Potomac CUSD #10 Handbook
# 2016-2017

## Potomac CUSD #10

### Student Handbook

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Approved by Potomac CUSD #10 Board of Education July 21, 2016
Article I

Educational Philosophy
The Board of Education of Potomac School District #10 believes that innovation and change – both content and methods – are necessary for meeting the needs of our youth as they prepare for the life before them.

The Board also believes that education is best achieved when students become involved in experiences meaningful to their lives in today’s world. The Board believes that the educational process should include the development of positive self-esteem and a feeling of accomplishment in correlation with academics.

The Board believes that equal educational opportunity is the right of all children between the ages of 5 and 21 without regard to race, creed, color, national origin, sexual orientation or sex, ancestry, age, marital status, handicapped, homeless, or ability level, and that all laws to this end should be followed promptly. In addition, the Board is committed to cultivation of individual strengths and talents in a supportive environment where individual differences and respect for the rights of others guide school and community behavior.

The Board further believes education should develop habits, attitudes, understanding and skills necessary for a productive, satisfying life in civilized society. Each child should be taught to understand the duties and privileges of responsible citizenship as it relates to him or her as an individual and to the world community. The Board recognizes the vast changes brought by increasing technology, population and urbanization. The Board requests the input and support of citizens of the community, and especially the professional staff, as we endeavor to develop the attitudes, skills and abilities required for a successful lifestyle and citizenship.

Non-Discrimination and Equity
Discrimination will not be practiced in any program or area of Potomac CUSD #10. Educational opportunities will be provided for all students to the fullest extent possible without regard to race, creed, color, national origin, sexual orientation or sex, ancestry, age, marital status, handicapped, homeless, or ability level. Grievances involving discrimination should be resolved mutually and informally by the parties involved. No student shall, on the basis of sex be denied equal access to programs, activities services or benefits or be limited in the exercise of any right, privilege, or advantage, or denied access to education and extracurricular programs and activities.

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 children 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 which the child or youth is actually living are eligible to attend.
Article II
Faculty and Staff

Jamie Ann Dorsey Superintendent/Principal/Athletic Director dorseyja@potomac.k12.il.us
ECH/CARE - Erin Cler clere@potomac.k12.il.us /Sara Kennel kennels@potomac.k12.il.us
Kindergarten – AJ Nowaczyk nowaczyka@potomac.k12.il.us
1st - Clarenda McCarty meccartyc@potomac.k12.il.us
2nd – Janet Fults fultsj@potomac.k12.il.us
3rd – Becky Sweeney sweeneyjr@potomac.k12.il.us
4th - Jennifer Hageman hagemanjs@potomac.k12.il.us
5th – Tammy Duncan duncant@potomac.k12.il.us
6th - Jim Ochs ochsj@potomac.k12.il.us
7th - Robin Burke burker@potomac.k12.il.us
8th - Kay Duffield duffieldk@potomac.k12.il.us
Special Education – Emily Gernand gernande@potomac.k12.il.us
Physical Education - Brad Benner bennerbr@potomac.k12.il.us
Music - Jennifer Taylor taylorjm@potomac.k12.il.us
Custodial - Katie Garowski, Tony Taylor
Secretary - Sara Parkerson parkersons@potomac.k12.il.us
Cafeteria - Christie Fitzsimmons/Shannan Lund
Bookkeeper - Pam Boen boenp@potomac.k12.il.us
Bus Drivers – Garry Hawker/Mary Remole
Article III: Purpose of this Book

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules and regulations.

**Teacher Responsibilities:**
- Encourage every child to be college and career ready by 12th grade.
- Offer a variety of activities to help all students learn concepts and recognize/foster unique talents and abilities.
- Offer an environment where children can learn responsibility, self-discipline, and need for rules.
- Provide a literacy-rich environment.
- Communicate regularly with parents.
- Provide a safe environment.

**Student Responsibilities:**
- Take a pledge to be college and career ready by 12th grade.
- Know that each skill taught is preparation for college and career.
- Complete homework on a timely basis, arrive at school on time and be ready to learn.
- Share my ideas, questions, and thoughts with others in a responsible way.
- Read and practice math skills on a daily basis.
- Recognize and accept the positive and negative outcomes of my behavior.
- Demonstrate good citizenship in the classroom, school, home, and community.

**Parent Responsibilities:**
- Encourage your child/children to be college and career ready by 12th grade.
- Keep informed about and participate in school events and activities.
- Communicate with the school staff by sharing ideas, concerns, and encouragement.
- Talk with my child about his/her school experience.
- Support my child by reading with him/her and practicing math skills every day, helping with homework, and encouraging a positive school attitude.
- Recognize the unique talents and abilities of my child and encourage him/her to explore areas of interest.

**CARDINAL CODE**
- Respect Yourself
- Respect Others
- Respect Property
- Responsibility for all Actions
- Ready to Learn
Article IV: Conditions Which Favor the Development of Good School Discipline

An adequate home which:
1. assumes the primary responsibility for the discipline of the child.
2. assumes the responsibility of promoting punctuality and supplying appropriate tools and materials for the learning process.
3. assumes the responsibility of promoting school attendance on a regular, daily basis.
4. cooperates with school authorities and participates in conferences regarding the behavior, health, and academic progress of the child.
5. is aware of the child’s responsibilities in the school as well as obligations in the community and establishes home conditions which are favorable to his or her success in school.
6. recognizes that school personnel must concern themselves primarily with group instruction and group behavior.
7. provides that the child is properly groomed and clothed before coming to school.

A responsible student who:
1. attends school on a regular, daily basis.
2. is punctual throughout the school day.
3. demonstrates respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school and the community.
4. respects constituted authority, which includes not only compliance with school rules and regulations, but also conforms to the laws of the community, state, and nation.
5. has appropriate tools and materials and uses them in the proper manner for the learning process.

A responsible school in which the professional staff:
1. addresses the problem of absenteeism.
2. develops good rapport among the entire staff.
3. encourages the use of good guidance procedures, including interaction of appropriate school and/or community personnel with the home.
4. endeavors to involve the school in efforts to improve the quality of life in the community.
5. exhibits an attitude of respect for students and who have a positive influence in helping students develop good citizenship traits.
6. maintains an atmosphere conducive to good behavior and positive academic growth.
7. plans and implements a flexible curriculum using effective instructional practices to meet the needs of all students.
8. promotes effective discipline based upon fair and impartial treatment of all students.
9. strives to promote positive relationships and open communication with parent/guardian.
10. actively encourages parent/guardian involvement at school.

Potomac Elementary School has implemented Positive Behavior Interventions and Support (PBIS). PBIS is a process to create a positive school culture and environment by reducing incidents of problem behavior and providing maximum academic time for students and staff.
Article V: Definitions of Rules and Regulations

When self-discipline fails, regulations for management of school behavior, including those adopted by the Board of Education, must be enforced by those directly responsible for the operation of the schools. School staff members will make every effort, individually, collectively and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. The Board of Education has this legal responsibility according to the Illinois School Code.

To be effective, a disciplinary measure should be a logical consequence of the offense. It should be prompt. It should be applied consistently.

1. **CORPORAL PUNISHMENT**: Corporal punishment is no longer an option for disciplinary punishment.

2. **DISMISSAL PENDING PARENT CONFERENCE** (Exclusion from school pending parent conference): Parent/guardian shall be notified of the dismissal. An immediate effort shall be made to contact the parent/guardian by telephone on the day the dismissal is issued to notify the parent/guardian of the dismissal and to schedule a conference with the principal/teacher before the student is reinstated. The telephone call shall be confirmed in writing. Any days that the student is absent shall be unexcused absences. If a parent/guardian has not scheduled a conference within one day of the dismissal, the District shall initiate suspension procedures. A parent conference does not negate the punishment.

3. **ELECTRONIC SIGNALING AND CELLULAR RADIO TELECOMMUNICATION DEVICES**: It is the intention of the Board of Education to provide a safe and secure learning environment for the students in its schools and to limit the possession and use of the electronic signaling and cellular radio telecommunication devices (specifically paging devices and cellular phones) which might adversely affect student welfare and safety and the educational environment.

   During the school day, cell phones must be stored out of site in the student’s locker in the "off" mode or unable to transmit or receive communication. Modes of operation such as silent vibrating or text messaging are considered unacceptable. Use of electronic signaling and cellular radio telecommunication devices is limited to after school hours and in emergency situations where a teacher or administrator approves the use of the device. Students are prohibited from using such devices during class time, lunch, or other free periods or hallway passing periods. A student shall not use electronic signaling or cellular radio telecommunication devices for inappropriate, illegal, or disruptive activities at any time on school property or at a school event. This prohibition includes the act of sexting. Sexting shall be defined as the act of sending sexually explicit photos or messages electronically, primarily via cell phones and/or the internet.

   Any student found to be in violation of this Policy shall be disciplined consistent with the Board’s general disciplinary policies and procedures. Disciplinary measures may include such measures as verbal warnings, confiscation of the communications device by an administrator, counseling, withholding of privileges, detention, suspension, and/or expulsion.

   Pursuant to the Criminal Code, an electronic signaling or cellular radio telecommunication device which is used or possessed in violation of this Policy or the Illinois Criminal Code, the Illinois Controlled Substances Act, or the Cannabis Control Act, or which is evidence of such an offense, may be seized by an administrator and delivered to the appropriate law enforcement agency.

4. **EXPULSION**: The term "expulsion" means disciplinary action taken by the Board of Education whereby a student, by Board of Education resolution:

   a. is separated from school attendance and related activities for a period more than 10 school days.

   b. is separated for the balance of the then current semester, current year and/or up to two calendar years. At the discretion of the Board of Education, such student may be permitted to complete required examinations in order to receive credit for courses taken in the then current semester or current year.

5. **GROSS DISOBEYEDANCE AND MISCONDUCT**: The Board of Education defines gross disobedience or misconduct to include any behavior which is of such egregious nature as to constitute, on its face, gross disobedience or misconduct. Gross disobedience or misconduct also is and/or activity, as defined by the Board of Education in its policies, which causes, or may reasonably cause school authorities to forecast substantial injury or disruption or material interference with school-related activities or the rights of other students or school personnel or risk of the same.

   Gross disobedience or misconduct may occur on school grounds, on a school bus or at a school activity or activity reasonably related to the school. It may also occur in a situation other than on school grounds or at a school-related activity, provided, however, that direct relationship exists between the conduct of the student and school’s educational function.

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5. **OTHER REMEDIES:** The superintendent, principal, any administrative personnel, or any teacher of the school district shall be authorized to take reasonable action in connection with student misbehavior. Reasonable action might include:

a. assigning students alternative work;
b. counseling with a student or group of students;
c. delaying access to driver education;
d. meeting with a parent/guardian or group of parents;
e. rearranging class schedules;
f. requiring a student to remain after regular school hours for counseling with the teacher;
g. restricting extracurricular activities.

6. **REFERRAL OF CHRONIC TRUANTS:** Chronic truants and their parent/guardian will be referred to the Office of the State's Attorney for prosecution under the Illinois statutes. As defined by the Illinois School Code, a chronic truant is a student who has been absent without a valid cause from school for five percent or more of the previous 180 regular attendance days.

7. **REFERRAL TO OFFICE (Classroom Disruption):** The teacher, as soon as possible, will report in writing to the principal's duly authorized agent, the circumstances leading to the removal of the student from class.

8. **SCHOOL DETENTION:** Students may be detained before or after school for up to 60 minutes as a disciplinary measure. This includes students transported by school bus.

   A reasonable attempt shall be made to contact the parent or guardian. All students shall be given advance written notice of detentions with the responsibility of informing their parent or guardian of the detention. Elementary and middle school students shall serve the detention the day following the offense or at a date determined as appropriate by the teacher. A parent/guardian signature is required on the detention. High school students shall serve the detention on the day following the offense.

9. **SEARCHES:** Public school students do possess a clearly established constitutional right to be free from unreasonable searches and seizures. (1) However, school officials may search students when they have "reasonable suspicion in light of all circumstances" to do so. (2) That is, there must be reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity. The issue of police involvement should be determined by the nature of the time involved (e.g., an illegal weapon) or the extent of the situation. Involving law enforcement authorities requires a higher standard of suspicion; that is, there must be probable cause to search.

10. **SUSPENSION:** Suspension is a temporary exclusion of a student from school, from riding the school bus, or from a class or classes, for a period of time not to exceed ten (10) consecutive school days for safety reasons. In the case of a suspension at all levels, appropriate school personnel must have contact with parent/guardian. If an emergency day(s) occurs during the suspension causing the district to cancel school, the suspension days will change to reflect the days the school was not in session. Suspension days are counted for the days schools are in session.

11. **TIME OUT AND PHYSICAL RESTRAINT:** The Board of Education bears the responsibility of protecting the safety, health, and welfare of the students, staff, and property of the School District and maintaining a safe and orderly environment for learning. Therefore, it may be necessary at times to physically restrain or physically remove a student into an isolated time out setting when the student's conduct affects the well-being of the schools. It is the policy of this District to implement isolated time out and physical restraint procedures as a means of maintaining a safe and orderly learning environment to the extent such procedures are necessary to preserve the safety of the students, staff or others. Neither isolated time out nor physical restraint procedures shall be used as form of punishment when administering discipline to individual students.

12. **UNEXCUSED ABSENCE:** The term "unexcused absence" means any absence that does not meet the terms found in the Illinois School Code or with the policies of the school district for absence for valid cause. For such absences that are declared unexcused by appropriate school officials, the student shall receive a grade of zero for all missed work during the unexcused absentee period. Please refer to examples of unexcused absences under Article 15.

13. **VALID CAUSE FOR ABSENCE:** "Valid cause" for absence shall be authorized for religious holidays, illness, death in the immediate family, verifiable medical or dental appointments, court appearances, pre-approved college visits, and pre-approved family vacations.
Article VI: Examples of Disciplinary Infractions

The following are examples and are not the only acts for which disciplinary actions are warranted, nor do they in any way limit this policy as is provided under the Guidelines for Determining Penalties.

1. Alcohol: Liquids containing any intoxicating agent.

2. Arson: The willful burning, attempt to burn or destroy, or articulated plans or threats to burn or destroy any District property through the use of fire, and explosive device, or any other combustion-type weapon capable of property destruction.

3. Assault/Battery: Any unlawful touching of another, which is without justification or excuse. The two offenses differ in that battery requires physical contact of some sort (bodily injury or offensive touching) whereas assault is committed without physical contact.

4. Bullying: The use of written or verbal communications or physical conduct intended to psychologically injure, harass, humiliate, coerce, or intimidate another person.

5. Cheating: The willful act of obtaining, using, giving, or attempting to obtain, use or give information in a fraudulent manner or any other deliberate violation of an academic rule.

6. Cyber bullying: The use of electronic information and communication devices, including but not limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and websites including, but not limited to, Facebook and/or MySpace, to bully another person or persons.

7. Disrespect: To call derogatory names, dishonor, or in other manner abuse verbally or in writing any member of the school staff or student body.

8. Disruption: Any act, attempt, or articulated plan or threat that interferes with or disturbs the educational process or setting.


10. Failure to Serve a Detention: The act of not serving an assigned detention.

11. False Alarms: The activation or attempting to activate a fire alarm or sprinkler system; or making or attempting to make a false report, either written or oral, regarding a fire, bombing, or other catastrophe.
12. False Reports: The act of reporting incidents or making accusations or giving testimony to school personnel, which would affect the welfare of others or interferes with the educational process that are known to be untrue or reasonably should have been known to be untrue at the time they were made.

13. Fighting: Aggressive, hostile bodily contact with students and/or adults.

14. Fireworks/Explosives: Possession, use, sale, or attempted use or sale of fireworks explosives, or items capable of, or intended to produce combustion, or concussion damage.

15. Forgery: The act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

16. Gambling: To wager or attempt to wager money or property on an uncertain outcome or the monetary participation or attempted participation in a game of chance.

17. Gang: A gang is an organized group of two or more persons, some of whom may be students, whose purpose, at least in part, is to exhibit or display intimidation, or threatening behavior toward others; to inflict physical injury or violence on any person (assault); to commit vandalism, extortion, or theft; to promote gang presence through display of gang symbols, graffiti or colors; to commit illegal acts; to violate school rules regarding gangs or solicitation of other students to further gang goals or activities; or to engage in any other course or pattern of criminal activity or the attempt to engage in any of the above conduct.

18. Hazing: Hazing includes the performance of any act by a student for the purpose of induction or admission into any group, organization, or society associated or connected with the school district if the act is not sanctioned or authorized by the school district.

19. Horseplay: A rough or boisterous act that may reasonably lead to property damage and/or personal injury.

20. Inciting Others to Violence: Encourage or attempt to encourage others to demonstrate or protest which disrupts or may reasonably lead to disruption of the educational process, through written or spoken words, or actions.

21. Indecency in Behavior or Appearance: The act of offending against commonly recognized standards of health, safety, or propriety (including but not limited to necking, petting, fondling, and passionate kissing).

22. Insubordination: The willful failure to respond or carry out a reasonable request by authorized school personnel.

23. Littering: The act of a student not disposing or cleaning up of items no longer needed by the student.
24. Loitering: The act of being or about any school building or property, or in a restricted area of a school building at unauthorized times.


26. Obscenity: Conduct or language which is socially inappropriate due to the maturity level of the students, including but not limited to material that is pornographic, pervasively lewd and vulgar, or contains indecent or vulgar language.

27. Physical Attack: Causing or attempting to cause physical injury, including sexual assault, to any student or other person on or off school property which includes school sponsored events.

28. Plagiarism: The act of willfully taking the ideas, writing, etc., from another and passing them off as one's own.

29. Sexting: The act of creating, sending or receiving sexually explicit images or audio and/or video messages electronically, via cell phone, computer, internet or other electronic device with or without consent of the individual who is subject of the images or messages. Sexting shall also include possessing or storing such images and messages on such electronic devices or in an electronic storage site on the internet, with or without the consent of the individual who is subject of the photograph.

30. Sexual Abuse: The term includes unwanted intentional fondling or touching, either directly or through clothing, of intimate body parts, of any person or any part of the body of a child under 13 years of age.

31. Sexual Assault: The term is commonly identified as "rape" and involves threatened force, attempts at or actual sexual contact, bodily harm, or threats of bodily harm.

32. Sexual Harassment: The act of sexual harassment, whether verbal, non-verbal, or physical as defined in Article XV.

33. Shakedown: Extorting or attempting to extort money or other property of value by force, intimidation, coercion or illegal means.

34. Stalking: Threatening or placing another in reasonable apprehension of receiving bodily harm, sexual assault, confinement, or restraining AND, following or placing the intended victim under surveillance (at least twice).

35. Tardiness: The act of lateness to school, class, homeroom, or any other part of the student's schedule.

36. Theft: Taking or attempting to take the property of another without consent; the possession of stolen property having knowledge or should have had knowledge that the property was stolen; exerting and/or retaining unauthorized control over the property of another with intent to permanently deprive.

37. Threatening Intimidating Acts or Aggressive Behavior: The use of aggressive or assertive words, either written or oral, or actions intended
to threaten, injure, provoke, incite, coerce, intimidate, or harass another person, or damage District property or property of another.

38. Teen Dating Violence: 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.

39. Unauthorized Entry: The act of entering, or attempting to enter, without permission, with or without force, any rooms, vehicles and personal property in or on school property.

40. Unauthorized Petitions: The act of presenting or distributing petitions which contain obscenities, libelous statements, and which are not within the bounds of free speech.

41. Unauthorized Sale or Distribution: The act of selling or distributing or attempting to sell or distribute any object or substance which has not been Sale or Distribution authorized by the building principal to any person on school property.

42. Unauthorized Student Protest: The act of protesting which results in the disruption of or interference of the educational process.

43. Unexcused Absence: The act of unauthorized absences for any portion of the day from school, class, study hall, or any other part of the school day. Unauthorized absences are cumulative by the number of incidents or by unauthorized absences in an individual class.

44. Unlawful Drugs: Possession, use, or sale, or the attempted possession, use, or sale of any controlled substance, cannabis, alcohol, or look-alike on District property or at a school sponsored event.

45. Unlawful Drug Paraphernalia: Any device used in or with the consumption of unlawful drugs and behavior altering substances/look-alikes.

46. Tobacco: Exercise of control or consumption of cigarettes, cigars, pipes, or smoking tobacco in any other form, including smokeless or "chewing" tobacco or e-cigarettes.

47. Vandalism: Destroying, damaging, or attempting or threatening, either written or oral, to destroy or damage District property or property at a school sponsored event.

48. Weapons/Look-Alike Weapons: The act of possessing, using or threatening to use any weapon. The term "weapon" means possession, use, control, or transfer of any object which may be used to cause bodily harm, including but not limited to knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, mace, pepper spray, or look-alike thereof. Such items as baseball bats, bottles, locks, pencils, and others may be considered weapons if used or attempted to be used to cause bodily harm.
Article VII: Guidelines for Determining Penalties

The Board of Education has approved the following guidelines that may be used for determining the length of penalty time for various infractions. Any violation of federal, state, or local law will be promptly reported to the appropriate law enforcement authorities.

1. These examples are not the only acts or conditions for which disciplinary actions are warranted, nor do they in any way limit this policy.

2. Subsequent cases of the same offense or cumulative offenses may result in more severe disciplinary action.

3. Physical attack upon any person may be grounds for expulsion from school.

4. Expulsion may be levied on any student who is found to be carrying a weapon to, from or within the Potomac CUSD #10 school grounds or to, from or in attendance at any school sponsored activity.

5. Any student who has initiated, or taken part in any act of vandalism or arson as described in this policy handbook may be expelled. Further, it shall be the policy of this Board of Education to seek to recover damages from the parent/guardian of any minor, or from any person who has initiated, or taken part in any act of vandalism as described in this policy.

6. These guidelines apply to all school sponsored activities.

7. In order to facilitate education and safety in schools and allow a safe learning environment for all, the District as developed the following discipline level system. The structure of this level system serves as a guide only and the list of offenses contained therein is not exclusive. Authorized district personnel, in their discretion, have the authority to increase the level of discipline or decrease the level of discipline from any guideline based on individual circumstances.

The Board of Education has determined that a student may be suspended or expelled from school for any act or behavior that is of such nature as to constitute gross disobedience or misconduct. Such gross disobedience or misconduct includes but is not limited to any conduct, behavior, or activity that causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school-related activities or the rights of others in addition to the examples listed below.

Gross disobedience or misconduct may occur on school grounds, on a school bus, or at a school activity or involve activity reasonably related to school. It may also occur in a situation other than on school grounds or at a school-related activity, provided that a reasonable relationship exists between the conduct of the student and a potential impact on the school, its processes, or student environment.

8. Elementary is Kindergarten to Fourth Grade and Middle School is Fifth Grade to Eighth Grade.
## DISCIPLINE GUIDELINES LEVEL I BEHAVIOR OFFENSE

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<th>Elementary</th>
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<td>Attempted Theft or Theft</td>
<td>First Offense: Up to 10 days out-of-school suspension. Parent/guardian notified and may lead to a referral to the Board of Education for expulsion.</td>
<td>First Offense: Up to 10 days out-of-school suspension. Parent/guardian notified and may lead to a referral to the Board of Education for expulsion.</td>
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<tr>
<td>Disrespect</td>
<td>First Offense: Dismissal pending parent conference. Second Offense: Up to three days out-of-school suspension. Repeated Offenses: Third and subsequent violations may lead to suspension of up to five school days.</td>
<td>See Level II</td>
</tr>
<tr>
<td>Disruption</td>
<td>First Offense: Conference with classroom teacher and/or appropriate administrator either before or after school and parent/guardian contacted by teacher and/or administrator. Second Offense: 30 minute detention and zero for disturbing class. Parent/guardian notified. Third Offense: 30 minute detention and zero for disturbing class. Parent conference required. Fourth Offense: Dismissal pending parent conference and zero for missed classes. Repeated Offenses: Fifth and subsequent violations will result in up to 10 days out-of-school suspension.</td>
<td>First Offense: Conference with classroom teacher and/or appropriate administrator either before or after school and parent/guardian contacted by teacher and/or administrator. Second Offense: 60 minute detention and zero for disturbing class. Parent/guardian notified. Third Offense: 60 minute detention and zero for disturbing class. Parent conference required. Fourth Offense: Dismissal pending parent conference and zero for missed classes. Repeated Offenses: Fifth and subsequent violations will result in up to 10 days out-of-school suspension.</td>
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<tr>
<td>Offense</td>
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<td>Middle School</td>
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<tr>
<td>Disruption in Assigned Detention</td>
<td>First Offense: Dismissal pending parent conference.</td>
<td>First Offense: Dismissal pending parent conference.</td>
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<td>Second Offense: Up to three days out-of-school suspension.</td>
<td>Second Offense: Up to five days out-of-school suspension.</td>
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<td>Repeated Offenses: Third and subsequent violations may lead up to five days out-of-school suspension.</td>
<td>Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension.</td>
</tr>
<tr>
<td>Failure to Serve Detention</td>
<td>Students who fail to serve a detention will receive a dismissal pending parent conference. If the detention is still not served and/or the issue not resolved at the parent conference, the student may be suspended one day.</td>
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</tr>
<tr>
<td>Fighting; Threatening or Intimidating Acts or Aggressive Behavior or Acts</td>
<td>First Offense: Dismissal pending parent conference. Depending on severity of the behavior, up to three days out-of-school suspension.</td>
<td>See Pages Level II</td>
</tr>
<tr>
<td></td>
<td>Second Offense: Up to five days out-of-school suspension.</td>
<td>Repeated Offenses: Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</td>
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<td>Repeated Offenses: Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</td>
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<td>Second Offense: Dismissal pending parent conference.</td>
<td>Second Offense: Up to five days out-of-school suspension.</td>
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<td>Repeated Offenses: Third and subsequent violations may lead up to five days out-of-school suspension.</td>
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<td>Second Offense: Dismissal pending parent conference.</td>
<td>Second Offense: Up to five days out-of-school suspension.</td>
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<td>Repeated Offenses: Third and subsequent violations may lead up to three days out-of-school suspension.</td>
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<tr>
<td>Hazing</td>
<td>First Offense: Up to 10 day out-of-school suspension</td>
<td>See Level II</td>
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<td></td>
<td>Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension. Parent/guardian notified and may lead to a referral to the Board of Education for expulsion.</td>
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<tr>
<td>Horseplay</td>
<td>First Offense: Dismissal pending parent conference.</td>
<td>First Offense: Dismissal pending parent conference.</td>
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<td>Second Offense: Up to three days out-of-school suspension.</td>
<td>Second Offense: Up to five days out-of-school suspension.</td>
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<td>Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension.</td>
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<tr>
<td>Indecency in Behavior or Appearance</td>
<td>First offense: Dismissal pending parent conference or up to 3 days out-of-school suspension.</td>
<td>First Offense: Dismissal pending parent conference.</td>
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<td>Second Offense: Up to three days out-of-school suspension.</td>
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</tr>
<tr>
<td>Insubordination</td>
<td>First Offense: Dismissal pending parent conference.</td>
<td>See Level II</td>
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<td>Second Offense: Up to three days out-of-school suspension.</td>
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<td>Third Offense: Dismissal pending parent conference.</td>
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<td>Repeated Offenses: Fourth and subsequent violations may lead up to three days out-of-school suspension.</td>
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<tr>
<td>Loitering</td>
<td>First Offense: Warning.</td>
<td>First Offense: Detention.</td>
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<td>Third Offense: Dismissal pending parent conference.</td>
<td>Third Offense: Dismissal pending parent conference.</td>
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<td>Repeated Offenses: Fourth and subsequent violations may lead up to three days out-of-school suspension.</td>
<td>Repeated Offenses: Fourth and subsequent violations may lead up to five days out-of-school suspension.</td>
</tr>
<tr>
<td>Misrepresentation</td>
<td>First Offense: Dismissal pending parent conference.</td>
<td>First Offense: Up to 10 days out-of-school suspension.</td>
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<td>Second Offense: Up to three days out-of-school suspension.</td>
<td>Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.</td>
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<td>Repeated Offenses: Third and subsequent violations may lead up to five days out-of-school suspension.</td>
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<tr>
<td>Obscenity</td>
<td>First Offense: Dismissal pending parent conference.</td>
<td>First Offense: Dismissal pending parent conference.</td>
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<td>Second Offense: Up to three days out-of-school suspension.</td>
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<tr>
<td>Telecommunication Devices</td>
<td>First Offense: Device is confiscated and held until the conclusion of the Dismissal Pending Parent Conference. Second and Repeated Offenses: Device will be confiscated and made available to parent/guardian upon notification of suspension. Suspension is up to 10 days out of school and/or expulsion.</td>
<td>First Offense: Device is confiscated and held until the conclusion of the Dismissal Pending Parent Conference. Second and Repeated Offenses: Device will be confiscated and made available to parent/guardian upon notification of suspension. Suspension is up to 10 days out of school and/or expulsion.</td>
</tr>
<tr>
<td>Unauthorized Entry</td>
<td>First Offense: Dismissal pending parent conference. Second Offense: Up to three days out-of-school suspension. Repeated Offenses: Third and subsequent violations may lead up to five days out-of-school suspension.</td>
<td>First Offense: Up to 10 days out-of-school suspension. Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.</td>
</tr>
<tr>
<td>Unexcused Absence</td>
<td>First Offense: Warning. Parent/guardian notified. Second Offense: Up to 30 minute detention and zero for missed class. Parent/Guardian notified. Third Offense: Dismissal pending parent conference and zero for missed class. Repeated Offenses: Fourth and subsequent violations may lead to referral to truancy office and/or the State’s Attorney’s Office.</td>
<td>First Offense: 30 minute detention and zero for missed class. Parent/guardian notified. Second Offense: 30 minute detention and zero for missed class. Parent conference required. Third Offense: Dismissal pending parent conference and zero for missed class. Repeated Offenses: Fourth and subsequent violations may lead to referral to truancy office and/or the State’s Attorney’s Office.</td>
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</tr>
<tr>
<td>Unexcused Tardiness</td>
<td>First Offense: Warning. <strong>Parent/guardian notified.</strong></td>
<td>First Offense: Warning. <strong>Parent/guardian notified.</strong></td>
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<td></td>
<td>Second &amp; Subsequent Offenses: Up to 30 minute detention and parent conference.</td>
<td>Second Offense: Up to 30 minute detention.</td>
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<td></td>
<td>Third Offense: Dismissal pending parent conference.</td>
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<td></td>
<td>Repeated Offenses: Fourth and subsequent violations may lead to 5 days out-of-school suspension.</td>
</tr>
<tr>
<td>Use/Possession of Tobacco Products or Smoking Paraphernalia</td>
<td>First Offense: Warning and parent/guardian notified or up to 5 days out-of-school suspension.</td>
<td>First Offense: Dismissal pending parent conference.</td>
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<td></td>
<td>Second Offense: Second and subsequent violations may lead to 10 days out-of-school suspension.</td>
<td>Second Offense: Second and subsequent violations may lead to 10 days out-of-school suspension.</td>
</tr>
</tbody>
</table>
### DISCIPLINE GUIDELINES LEVEL II BEHAVIOR OFFENSE

<table>
<thead>
<tr>
<th>Offense</th>
<th>Elementary</th>
<th>Middle School</th>
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</thead>
<tbody>
<tr>
<td>Attempted or Unauthorized Student</td>
<td>First Offense: Up to 10 days out-of-school suspension.</td>
<td>First Offense: Up to 10 days out-of-school suspension.</td>
</tr>
<tr>
<td>Protests Which Interfere With Educational</td>
<td>Second Offense: Recommended for expulsion.</td>
<td>Second Offense: Recommended for expulsion.</td>
</tr>
<tr>
<td>Process; Unauthorized Gatherings</td>
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<tr>
<td>Cyberbullying; or Bullying</td>
<td>First Offense: Dismissal pending parent conference. Depending on severity</td>
<td>First Offense: Up to 10 days out-of-school suspension.</td>
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<td></td>
<td>of the behavior, up to three days out-of-school suspension.</td>
<td>Second Offense: Second and subsequent violations may lead up to 10 days out-</td>
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<td></td>
<td>Second Offense: Up to five days out-of-school suspension.</td>
<td>of-school suspension and/or expulsion.</td>
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<td></td>
<td>Repeated Offenses: Up to 10 days out-of-school suspension and may lead to</td>
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<tr>
<td></td>
<td>a referral to the Board of Education for expulsion.</td>
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</tr>
<tr>
<td>Disrespect</td>
<td>See Level I</td>
<td>First Offense: Up to 10 days out-of-school suspension.</td>
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<tr>
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<td></td>
<td>Second Offense: Second and subsequent violations may lead to suspension of up</td>
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<td></td>
<td></td>
<td>to 10 days out-of-school suspension and/or expulsion.</td>
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<td>Fighting</td>
<td>See Level I</td>
<td>First Offense: Up to 10 days out-of-school suspension.</td>
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<tr>
<td>Hazing</td>
<td>See Level 1</td>
<td>First Offense: Up to 10 days out-of-school suspension. Parent/guardian notified and may lead to a referral to the Board of Education for expulsion.</td>
</tr>
<tr>
<td>Insubordination</td>
<td>See Level 1</td>
<td>First Offense: Up to 10 days out-of-school suspension.</td>
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<td></td>
<td>Second Offense: Second and subsequent violations may lead to suspension of up to 10 days out-of-school suspension and/or expulsion.</td>
</tr>
<tr>
<td>Sexual Abuse, Assault &amp; Harassment</td>
<td>First offense: Dismissal pending parent conference or up to 3 days out-of-school suspension. Second Offense: Up to three days out-of-school suspension. Repeated Offenses: Third and subsequent violations may lead to up to 10 days out-of-school suspension.</td>
<td>First Offense: Up to 10 days out-of-school suspension and/or expulsion. Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.</td>
</tr>
<tr>
<td>Stalking</td>
<td>First offense: Dismissal pending parent conference. Second Offense: Up to three days out-of-school suspension. Repeated Offenses: Third and subsequent violations may lead to up to 10 days out-of-school suspension.</td>
<td>First Offense: Up to 10 days out-of-school suspension and/or expulsion. Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.</td>
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<td>Threatening or Intimidating Acts; Aggressive Behavior or Acts.</td>
<td>See Level 1</td>
<td>First Offense: Up to 10 days out-of-school suspension.</td>
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</tr>
</tbody>
</table>
## DISCIPLINE GUIDELINES
### LEVEL III BEHAVIOR
#### OFFENSE

- Assault and battery, attempted physical attack, or physical attack.
- Attempted arson or arson.
- Attempted or false alarms which interfere with the educational process (fire alarms, bomb threats) or false reports.
- Attempted or inciting others to violence or disobedience.
- Attempted or possession, use, or sale of fireworks or explosives.
- Attempted or shakedown and/or strong arm.
- Attempted theft or theft.
- Attempted or use/possession or unauthorized sale or distribution of:
  - alcohol
  - unlawful drugs/look-alikes
  - behavior altering substances/look-alikes
- drug paraphernalia • material containing obscenity or similar contraband.
- Attempted vandalism or vandalism.
- Consensual sex.
- *Gangs or unsanctioned organization insignias and/or activities.
- Repeated violation of the Code for Student Conduct (fighting, threatening and intimidating acts and trespassing while on suspension and/or expulsion, etc.)
- Sexting (see definition below)
- **Sexual Assault.
- Unauthorized petitions.
- ***Possession or use of weapons/look-alikes.

### Sexting: Students who are found creating, possessing, or sending explicit photos or messages electronically, including audio, video, and image media, primarily via cell phones and/or the Internet at school or at a school-sponsored activity, or students who are found creating, possessing, or sending sexually explicit photos or messages of another student regardless of where such act occurs, will be subject to disciplinary action up to and including suspension from school for 10 days and referral to the Board of Education for expulsion proceedings. Additionally, the local police authorities will be contacted for criminal prosecution.

### FIRST OFFENSE: ELEMENTARY and MIDDLE SCHOOL: 10 DAYS OUT-OF-SCHOOL SUSPENSION AND REFERRAL TO THE BOARD OF EDUCATION FOR EXPULSION.

The Board, at its discretion, may, for any student expelled for the sale, distribution, use, possession, or under the influence of any unlawful drugs, behavior altering substances, or look-alikes decrease the student’s expulsion period if the student participates in evaluation, counseling, and treatment at a program or clinic approved by the school district, provided that the student may return to school only at the end of his or her expulsion period, if it is determined by the clinic that the student is drug free.
Article VIII: Bus Conduct

Bus Conduct: Student safety is a major concern of all persons responsible for student transportation. Because improper behavior on a school bus can contribute to accidents, state and local regulations relative to school conduct must be obeyed. Recent state law requires the school district to furnish transportation; it does not relieve parents from the responsibility of supervision until such time as the child boards the bus in the morning and after the close of the school day.

When a student does not conduct himself/herself properly on a bus, a School Bus Incident Report will be completed by the driver and given to the Principal. The Principal, after talking to the driver and the student, will send a copy of the report to the parent and the following disciplinary action may be implemented. Additional days may be added to the disciplinary action depending on the seriousness of the behavior. In addition to the following disciplinary action the student may also be suspended from school for gross behavior while riding the bus.

- **First Report** This will be a warning that the behavior must improve or the student will be suspended from riding the bus. If there is gross violation of the rules, then the student may be suspended from the bus immediately.
- **Second Report** Three day suspension from riding the bus.
- **Third Report** Five day suspension from riding the bus.
- **Fourth Report** Ten day suspension from riding the bus.
- **Fifth Report** Suspension from riding the bus for the remainder of the year.

If a student has been suspended from riding the bus, the parents/guardians of the student involved become responsible for seeing that the student gets to and from school. State of Illinois Bus Transportation Bulletins lists the following instructions to school bus drivers. They are to be enforced by drivers and obeyed by students.

Rules and Regulations:
1. Be on time at the designated school bus stops; help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter the bus.
4. Be careful when approaching the place where the bus stops.
5. Don’t move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Keep hands and head inside the bus at all times.
7. Assist in keeping the bus safe and sanitary at all times.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver’s attention and may result in a serious accident.
9. Never tamper with the bus or any of its equipment.
10. Treat bus equipment like you would valuable furniture in your home.
11. Leave nothing on the bus.
12. Help look after the safety and comfort of smaller children.
13. Do not throw anything from the windows.
14. Do not leave your seat while the bus is in motion.
15. Be courteous to fellow bus riders and to the driver.
16. Be absolutely quiet when approaching a railroad crossing.
17. In case of a road emergency, remain in the bus until instructions are given by the driver.
18. At a discharge point, where it is necessary to cross the highway, proceed to a point of at least 10 feet in front of the bus. Remain there until a signal is given by the bus driver to cross.
19. Be alert to a danger signal from the driver.
20. Do not ask the driver to let you off anywhere besides your designated stop. This will not be permitted without proper authorization.
21. Observe the same rules and regulations on other trips under school sponsorship as you observe at home and school.
22. On other trips, respect the wishes of the chaperone appointed by the school.
23. No eating or drinking on the bus.
24. After arriving at school in the morning, students are not to leave the school grounds.
ARTICLE IX: STUDENT SEARCHES AND CONTROLLED SUBSTANCES

Authorized administrators may search a student, student lockers, desks, parking lots, and other school property owned or controlled by the school, as well as personal effects left in those places and areas by students, whenever there are reasonable grounds for suspecting that such search will turn up evidence that a student violated or is violating the law or the rules of the school district. Authorized administrators may conduct periodic suspicion-less inspections of school lockers and other school property for the purposes of a) providing for the health, safety and supervision of students in the absence of their parents, and b) the inventorying of school supplies and property. If the search is productive (or the student surrenders the contraband to the school officials), the matter will be handled within the framework of this Handbook and a hearing will be held.

If a student is observed by district personnel possessing, distributing, purchasing or selling any unlawful drugs, behavior altering substances or look-alikes, smoking marijuana, consuming or under the influence of alcohol or other behavior altering or unlawful substances, or involved in any transaction in any way with controlled substances, school officials will conduct an investigation that may lead to an expulsion hearing.

Law enforcement officials will be asked to conduct an investigation. Reasonable effort will be made by school officials to have the student's parent/guardian present during the police investigation. During the interim period, the student will be detained in an administrative office until the police and/or parents/guardians arrive. The police will determine whether they wish to arrest. Any evidence will be turned over to the police to determine if the evidence is a controlled substance. In all cases dealing with unlawful drugs, behavior altering substances, or look-alikes, the student will be suspended for 10 school days, an expulsion hearing scheduled, and the student will be turned over to the police.

The Board, at its discretion, may, for any student expelled for the sale, distribution, use, possession or under the influence of any unlawful drugs, behavior altering substances or look-alikes, decrease the student's expulsion period if the student participates in evaluation, counseling and/or treatment at a program or clinic approved by the school district provided that the student may only return to school at the end of his/her expulsion period, if it is determined by the program or clinic that the student is drug free.
Article X: Suspension/Expulsion Procedure

1. The Superintendent or Principal shall investigate the nature of the alleged offense whenever an incident occurs that may lead to a suspension. That investigation shall include a discussion with the pupil unless the pupil is unavailable or unwilling to discuss the incident.

2. The student shall be adequately advised of the reasons for the proposed suspension and asked for his/her version of the incident that gave rise to the proposed suspension.

3. If the student denies his/her guilt, he/she shall be advised as to the evidence upon which the suspension may be predicated.

4. The student shall be given an opportunity to respond to the evidence.

5. If the conference does not cause the charges to be dropped, the student may then be suspended.

6. The person conferring with the student shall make a written anecdotal record of the conference.

7. If the superintendent or principal determines that a student’s presence in school will pose a continuing danger to person or property or constitute an on-going threat of disrupting the academic process, he may immediately remove the student without prior notice and hearing. Except in cases of disruption, or where circumstances make it vital that one or several students be removed from school property immediately, students shall not be released from school property during the school day without notifying the parent or guardian in person or by phone.

Notification: The administration shall, within 72 hours, mail a written notice to the student and parent/guardian, stating the reasons of removal from school and the suspension. Said notice shall be given by certified mail, return receipt requested. The notice shall:

1. State reason(s) for the suspension and the duration of the suspension and the rules or regulation violated by the student’s conduct.

2. Inform the parents or guardians of the student that they may request, in writing, a review of such suspension and the failure to request such a review within 7 days after receipt of the notice shall constitute a waiver to the right of review. The written request for review should be directed to the principal’s office. (Policy JDD)

Student Suspension Review or Hearing: The statute refers to a review and a hearing. These words will be used interchangeably in these guidelines to mean a process whereby the student is given an opportunity to question his suspension.

Review of Suspension:

1. A suspension shall be reviewed by the Board of Education within 40 days of the initial date of the suspension, or at any earlier time at the Board’s discretion.

2. A parent/guardian of a student wishing to appear at a review hearing of a suspension before the Board must file a written request for review with the Building Principal or Unit Superintendent within seven (7) days after receipt of the notice of suspension.
3. Waiver of right to review. A parent/guardian of a student may waive their right to a review of the suspension by simply not filing a written request for a review within seven (7) days after receipt of the notice of suspension. The lack of a request will constitute a waiver of the right to review.

4. The Board may consolidate, at its convenience, all suspensions arising out of the same facts or occurrence or circumstances. The Board also may agree with each party that a finding on one suspension may apply to his pending suspension.

5. The rules of evidence shall not apply to review proceedings.

6. The finding of the Board shall be final.

Review Procedure:

1. Statement of Reasons:
   Within three (3) days of the suspension, a statement of the reasons for the suspension, the rules and regulations violated by the student’s conduct, and a statement of the procedure to be followed at the review shall be sent to the student and his/her parents by Certified Mail, return receipt requested.

2. The Review Hearing:
   a. Shall be held at a time convenient to the parents and to the school administration.
   b. Deliberate absence by the parents at a scheduled review proceeding may be construed as a waiver of review.
   c. If the Board of Education elects to serve as the Review Board, the president shall act as the presiding officer.
   d. The School Administration shall proceed first and the student may respond.
   e. All witnesses shall be subject to inquiry by both parties.
   f. No more than five witnesses may be called by either party.
   g. The Board may record the proceeding and provide copies for both parties.
   h. The review proceeding must be held in executive session at the request of either party.
   i. A written decision shall be issued within 72 hours after a hearing conducted by the Board. It shall contain a short statement of facts, the basis for the decision and the findings.
   j. The Board may appoint an impartial hearing officer to conduct the review. The Hearing Officer must make a written statement of his findings to the Board within three (3) days after the conclusion of the review. Within ten (10) days after the receipt of said findings, the Board shall issue its written decision in the same form as specified above.

3. Disallowance of Suspension:
   a. The student’s record shall be expunged of all notations or remarks regarding the matter.
   b. The student’s absences shall be “excused”.
   c. All educational opportunities missed by the student shall, if possible, be afforded him/her including the making up of any tests. (Policy JDDA)
Expulsion: According to state and federal law the Board of Education shall be authorized to expel a student from school or suspend a student from school for a period of over ten (10) days according to the following conditions:

1. The Board or its designee shall notify the parents or guardians of the proposed expulsion and of the impending hearing by registered or certified mail.

2. Such notice shall reference the reasons for the expulsion, the time and place of the hearing, and the parents’ right to appear and present evidence to refute the charges.

3. The Board shall hold a hearing or shall appoint a hearing officer to hold a hearing on the matter. Such a hearing shall be held in executive session at a specified time and place.

4. The only persons allowed at the hearing shall be the parents, their representatives, their witnesses and a representative from the Department of Mental Health and Development Disabilities, if appropriate.

5. In cases where a hearing officer is used, the hearing officer shall provide the Board with a written summary of the hearing.

6. The Board shall discuss and reach consensus on the matter in closed session.

7. Final action by the Board shall be taken in public session.

8. The Board shall expel a student only in cases of extreme or repeated misconduct or disobedience. Gross disobedience or misconduct providing just cause for expulsion shall include but not be limited to:
   a. Repeated willful disobedience of reasonable directives of members of the staff or administration.
   b. Repeated or extreme instances of possession or use of drugs or alcohol.
   c. Willful serious injury to a staff member or another student.
   d. Repeated threats of injury to staff members or other students.
   e. Willful and/or repeated severe destruction or defacement of the school building or other school property.
   f. Willful and repeated use of profanity and/or verbal threats in the presence of staff members or other students.
   g. Possession and/or use of a dangerous weapon. Federal Law required expulsion of one calendar year minimum for possession of a firearm.
   h. Such other serious behavior as the Board deems seriously undermines the continued safety of the school staff, students, or property, or is otherwise inconsistent with maintaining a constructive instructional climate in the school.

The superintendent or designee shall be responsible for informing students of the provisions of this policy. (Policy JDE).
Article XI: Bullying

Bullying: The use of written or verbal communications or physical conduct intended to psychologically injure, harass, humiliate, coerce or intimidate another person.

These behaviors must be eliminated so that students may learn in a healthy, safe, unthreatening environment. The District supports early identification of students with bullying tendencies and early intervention efforts to assist students in correcting such behavior. The school principal or designee shall be immediately notified of any student whose actions indicate that he or she exhibits bullying behavior or, in the opinion of a teacher or other school personnel, has demonstrated a tendency for such behavior. The individual reporting the student to the principal or designee shall articulate in writing the reason(s) why he or she believes this student to have exhibited bullying behavior or why he or she believes that the student has a tendency for such behavior.

After determining whether the student’s actions warrant discipline and enforcing any such discipline, the parent(s) or legal guardian(s) shall be contacted within a reasonable time for the purpose of scheduling a meeting with (or without the student) the principal or designee or other school officials to discuss the student’s exhibition of bullying behavior or his or her tendencies to exhibit such behavior. At this meeting, school officials and the parents or legal guardians shall develop a plan as to how to help the student correct the bullying behavior or prevent the student from exhibiting such behavior in the future. Options that school personnel and the parent(s) or guardians may consider are: Referring the student to the school’s problem solving team. The team shall have the duty to monitor this student, review any nonschool interventions for the student, and consider necessary school based interventions including referral for an evaluation to determine special education eligibility. If the student is currently a student with a disability, the student’s IEP team shall assume the functions of the building’s problem solving team; or

Participation in these district programs that might assist a student with these types of behavioral problems:

**Elementary**
- PBIS (Positive Behavior Intervention System)
- Counseling with social worker
- Group counseling
- Second Step (Grades Pre-K-2)

**Middle School**
- Alternative Education Program Middlefork Program Placement Alternative Program Placement Counseling (Guidance Counselor, Social Worker, Psychologist)
- PBIS (Positive Behavior Intervention System)
- Second Step

If after utilizing one or more of the above options, the student continues to exhibit such behavior, the student may be subjected to a higher level of discipline, if circumstances warrant it. Also, the school personnel shall notify the parent(s)/guardian(s) of the student’s continued bullying behavior. The school personnel and parent(s)/guardian(s) shall meet again with school personnel to discuss other intervention mechanisms that may be implemented. Any student who engages in bullying may be subject to discipline up to and including expulsion from school. Qualified school personnel may use their discretion to suspend or expel a student for the commission of any act or behavior that constitutes gross misconduct or disobedience at any time.
Article XII: Health Safety Requirements

Communicable Diseases: Any student diagnosed or known to have a communicable disease or contagious skin disorder shall be temporarily excluded from school attendance until such time that the student has been determined to be free of the disease or disorder. Exclusion under this section can become effective upon personal notification to the parent by the school nurse or principal. Upon parental request, or if the parent objects to the exclusion, formal notification of the exclusion shall be sent via certified mail.

Lice: Head lice is a problem because of how easily and quickly it spreads. When lice or nits are found on a child, he or she will be sent home immediately. The school will provide information from the Health Department for proper care. The child must be “lice and nit free” in order to return to school.

Physicals/Immunization Requirements: Parent(s)/Guardian(s) of students shall present proof of a health examination by a licensed physician and of having received the immunizations against and screenings for preventable communicable diseases, as required by the Department of Public Health rules:

1. Kindergarten – Physical, Dental Exam, and Eye Exam
2. Second Grade – Dental Exam
3. 6th Grade - Physical, Dental Exam, and Eye Exam

Failure to comply with the state 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 District. All new students who are first-time registrants have 30 days following registration to comply with the health examination and immunization regulations.

Physical Education: All students must participate in physical education classes unless a doctor provides a written excuse to the school.

Administration of Medicine: Students should not take medication during school hours or during school-related activities unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District’s procedures on dispensing medication. No School District employee shall administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed “School Medication Authorization Form” is submitted by the student’s
parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or asthma medication prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form. The School 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 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 medication, or the storage of any medication by school personnel.

School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.
Article XIII: Student Information

Attendance: Children between the ages of 6 and 16 are required by Illinois State Law to attend school. In order to benefit from the educational opportunities being made available to them, every student is expected to be in school each day unless he/she is ill or there is an emergency in the family. Absenteeism is one of the greatest causes of educational failure and it is a stumbling block that may cause the student to become a dropout and/or a behavior problem in and out of school. Students who are absent more than 10 days may not be able to participate in “fun activities”. These may include movies, field trips, special activities, etc....

The following lists the acceptable excuses for absences from school:
1. Personal Illness - Absences of three or more days may require a doctor’s verification specifying date(s) student was medically unable to attend. Any parent who does not call in the absence of their child must send a written excuse for their child upon returning to school otherwise this will be counted as an unexcused absence.
2. Illness in the Family - All school work should be kept current.
3. Quarantine in the Home - The absence arising from this condition is limited to the length of quarantine as fixed by the proper health official.
4. Death in the Immediate Family
5. Observance of a Religious Holiday - Any student of any religion shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with their creed or belief.
6. Vacation Plans - Plans for the families can be facilitated by calling the school one week prior to the date of vacation so teachers can prepare work for the student.
7. Three tardies equals a half day absence at school and will count towards truancy.
8. Any student missing 5% of the school year or 8.5 school days may not be able to participate in fun activities. These may include movies, field trips, family days, and/or eighth grade class trip etc....

When a student is absent, a parent or guardian must call the school office, 987-6155, between the hours of 7:45-9:00 a.m. reporting the reason for the absence. This call is the parent’s responsibility; calls made by students are not accepted. If a parent or guardian calls, no written excuse from the parent is necessary. Multiple successive absences must be accompanied with documentation from a physician, court, etc. A letter will be sent during the year if the district requires documentation from a physician, court, or other agencies.

Pre-Arranged Absence: Occasionally we approve absences for the students in advance of the actual absence. We do not encourage this practice but realize that it is sometimes necessary to take your child out of school. Please come into the office to complete a form for a pre­arranged absence at least one week prior to the absence. The teacher will inform the student about the required assignments.

Attendance Procedures: Potomac Grade School has procedures in place for student attendance. Following are the procedures in place:
1. At four days absent, parents are sent an inconsistent attendance letter.
2. At seven days absent, parents are sent an excessive absence letter. At this time the truant officer will be contacted.
3. At ten days absent or 5% of the school year, a doctor’s excuse will be requested for each absent day. An intervention meeting will be scheduled in order to set up a plan for attendance improvement. At this point, the truant officer will be contacted for intervention.
Students who were absent more than 5% of the previous school year will be required to provide a doctor’s excuse for the current year in order to determine the absence as excused.  

**Book Rental:** Each pupil is required to pay a book rental fee at the time of registration. This fee is used to purchase basic and supplemental texts, workbooks, materials, and supplies. Costs for textbooks and supplies have increased substantially. Parents and students can help keep rental charges down by taking the best possible care of books assigned to them. Students will be charged for books lost or damaged including classroom and library books. Book rental fees are $40.00.

**Dress Code:** Concerns will include any clothing that is disruptive to the educational process and will include but not be limited to:
1. No suggestive or objectionable material should be on clothing.
2. Shoes must be worn. No slippers or shoes with wheels will be allowed.
3. No midriffs or cut-off shirts that leave the stomach bare are to be worn.
4. No spaghetti straps and low cut tops. Straps on tank tops must be at least 2 inches.
5. No hats, sweat bands or bandannas shall be worn as headgear.
6. No advertisement or logo depicting alcohol or tobacco products will be worn.
7. No pajama tops or bottoms.
8. Pants must be worn at the waist; no undergarments or skin shall be exposed. Both pant legs must be the same length. Pants must be fastened and belts buckled. Suspender straps should both be fastened.
9. Shorts must be long enough to reach your finger tips with your hands down to your side.
10. Wallet chains are not allowed.
11. Undergarments are not to be visible.

Students will be asked to go home and get appropriate clothing or to turn the objectionable clothing inside out to complete the day. A student’s appearance and the way he/she dresses are the responsibility of the student and the parent. Students are expected to use good personal hygiene, as well. If there is a question of safety or decency, a decision by the principal will be final. A parent will be notified and asked to bring a change of clothing to school.

**Eighth Grade Class Trip:** A student will not be eligible to go on the 8th grade class trip if they do not meet the graduation requirements. If a student has had a culmination of three days or more out of school suspension, that student will not be allowed to go on the class trip. It is up to the discretion of school personnel for any cause disallowing the student from attending.

**Extracurricular Activities**
Potomac Jr. High provides a full range of activities for students in grades 5-8. Those activities include: boys baseball, girls volleyball, boys and girls basketball and track, cheerleading, band contest, chorus contest, literary, drama, and scholastic bowl. In order to participate in these activities each student must meet the following requirements:
1. Comply with all rules and regulations of the Illinois Elementary School Association (IESA) that pertain to the activity of participation.
2. Agree to care for and be responsible for school equipment used or issued and make necessary restitution whenever loss or damage is the student's responsibility.

3. Furnish the school with proof of passing a physical health examination as given by a qualified M.D. or Nurse Practitioner. This examination must have been taken after June 1 of each calendar year. Students must also provide the school with a certified birth certificate.

4. No type of participation is allowed until the Parent's Permission Card, current Physical, and the Waiver Form is completed and on file in the office.

5. Comply with all policies as established by the sponsor of each activity of participation. Outstanding debts may prevent participation in the activities.

6. Comply with all other policies in operation for Potomac CUSD #10 including concussion/head injury policy.

**Extracurricular Activities Eligibility Procedures:**

- Students will be informed about eligibility on Friday for the following week (Monday-Saturday). It will be the responsibility of the student to inform the parent.
- Any student on the third time of being ineligible will no longer be allowed to participate in that sport for the rest of the season.
- Ineligible students will not be allowed to attend any home extra-curricular activities.
- Students who miss more than half of a school day due to illness or personal business, etc. are not allowed to participate in any type of extracurricular practice, activity, etc. that evening. (Participation may possibly be allowed if cleared beforehand with the activity sponsor and principal.)
- Students who are experiencing conduct or disciplinary problems may be denied participation in extracurricular activities. Anything that is related to regular school activities; make up work, teacher/student conference, detention, etc. will take precedence over extracurricular activities; these items must be cleared up before the student reports to any type of activity.
- Possession, using or the selling, transfer, or exchange of cigarettes, tobacco products, alcohol, or drugs is prohibited. Violation of this policy will result in penalties being imposed which could include suspension and a recommendation to the Board of Education for expulsion from extracurricular activity participation equal to a time period ranging from a minimum of three school days to a maximum of 180 days.

**Grading and Promotion:** The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on the Illinois Standards Achievement Tests, or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

In order for students to be promoted to the next grade, he/she must pass math and reading/literature and 2 out of the three in English, Science, and Social Studies. As established by state statute, a student going on to high school will have to pass the U.S. and Illinois Constitution Test. A student who may be at risk of not passing will go through the intervention process.
**Grading Scale:** Potomac CUSD #10 uses a uniform grading scale as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 93</td>
<td>A</td>
</tr>
<tr>
<td>92 - 84</td>
<td>B</td>
</tr>
<tr>
<td>83 - 75</td>
<td>C</td>
</tr>
<tr>
<td>74 - 68</td>
<td>D</td>
</tr>
<tr>
<td>67 - Below 68</td>
<td>F</td>
</tr>
</tbody>
</table>

Potomac Jr. High will publish a quarterly honor roll for grades 5-8. The criteria for being on the honor roll are as follows:

1. Students must be in grades 5-8.
2. Honor roll grades to be averaged will be the following: Math, Reading, Language Arts, Spelling, Social Studies, and Science, in 5-8 grades.
3. A 5 point system will be used, A=5, B=4, C=3, D=2, F=1.
4. “Recognition” will be given to students who achieve a Grade Point Average (GPA) of 4.0 - 4.24, and receive no more than one C in any solid subject.
5. “Honors” will be given to students who achieve a GPA of 4.25 - 4.74 and receive no more than one C in any solid subject.
6. “High Honors” will be given to students who achieve a GPA of 4.75 - 5.00 and receive no grade below a B in any solid subject.

*To be eligible for the Honor Roll, a student must not have received either a D or F in any class including Art, P.E., Band, Chorus, and Music.*

**Homework Make Up:** It is the responsibility of the student to see that all make up work is completed as soon as possible. The teacher and the student may decide on the adequate time needed for making up the missed work. However, the student should make arrangements the first day back at school as to the exact time make up work is due. The normal policy for make-up work is for each day absent the student receives one extra day to make up the homework assignment.

If the student knows ahead of time that he/she will be absent for a funeral, illness in the family, or some other excusable reason, he/she should inform each teacher of this so that work can be made up prior to the absence rather than after the absence when possible. A form is to be completed in the office for prearranged absence. **Students will not be allowed to make up work for unexcused absences. This includes tests taken during the unexcused absences.**

**Student Records:** A student's record shall contain both permanent and temporary records. A transcript of grades would be a permanent record. Test scores and evaluations would be a part of the temporary record which is to be destroyed following the student’s graduation. The school Principal is the records' custodian and is responsible for the maintenance and security of all student records. A student’s record may be released to the following: parents/Guardian of a child under 18, employees who can demonstrate an educational or administrative interest in the student, the records’ custodian of another district, appropriate persons when necessary to protect the health or safety of the student or other persons, others as outlined in school policy. Requests must be submitted at least 24 hours in advance of the release.
**The District or any employee of the District shall not release, disclose or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act (ISSRA) and the Illinois State Board of Education (ISBE) Regulations.

**Use of Technology Policy**

**User Responsibility:**

- Comply with all existing school board policies as they may be interpreted to apply to technology resources.
- Respect the privacy of other users, and not intentionally seek information on, obtain copies, or modify files, other data or passwords belonging to other users without permission.
- Comply with legal protection provided by copyright and license to programs, data, and documents.
- Help maintain the license to programs, data, and documents.
- Help maintain the security of the district technology resources adhering to all security rules developed by the Technology Committee.

**Acceptable Use:**

- Use consistent with the mission of Potomac CUSD #10.
- Use that encourages efficient, cooperative, and creative methods to perform the users' job duties or educational tasks.
- Use related to instructional, administrative, and other support activities considered consistent with the mission of the district.
- Use of district technology resources for authorized and appropriate access to voice, video, and data systems, software or data, both locally and at other sites.

**Unacceptable Use:**

- Providing, assisting in or gaining unauthorized or inappropriate access to the districts' technology resources, including any type of voice, video, or data information server.
- Activities that interfere with the ability of students/staff members to use the districts technology resources or other network connected services effectively.
- Activities that result in the loss of another students/staff member's work or unauthorized access to another student/staff member's work.
- Distribution or collection of obscene, abusive or threatening material via telephone, video, electronic mail, Internet, or other means.
- Use of technology resources for a commercial, political, or profit-making enterprise, except as specifically agreed to with the district.

**Consequences:** User will have access to all resources. If the rules above are not followed, use of these resources will be canceled. Illegal activities may be referred to the police.

**Waiver of Fees:** The School Board may establish fees and charges to fund certain school activities. The Board recognizes that some students will be unable to pay these fees. However, students shall not be denied educational services or academic credit due to the inability or unwillingness of parents or guardians to pay fees and charges. Students whose parents are unable to afford student fees may receive a waiver of the fees. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student.

**Forms are available in the district office.**

**Procedures:**
1. Application for Waiver. Parents or guardians shall make application for a student fee waiver at any time during the school year on a prepared district form for submission to the building principal, who grants or denies the application based upon the eligibility standards set forth below. The building principal shall inform the parents or guardians in writing of the decision to grant or deny the application and of the appeal procedure. If the application is denied, the building principal shall state the reasons for the denial. It is the parent's or guardian's responsibility to notify the building principal of any decrease in household size, increase in family income of $50.00 per month or $600.00 per year, or termination of benefits under the Aid to Families with Dependent Children Program during the school term.

2. Appeal Process. Parents or guardians who wish to appeal the decision of the principal may do so by filing a written statement of the reasons for the appeal with the Superintendent within 7 calendar days of the receipt of the denial. If the Superintendent upholds the denial, the parents or guardians may file a written appeal with the Board of Education within 7 calendar days of the receipt of the Superintendent's written response to their appeal. The decision of the Board shall be final.

Eligibility Standards:
School fees shall be waived for the following students:
1. Their household is receiving aid under Article IV of the Illinois Public Aid Code (AFDC) or;
2. The student is currently eligible for the free meals pursuant to Illinois Revised Statutes, Chapter 12, para. 712.1 or
3. Their household is otherwise able to establish that they cannot afford to pay school fees.
Article XIV: Legal Notifications

Asbestos Information Notice: Asbestos Containing Building Materials (ACBM) are present in our schools. In accordance with the Federal Asbestos Hazard Emergency Response Act, an accredited inspector and management planner have completed a review of the locations, quantities, and friability of the asbestos containing materials and have prepared an assessment and response action plan to reduce exposure to asbestos fibers.

Copies of the asbestos management plan for our schools, which includes the inspection report, are located in both the superintendent/principal’s office. The plan is available to the public for inspection without cost or restriction within five working days after receiving a written request for inspection. Hours of availability and a copy of the form will be provided upon request. Should a request be made for a copy of the report, the school district is allowed to charge a reasonable fee to make copies of the plan. As per state and federal regulations our school district has an ongoing operations and maintenance program. The AHERA three year re-inspection was completed in January of 2016.

Pesticide Notification and Rights: The application of pesticides is subject to the USEPA regulations. Potomac Grade School will give notice to students' parents or guardians and school staff of any upcoming pesticide treatments. Notice will be posted in designated areas at school and sent home with students.

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 take 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.

Sex Education: The school district is required to provide instruction about recognizing and avoiding sexual abuse. The school district shall give 5 days notice to parents or guardians of students in grades K-8 before such a class begins. Parents or guardians of students in grades K-8 have the right to file a written request for their child not to take such classes.

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.
**Student Records Act:** 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 education records. They are: The right to inspect and copy the student’s education records within 15 school days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) 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.

**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. The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence.
Article XV
Sexual Abuse, Assault, and Harassment

Sexual Abuse – The term includes unwanted intentional fondling or touching, either directly or through clothing, of intimate body parts of any person, or any part of the body of a child under 13 years of age, for the purpose of sexual gratification or arousal of the victim or the accused. Immediate disposition is at the discretion of school authorities (e.g., clearing corridors, sending students to office, securing the building). Incidents of the following nature will be reported to police without unreasonable delay including the offense location or time:

a) Where force or threatened force or bodily harm is involved.
b) Where there is a victim who is unable to understand or consent.
c) Where the victim is less than 13 years of age (consent is not an issue).
d) Where there is a second or subsequent complaint by the same victim regardless of age.
e) Where a weapon is displayed.

Sexual Assault – The term is commonly identified as “rape” and involves threatened force, attempts at or actual sexual contact, bodily harm or threats of bodily harm, except that these factors, however, are not issues for reported victims under 13 years of age. By law, persons under 13 years of age cannot make a determination of whether the act was sexually illegal in nature. All incidents will be immediately reported to police, regardless of offense, location, or time.

Sexual Harassment—It is illegal and against Potomac Board of Education policy for any employee, student, or other person, male or female, to sexually harass an employee or student while that employee or student is on school property or engaging in school activities or school business, or as a result of the employment or educational relationship by:

1. making unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, as a condition of an employee's continued employment, or a student's academic status;
2. making submission to or rejections of such unwelcome conduct the basis for employment or academic decisions affecting an employee or student; or
3. initiating conduct that has the purpose or effect of substantially interfering with an employee's professional performance or a student's academic performance, or creating an intimidating, hostile, or offensive working or educational environment by such conduct. This prohibition includes the act of sexting. Sexting shall be defined as the act of sending sexually explicit photos or messages electronically, primarily via cell phones and/or internet.

An employee engaging in sexual harassment will be subject to discipline, up to and including termination. A student engaging in sexual harassment will be subject to discipline, up to and including expulsion.

The Superintendent is authorized to promulgate rules and regulations implementing this policy.

Reporting of Sexual Harassment: If a student believes that he or she has been sexually harassed, the student or parent of the student should report the alleged act immediately to the principal or other administrator, Title IX coordinator, or to the Superintendent. Any employee who receives a complaint of sexual harassment shall report the complaint to the Superintendent or designee. The Title IX coordinator is Jamie Dorsey, 217-987-6155, 7915 US Rt., Potomac, IL 61865.