees

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

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

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

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

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at (618)568-1104.

School Lunch Program

Breakfast is served every school day from 7:30 a.m. to 8:00 a.m. Lunch is served every school day from 11:17 a.m. to 11:49 a.m., except when there is an earlier dismissal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

A student may purchase breakfast for \$1.75. Breakfast may be purchased on a weekly basis for \$8.75. A student may bring a sack lunch from home or may purchase a school lunch for \$3.25 and/or milk for \$0.30. Lunch may be purchased on a weekly basis for \$16.25. Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. Students are not allowed to sign out or have parents sign them out to go to get lunch elsewhere. Students can only be delivered a lunch by a parent or legal guardian. During lunch, students must proceed directly to the commons area. Students shall clean the area in which they are seated and dispose of any trash in the appropriate receptacle. Students shall follow all school rules during lunch.

- Loud talking, yelling, screaming, and other disruptions are prohibited
- Students shall not throw food, drinks
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service
- Students shall follow the instructions of the staff and show proper respect toward all school personnel
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria
- Students shall report spills and broken containers to staff immediately
- Misbehavior will result in disciplinary action

Food and drinks should only be consumed in the commons area. At no time in the school day are food and drinks to be consumed in classrooms or the hallways.

Meal Charge Policy

Purpose: The purpose of this policy is to establish consistent meal charge account procedures throughout the district. Unpaid charges place an undue financial burden on the Food Service Program.

1. Notices of low or deficit balances will be sent to parents/guardians at regular intervals throughout the school year.
2. Payment must be received within two weeks of the account balance notice.

3. Meals can be prepaid at any time. Prepayments are a convenience for families and can be made by presenting a check to the school office. Prepayments can also be made by going to the online service provided by the Elverado's CUSD 196 student information system. (Common Goals Systems/TeacherEase)
4. Checks returned for insufficient funds will result in the maximum bank penalty fee, and the amount of the check being charged to the student's account.
5. After the last day of school, the food service program must begin to close its books for the school year. As a result, all student accounts must be paid in full.
6. All school offices possess a computerized accounting of each student's account activity. A copy of the account activity record will be made available upon request.

Refunds

1. Withdrawn Students: In the event a student withdraws from school, the parent/guardian must submit a written request for a refund of any funds remaining in the student's account within sixty (60) days of departure.
2. Graduating Students: Any funds remaining in a graduating student's account will be transferred to a siblings account if applicable. All other graduating students will receive a refund on their surplus account balance.
3. Unclaimed Funds: All refunds must be requested within sixty (60) days. Any unclaimed funds after sixty (60) days will then become the property of the Elverado CUSD 196 Food Service Program.

Outstanding Balance Collections

1. Elverado CUSD 196 Board Policy 4:45 *Insufficient Fund Checks and Debt Recovery*, authorizes the Superintendent to seek collection of delinquent debt to the fullest extent of the law. This will be accomplished through:
 - a. Any debt deemed delinquent by the Elverado Board of Education will be submitted to the District's legal counsel to be filed in Jackson County small claims court for collection. All legal fees and court costs incurred by the district during the process will become the responsibility of the parent/guardian, and will be added to the student's account balance. This process will result in a garnishment order being filed with the parent/guardian's employer. Or,
 - b. Pursuant to Board Policy 4:45, and an intergovernmental agreement with the Illinois Office of the Comptroller, a claim will be filed with the state comptroller's office to collect funds through a withholding of personal income tax.
2. Any eighth grade student or high school senior maintaining an outstanding balance in their account ***WILL NOT*** be allowed to participate in their respective graduation ceremony. Their account must indicate a zero (0) balance. Payment must be made, and all check or credit/debit payments cleared prior to participation in their respective ceremonies. All payments made in the two weeks prior to their respective ceremonies must be paid in cash.

Food Service Discrimination

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal, or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information, should contact the Agency where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact the USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

SECTION 4

Transportation & Parking

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at

the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

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

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

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

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

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact: Kevin Spain, Superintendent at (618)568-1321.

Bus Conduct

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

- Violating any school rule or school district policy.
- Willful injury or threat of injury to a bus driver or to another rider.

- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Student Parking

Students must obtain a parking permit from the office to park on campus. The yearly fee for parking permits is \$20. Students must park their vehicles in the lot located on the west side of the football field between the hours of 7:20 a.m. and 3:30 p.m., unless they are participating in an extra-curricular activity. Vehicles must be parked directly in line with the parking blocks, in designated spots, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside the parking blocks or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

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

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

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

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

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

SECTION 5

Health & Safety

Immunization, Health, Eye & Dental Examination

Required Health Examinations and Immunizations

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

- Entering kindergarten or the first grade;
- Entering the sixth and ninth grades; and

- Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

Student Medication

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

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

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school. Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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

Designated Caregiver Administration of Medical Cannabis:

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Illinois Department of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form – Medical Cannabis.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or caused by exposure of the product to other students. A school employee shall not be required to administer the product.

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

School Counseling Services

School counselors don't just provide "guidance" to help students figure out what classes to take or what they want to do with their lives after high school. Today's school counselors are vital mental health professionals in the school system and members of the education team. School counselors deliver prevention and intervention services that support the academic, career, personal, interpersonal and healthy development of all students. Prevention and intervention services include social/emotional counseling, academic advocacy, classroom/group counseling lessons, individual student planning, four-year plan development, staff/parent/guardian consultation, school program support and crisis response.

The school counselor is present in the school to aid students in making effective choices and decisions as they prepare to become responsible and contributing members of our ever-changing society. Parents/Guardians and students may contact the office to schedule an appointment to see the school counselor. Students and Parents/Guardians are encouraged to seek out the school counselor as often as necessary.

The school counseling core curriculum evolves every year as student needs change and is aligned with the Illinois Postsecondary and Career Expectations Framework. Multiple events are coordinated by the School Counselor throughout the year, including a financial aid night/FAFSA completion event. The school counselor maintains a Google Classroom for each grade and assists all students as they complete career prep and exploration activities, create career prep portfolios, and an Academic & Career Plan through the school counseling curriculum. Parents are encouraged to engage in the Academic & Career Plan creation process for their student.

Fire & Civil Defense Drills

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

Communicable Disease

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

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

Head Lice

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

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

Pesticide Use Notification

EHS uses pesticides and other chemicals to control insects inside the buildings and vegetation outside the buildings. The District sprays various rooms and hallways when there are no students at the school. These commercial spray applications usually occur once a month. Grass and weeds are controlled during the growing season. Any person on school property needs to inform the building administration in writing of such adverse reactions, so that precautions may be taken when such chemicals are being used.

SECTION 6

Discipline & Conduct

At Elverado High School, we believe that our students should take advantage of the excellent educational opportunities afforded to them. Students who choose to act inappropriately and/or disrupt/interfere with the educational process for other students should be disciplined in an appropriate and timely manner.

General Building Conduct

Students are expected to conduct themselves in a manner that reflects respect for teachers, staff members, school facilities, and for each other during the school day and at all school related activities. The goal is the maintenance of an orderly, constructive, learning environment for all students. The Board of Education has given the administration and staff the authority to take the proper and necessary action to help students comply with these expectations.

Students shall not arrive at school before 7:30 a.m. and classes begin at 8:05 a.m. and students are dismissed at 3:10 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.

School Dress Code & Student Appearance

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, tobacco, 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, hoodie hoods, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with excessive holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be fingertip length and appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- Backpacks, knapsacks, purses, and any bags are to be kept in lockers.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- A Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

School Administration will have the discretion to determine whether clothing is appropriate or inappropriate at school dances and other extracurricular events.

Student Behavior

Prohibited Student Conduct

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

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

3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
4. In addition, medical cannabis is prohibited unless the student is authorized to be administered a medical cannabis infused product according to the guidelines as set forth in Ashley's Law. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
5. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
6. Using or possessing an electronic paging device.
7. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

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

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

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

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

NOTE: ALL POSSIBLE MISCONDUCT AND/OR BEHAVIORAL CIRCUMSTANCES CANNOT BE CATEGORIZED AND DESCRIBED IN THE HANDBOOK. CONDUCT WHICH, IN THE OPINION OF THE ADMINISTRATION, IS UNACCEPTABLE IN AN EDUCATIONAL SETTING WILL RESULT IN AN APPROPRIATE DISCIPLINARY RESPONSE. THE SEVERITY OF THE DISCIPLINE WILL RANGE FROM A WARNING UP TO AN INCLUDING EXPULSION.

TEACHERS HAVE THE RIGHT TO REMOVE A DISRUPTIVE OR NON-COMPLIANT STUDENT FROM THEIR CLASSROOM AT ANY TIME. A STUDENT WHO DISREGARDS THE RULES OF THIS SCHOOL AND/OR VIOLATES THE RIGHTS OF OTHER STUDENTS TO AN EDUCATION WILL PLACE HIS/HER EDUCATIONAL FUTURE AT ELVERADO HIGH SCHOOL IN JEOPARDY.

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Lunch period detentions
6. Alternative classroom setting
7. Social suspension or loss of extra-curricular privileges
8. Return of property or restitution for lost, stolen or damaged property.
9. In-school suspension.
10. After-school study or Saturday study provided the student's parent/guardian has been notified. Community service.
11. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
12. Suspension of bus riding privileges.
13. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.

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

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

Disciplinary Referrals & Detentions

1. Teachers may issue disciplinary referrals for students who fail to meet classroom or school behavior expectations. The Principal or his/her designee shall assign and administer discipline.
2. Students who are sent out of the classroom for disciplinary reasons are to go to the high school office and meet with the Principal.
3. Lunch period, before school, after school, and Saturday school detentions may be given and administered by the Principal.
4. Detentions are to be served in a designated area of the building at a designated time.
5. During detention a student is to:
 - a. Bring enough school work to keep busy the entire detention period
 - b. Be seated and remain quiet in the detention area
 - c. Follow all other school rules and policies
6. The Detention supervisor shall determine if a student serves a detention properly or requires further discipline.
7. Any student missing a detention without authorization from the Principal may have additional detentions added or be suspended.
8. When the amount of lunch period detentions is determined to be excessive, the Principal may choose to convert lunch period detentions into another form of disciplinary action.

Isolated Time Out, Time Out and Physical Restraint

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

Corporal Punishment

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

Suspensions & Expulsions

Suspensions are assigned to students for disciplinary infractions that are of a serious nature. Suspensions can be from social events, in-school, or out-of-school.

Social suspensions prohibit a student from attending and/or participating in an extra-curricular event(s). These type of events may include, but are not limited to: field trips, dances, athletic events, etc.

In-school suspensions require that a student be isolated from his/her peers for an allotted amount of time. Upon arriving at school, a student with in-school suspension is to report to the office and will be sent to the designated area for the in-school suspension. He/she will be given his/her assignments for the allotted time and will receive instruction as needed. The student can receive credit for assignments submitted during the suspension. Depending upon the length of the in-school suspension, a student may not be allowed to attend any school-related functions, events, or activities either home or away during the in-school suspension period.

An out-of-school suspension requires that a student not attend school for the duration of the suspension. A student is not allowed to attend any school-related functions, events, or activities either home or away during the suspension period. The student can receive credit for assignments submitted during the suspension.

Under the laws of the State of Illinois, the parent/guardian of a student who has been suspended may, upon request, have the reasons for the suspension reviewed by the School Board or by a Hearing Officer appointed by the School Board. The parent/guardian are entitled to appear and discuss the suspension if a review is requested.

An expulsion is the removal of a student from school for more than 10 days and up to 2 calendar years. Under Illinois law, only the Board of Education is authorized to expel a student and they also determine the length of that expulsion. Parents/guardians of a student being considered for expulsion will be contacted with the time and date for a hearing and will receive a list of the student's protected rights, including due process, hearing procedures, and appeal rights.

Weapons Prohibition

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

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

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

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

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

Complaint Managers:

Becky Thompson, EHS Principal	Kevin Spain, Superintendent
Phone: (618) 568-1104 Fax: (618)568-1551	Phone: (618) 568-1321 Fax: (618) 568-
bthompson@elv196.org	kspain@elv196.org

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

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

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

Sexual Harassment & Teen Dating Violence Prohibited

Sexual Harassment Prohibited

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

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

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the building principal, or the complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Cafeteria Rules

Lunch Rules

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

Cafeteria Rules

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- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

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

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

Before going on any field trip, sporting event, etc., students are to check with all of their teachers for assignments. Any assignments that are due on the day of the field trip must be submitted to the teacher prior to leaving on the field trip, unless arrangements are made ahead of time with the teacher. All assignments from the day of the field trip are due the next day that the student is present at school, unless arrangements are made ahead of time with the teacher.

Access to Student Social Networking Passwords & Websites

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

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, smart watch, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal. During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

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

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

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

Students in violation of these guidelines are subject to the following consequences:

1. 1st offense---The device will be confiscated by school personnel. An office referral will be assigned and a verbal warning will be given by the Principal. The student will receive the device back at the end of the school day in the office.
2. 2nd offense---The device will be confiscated by school personnel. The student will be issued an after school detention. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. 3rd offense---The device will be confiscated by school personnel. The student will be issued two after school detentions. The student's parent/guardian will be notified and required to pick up the device in the school office.
4. Further offenses will be met with appropriate disciplinary consequences, including and up to In-School Suspension.
5. Students may also lose their device privileges for other disciplinary infractions.

SECTION 7

Internet, Technology & Publications

Internet Acceptable Use

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

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

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

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;

4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

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

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

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

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

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

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.

3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

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

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

Guidelines for Student Distribution of Non-School Publications

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
 - d. Is reasonably viewed as promoting illegal drug use.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption

of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

SECTION 8

Search and Seizure

Search and Seizure

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

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

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

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

Students

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

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

Seizure of Property

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

SECTION 9

Extracurricular and Athletic Activities

Participation in extracurricular and athletic activities at Elverado CUSD #196 is a privilege, not a right/guarantee. With this privilege goes certain responsibilities to gain/maintain the ability to participate as a representative of Elverado CUSD #196. Student participants are expected to conduct themselves in a mature and responsible manner at all times: in the classroom, practices, trips, contests, etc. Foul language, disrespect toward officials, coaches, players, fans; demonstrative behavior, lackadaisical/noncommittal attitudes are all examples of unacceptable types of actions, which will not be tolerated. Any behavior issues will be handled according to individual team rules, athletic policy, and/or school policy, which may result in punitive actions depending upon the severity of the act. The head coach, athletic director, administration, and/or athletic committee will determine all rulings in such matters.

Chain of Command

Problems or issues that arise throughout the year with a player, parent, or coach/sponsor should be brought to the attention of the coach/sponsor first. If the issue cannot be resolved, it should then be brought to the attention of the

Athletic Director. The Athletic Director will address the concern or issue with the respective parties and report the instance to Administration. Although the administration of Elverado CUSD 196 has an open door policy regarding any issue or parent/guardian concern, the proper chain of command should be followed to remedy the situation.

Extracurricular and Athletic Activities Code of Conduct

Requirements for Participation in Athletic Activities

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

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Policy.
5. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Illinois High School Association

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches. In order to be eligible to participate in extracurricular and athletic activities a student is not allowed to be failing more than one class per week and/or one class per semester. Eligibility checks will be on a weekly basis. (Special Note: Coaches and sponsors reserve the right to set higher academic expectations for their players or members.) If a student athlete is found to academically ineligible under the District's Athletic Academic Eligibility policy for more than three total weeks, that student athlete shall be removed from that team in that sport for the remainder of that athletic season.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school during the second half of the day is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal or student has a Doctor's note due to an appointment. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event. A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

Travel

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

Code of Conduct

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

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

Coaches have the right to set rules/expectations for the players on that sport's team. Coaches shall give a copy of those rules/expectations to players. If an issue arises, the proper chain of command should be followed to remedy the situation.

Any student athlete who quits a team may not be allowed to participate in the same sport for the remainder of that school year at minimum. Further participation in subsequent years will require an approval from the athletic committee. Decisions will be made on a case by case basis.

Due Process Procedures

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

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

1. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of events, competitions, or practices;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
2. Sanctions for alcohol and other drug violations, including tobacco, nicotine and products composed purely of caffeine in a loose powdered form, will be based on the following:
**Student athletes/extracurricular participants shall not use tobacco or look-a-likes.
Consequences for this infraction will include, but are not limited to:**

First Offense:

- Regular disciplinary actions of the district/school (if applicable).
- Student athlete/extracurricular participant will be suspended from participation in 20% of the season's contests of the sport/extracurricular activity in progress or the next sport/extracurricular activity in which the student participates.
- If the infraction occurs with less than 20% of the season remaining or the student quits, the remaining percentage of unserved punishment will be carried over into the next sport/extracurricular activity in which the student participates.
- Notification will be given to the parent/guardian regarding the infraction. The Athletic Director or Principal will meet with the parent/guardian upon their request.
- If a student athlete/extracurricular participant self-reports his/her use of tobacco, the participation restriction will be reduced to 10%. Once an investigation has begun into a reported violation, the window for self-reporting has passed and a reduction in punishment will not be allowed.

Second Offense:

- Regular disciplinary actions of the district/school (if applicable).
- Student athlete/extracurricular participant will be suspended from participation in 20% of the season's contests of the sport/extracurricular activity in progress or the next sport/extracurricular activity in which the student participates.
- If the infraction occurs with less than 20% of the season remaining or the student quits, the remaining percentage of unserved punishment will be carried over into the next sport/extracurricular activity in which the student participates.
- Notification will be given to the parent/guardian regarding the infraction. The Athletic Director or Principal will meet with the parent/guardian upon their request.

Third Offense:

- Regular disciplinary actions of the district/school (if applicable).
- Student athlete/extracurricular participant will be suspended from participation in 40% of the season's contests of the sport/extracurricular activity in progress or the next sport/extracurricular activity in which the student participates.
- If the infraction occurs with less than 40% of the season remaining or the student quits, the remaining percentage of unserved punishment will be carried over into the next sport/extracurricular activity in which the student participates.
- Notification will be given to the parent/guardian regarding the infraction. The Athletic Director or Principal will meet with the parent/guardian upon their request.

Fourth Offense:

- Regular disciplinary actions of the district/school (if applicable).
 - Student athlete/extracurricular participant will be permanently suspended from participation in all sport/extracurricular activities for the remainder of their high school career.
 - Notification will be given to the parent/guardian regarding the infraction. The Athletic Director or Principal will meet with the parent/guardian upon their request.
3. **Student athletes/extracurricular participants shall not use, possess, sell, buy, distribute, consume, or secrete any alcohol, narcotic, hallucinogen, marijuana, barbiturate, amphetamine, steroid, growth hormone, intoxicant, look-a-like, etc. Consequences for this infraction will include, but are not limited to:**

First Offense:

- Regular disciplinary actions of the district/school (if applicable).
- Student athlete/extracurricular participant will be suspended from participation in 40% of the season's contests of the sport/extracurricular activity in progress or the next sport/extracurricular activity in which the student participates.

Elverado High School

- If the infraction occurs with less than 40% of the season remaining or the student quits, the remaining percentage of unserved punishment will be carried over into the next sport/extracurricular activity in which the student participates.
- Notification will be given to the parent/guardian regarding the infraction. The Athletic Director or Principal will meet with the parent/guardian upon their request.
- If a student athlete/extracurricular participant self-reports his/her use of tobacco the participation restriction will be reduced to 20%. Once an investigation has begun into a reported violation, the window for self-reporting has passed and a reduction in punishment will not be allowed.

Second Offense:

- Regular disciplinary actions of the district/school (if applicable).
- Student athlete/extracurricular participant will be suspended from participation in all sport/extracurricular activities for one calendar year.
- Notification will be given to the parent/guardian regarding the infraction. The Athletic Director or Principal will meet with the parent/guardian upon their request.

Third Offense:

- Regular disciplinary actions of the district/school (if applicable).
- Student athlete/extracurricular participant will be permanently suspended from participation in all sport/extracurricular activities for the remainder of their high school career.
- Notification will be given to the parent/guardian regarding the infraction. The Athletic Director or Principal will meet with the parent/guardian upon their request. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the superintendent or superintendent's designee.

Please note: If a student athlete receives sanctions under the previously mention code of conduct violations, after the initial violation, any additional violations will receive the more severe punishment, if the violation is of a different nature/category than the first violation.

All students remain subject to the School District's student discipline policy and the school's student/parent handbook. Certain infractions may result in discipline under the school handbook policies, as well as, the athletic handbook policies.

Athletic Sportsmanship

The following policies and consequences are put into action to instill the highest expectation of sportsmanship from Elverado coaches, players, students and fans. The following consequences will be enforced upon any representative, official or unofficial, of the Elverado school district at an Elverado sporting event, regardless of the location of the contest.

1. Any coach ejected from an IHSA sanctioned contest shall not be permitted to attend the next IHSA contest at the level of competition (JV/Varsity), or any level in the interim. During the suspension, coaches may not attend contests or travel with the team to and from contests from which sport they are suspended. Coaches

are allowed to conduct practices during the interim. Additional penalties may be assessed by the school as deemed necessary.

- CASE EXAMPLE: If a Varsity coach is ejected from a competition, they may not travel with the Junior Varsity team to a JV competition until the length of the Varsity suspension is served.
 - CASE EXAMPLE: If a coach is ejected from a competition, they are allowed to attend sporting events of another Elverado program as a fan.
 - CASE EXAMPLE: If a Junior Varsity or Assistant Coach is ejected during a Junior Varsity contest, they are not allowed to join the Varsity team if that contest takes place on the same subsequent date that the Junior Varsity contest suspension is being served.
2. Any fan (student or non-student) ejected from an IHSA sanctioned contest shall not be permitted to attend the next two (2) interscholastic contests at that level (JV/Varsity), or any other IHSA sanctioned contests in the interim. Additional penalties may be assessed by the school as deemed necessary.
 3. Any player ejected from an IHSA sanctioned contest shall not be permitted to compete in the subsequent interscholastic contest at that level (JV/Varsity). The player may practice with the team during the interim, but is not allowed to compete at any other level of competition until the suspension is served. The player may travel and attend contests during the suspension. The player may sit on the bench in street clothes. Additional penalties may be assessed by the school as deemed necessary.
 - CASE EXAMPLE: If a player is ejected during a Junior Varsity contest, that player may not participate in the following Varsity contest, or the subsequent Junior Varsity contest. They may participate in the next Varsity contest following the served suspension of a Junior Varsity contest.
 4. EXCEPTION: Due to the irregularity of freshman-only competitions, if a coach, player, fan is ejected from a Freshman contest, their suspension will be based off of the timetable of subsequent Junior Varsity competitions.
 5. Any coach, player, or fan that is found to be in violation of the terms of their suspension shall be given a penalty of double the amount of competitions from their previous term. The new term of the suspension will begin on the date that they are found in attendance of a contest they were not allowed to attend, not according to the date of which they were originally assessed the suspension. Additional penalties may be assessed by the school as deemed necessary.
 6. If any coach, fan, or player is ejected from a second (2nd) competition within a season, the situation will be dealt with on a case-by-case basis. The penalty for subsequent ejections will be lengthier than the original suspension and may include suspension for the remainder of the season if deemed necessary by the school.

The Elverado School District will hold all of its official and unofficial representatives to a high standard of conduct during all home and away IHSA events. All penalties defined by this handbook or applied as deemed necessary may be appealed to the Elverado CUSD School Board. Those wishing to appeal must submit their appeal in writing to Elverado's superintendent before being brought to the board.

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

SECTION 10

Special Education

Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

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

For further information, please contact the High School Principal or District Office.

Discipline of Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

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

Exemption From PE Requirement

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

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

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

Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Access to Classroom for Special Education Observation or Evaluation

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

Related Service Logs

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

SECTION 11

Student Records & Privacy

Student Privacy Protections

Surveys by Third Parties

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

Surveys Requesting Personal Information

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

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

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

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

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

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

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

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

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

Name

Address

Gender

Grade level

Birth date and place

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

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

Academic awards, degrees, and honors

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

Major field of study

Period of Attendance in school

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

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

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

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

U.S. Department of Education

Student Privacy Policy Office

400 Maryland Avenue, SW Washington DC 20202-8520

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Military Recruiters & Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

SECTION 12

Parental Right Notifications

Standardized Testing

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

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;

3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

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

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

Please contact the school office for Assistance and support for homeless families.

Family Life and Sex Education Instruction

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

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

English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

School Visitation Rights

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

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Mandated Reporter

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

Unsafe School Choice Option

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

Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request. Schools must notify parents/guardians at the beginning of each school year of any of the following: (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information; (2) The administration of surveys requesting personal information; and (3) The administration of any nonemergency, invasive physical examination. Notice should include the dates of administration and the ability of parents to opt out their student.

Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

Violent Offender Community Notification

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

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

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

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2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, contact the school counseling office.

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

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.elv196.org.

IV. Parent & Family Engagement Compact can be accessed on the school website.

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see the handbook procedure on Unsafe School Choice Option.

VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, see the handbook procedure on Student Privacy.

VII. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see the handbook procedure on English Learners.

VIII. Homeless Students

For information on supports and services available to homeless students, see the handbook procedure on Homeless Students.

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

Student Residency & Tuition

A student is considered a resident of the district if/when their legal custodian resides in a permanent nighttime abode within Elverado District 196 boundaries. Any student attending Elverado and not meeting the residency requirements will be required to pay tuition based on a formula provided in The School Code of Illinois, (105 ILCS 5/10-20.12a). The exception to this rule is that of "Homeless", which is outlined in the Education for Homeless Children Act (Article I).

Illinois Statutes

The following guidelines will be adhered to in the administration of the State statutes Child Health Examination Code Subpart B:

1. Students enrolled in the district for all or part of the preceding school year will have requirements completed by the first day of school or be excluded from school until such time as requirements are completed.

2. New students who enroll in the district at the beginning of the school year will have forty-five (45) days to complete requirements.
3. New students to the district who enroll after the beginning of the school year will have two (2) weeks (10 school days) to make appointments with proper professionals necessary to comply with the law. School authorities must be advised of this appointment date. Should the child fail to keep this appointment, he or she will be considered to be in noncompliance and be immediately excluded from school until compliance requirements are met.
4. DTP/DTaP/or Tdap, TD – Any child entering kindergarten or first grade for the first time shall show proof of having received for or more doses of Diphtheria, Tetanus, Pertussis (DTP or DTaP) vaccine, with the last does being a booster and having been received on or after the fourth birthday. The first three doses shall have been received no less than four weeks (28 days) apart. The interval between the third and fourth doses shall be at least six months. Children six years of age and older may receive Tetanus, Diphtheria (Td) vaccine in lieu of DTP or DTaP vaccine
5. Polio – Any child entering school at any grade level (kindergarten through 12) shall show proof of having received three or more doses of polio vaccine (oral poliovirus vaccine OPV or inactivated poliovirus vaccine IPV). A child who received any combination of IPV and OPV shall show proof of having received at least four doses, with the last dose having been received on or after the fourth birthday. Doses shall have been received no less than four weeks (28 days) apart. A child who received IPV exclusively or OPV exclusively shall show proof of having received at least three doses, with the last dose having been received on or after the fourth birthday. Doses in the series shall have been received no less than four weeks (28 days) apart.
6. Varicella (Chickenpox) - Beginning with the 2014-2015 school year any student entering kindergarten, sixth grade, or ninth grade for the first time shall provide proof of having received two doses of varicella (chickenpox) vaccine on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or proof of prior varicella disease as described in Section 665.250(g), or laboratory evidence of varicella immunity.
7. Hepatitis B - Incoming 6th grade or transfer students in the 6th grade and above are required to show proof of having received three doses of Hepatitis B vaccine, or proof of immunity described in Section 665.250(g). The first two doses shall have been received no less than four weeks (28 days) apart. The interval between the second and third doses shall be at least two months. The interval between the first and third doses shall be at least four months. Proof of prior or current infection, if verified by laboratory evidence, may be substituted for proof of vaccination (see section 665.250(f)).
8. Mumps – Beginning with the 2014-2015 school year, children entering school at any grade level (kindergarten through 12) shall show proof of having received two doses of live mumps virus vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or proof of immunity described in Section 665.250(c).
9. Rubella - Beginning with the 2014-2015 school year, children entering school at any grade level (kindergarten through 12) shall show proof of having received two doses of live rubella virus vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or proof of immunity described in Section 665.250(c).
10. Measles – Children entering school at any grade (kindergarten through 12) shall show proof of having received two doses of live measles virus vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first or other proof of immunity described in Section 665.250(c).
11. Any student entering kindergarten, second and sixth grade are required to have a dental exam completed. Dental exam forms must be presented to the school.
12. Parents or legal guardians who object to immunizations or physical examinations for their children on religious grounds must present to the board of education through their principal a written, signed statement of such objection. Forms stating religious objection may be obtained from the principal.
13. Meningococcal Conjugate Vaccine (MCV4) – Beginning in the 15-16 School Year students entering 6th grade must show proof of receiving one dose of MCV4 on or after eleven (11) years of age. Students entering 12th grade must show proof of receiving two (2) doses of MCV4 with the second dose on or after the 16th birthday. If the first dose of MCV4 was administered on or after the 16th birthday, then only one (1) dose is required at 12th grade.

Students, who, for medical reasons, cannot receive the required immunizations, must present to the board of education through their principal a signed statement by a licensed physician indicating their inability to receive the immunizations.

CLUBS & ORGANIZATION

Elverado offers numerous club and organization opportunities for our students including Beta Club, FCCLA, FFA, Student Council, Art Club, Outreach, FCA, Chess Club, and Drama Club. Because these opportunities and sponsors may fluctuate from year to year, a current list of all clubs and organizations can be found on the school website.