

2023-2024 Handbook

Southeastern Elementary

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Greg Tippey–Vice President
Sarah Kearby – Secretary
Eric Bunnell
Mark Hitz
Grant Holst
Julie Stevens

Administration

Tecia Lantz, Superintendent
Brandon Gooding, Principal
Tim Kerr, Principal
Kimberly Harrison, Principal
Cyle Rigg, District Athletic Director/District Transportation Director

This handbook may be amended during the year without notice.

Southeastern Elementary

607 North Worrell Street
PO Box 247
Bowen, IL 62316
(217)842-5236

Southeastern Jr/Sr High School

90 West Green Street
PO Box 155
Augusta, IL 62311
(217)392-2125

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2023-2024 School Calendar

AUGUST 2023		
14	Monday	NO SCHOOL - Teacher Institute
15	Tuesday	First Day of Student Attendance
SEPTEMBER 2023		
4	Monday	NO SCHOOL - Labor Day
OCTOBER 2023		
6	Friday	NO SCHOOL - Teacher Institute
9	Monday	NO SCHOOL - Columbus Day
13	Friday	12:45 PM Dismissal- End of 1st Quarter
20	Friday	NO SCHOOL - No Parent Teacher Conferences
Parent Teacher Conferences - October 16, 2023 - October 19, 2023		
NOVEMBER 2023		
22	Wednesday	NO SCHOOL - Thanksgiving Vacation
23	Thursday	NO SCHOOL - Thanksgiving Day
24	Friday	NO SCHOOL - Thanksgiving Vacation
DECEMBER 2023		
15	Friday	12:45 PM Dismissal - End of 2nd Quarter
Christmas Break - December 18, 2023 - January 1, 2024		
JANUARY 2024		
2	Tuesday	NO SCHOOL - Teacher Institute
3	Wednesday	School Resumes
15	Monday	NO SCHOOL - Martin Luther King, Jr. Day
FEBRUARY 2024		
19	Monday	NO SCHOOL - Presidents' Day
MARCH 2024		
8	Friday	12:45 PM Dismissal - End of 3rd Quarter
28	Thursday	NO SCHOOL - Easter Break
29	Friday	NO SCHOOL - Easter Break
APRIL 2024		
1	Monday	NO SCHOOL - Easter Break
MAY 2024		
17	Friday	12:45 PM Dismissal - End of 4th Quarter (If zero emergency days are used.)
20	Monday	NO SCHOOL - Teacher Institute
Other Notes		
If we use zero emergency days, the last day of student attendance will be May 17, 2024.		
If we use all five emergency days, the last day of student attendance will be May 24, 2024.		

2023-2024

FACULTY AND STAFF

Teachers

McKenzie Allison	4/5/6
April Bennett	Pre-K
Hannah Brown	3-1
Amy Carson	Spec. Ed.
Holly Cox	2-2
Stephanie Fox	1-1
Anita Goughnour	Spec. Ed.
Lauren Gray	3-2
Lori Gronewold	K-1
Jordan Harris	P.E.
Linda Hartweg	Band
Brenda Hoelscher	2-1
Lisa Kelly	K-2
Alyssa Kerker	4/5/6
Stephanie Mencil	Music
Kayla Neisen	Psychologist
Kenzie Orris	1-2
Caitlyn Parker	Speech
Cindy Ramsey	1-2/Title I
Ashly Reavis	4/5/6
Barbara Salmons	4/5/6
Autumn Schullian	4/5/6
Hannah Trott	4/5/6

Administration

Brandon Gooding	Principal
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Paraprofessionals

Tiffany Hubbard	Pre-K
Brandi Simmons	Pre-K
Debra Nelson	Pre-K
Vanessa Burch	Resource
Hailie Hardy	Resource
Kellie Kerker	Resource
Teresa Rang	Resource
Michelle Ringenberger	Resource
Corena Orris	Resource
Justine Sargeant	Resource
Mikayla VanFleet	Resource

Educational Support Staff

Michelle Conkle	Cook
Kathleen Wortman	Cook
Tiana Kirby	Secretary
Beth McMillen	Secretary
Joyce Miller	Custodian
Gary Neill	Custodian
Andy Redenius	District Maintenance
Stephanie Wilcox	Technology Director
KaDee Shutwell	Nurse

Bus Drivers

Mandy Frakes	Sheri Renner
Tori Harris	Jeff Tobias
Jim Hurt	Ross Tobias
Gary Neill	Mikayla VanFleet

MISSION STATEMENT

The mission of the Southeastern School District is to provide a quality education within a safe, orderly, and disciplined environment where every student will develop the academic and life skills to be an independent, productive citizen.

PHILOSOPHY

1. We love you.
2. There is a time and place for almost everything.
3. Focus on Grades, Discipline, and Attendance.
4. We believe you can do great things and we are here to help you.
5. Be kind because everyone you meet is fighting a battle you know nothing about.
6. There will be law and order.
7. If you truly care about the quality of your life, everything becomes easier.
8. Polite your way to the top.
9. A mistake is only a mistake if you do not learn from it.
10. Be the best version of you possible.
11. This is your home, now and forever.
12. Refuse the victimation curse.
13. It is your life and you are capable of anything.
14. You will never regret being classier than the people you are dealing with.
15. Maintain eye contact when spoken to.
16. Our job is to help prepare you for life after graduation.
17. "Before you speak, let your words pass through the gates: Is it true? It is necessary: Is it kind?"
18. 3 Ways to Fail at Everything in Life: 1) Complain about everything. 2) Blame others for your problems. 3) Never be grateful.

Section 1 - General Procedures

Arrival and Dismissal

7:45 AM	Doors Open
8:15 AM	Classes Begin
2:45 PM	Walkers and Pick-Ups
2:50 PM	1st Bell Buses
3:00 PM	2nd Bell Buses

Parents who are picking their child up after school are asked to come to the door. There are a lot of cars in the circle drive at the end of the day and small children cannot always be seen by drivers. Any parent picking a student up during school hours (8:15-3:00) should wait by the office. Parents should NOT go to the classroom to pick up students unless they obtain permission from the office.

The Administrative Office must be informed if a child is entering or leaving school premises after 8:15 a.m. and before 3:00 p.m.

Bus Transportation

The district provides transportation to and from school for all students living 1.5 miles or more from the school.

Students in grades Pre-K through 6th grade will be assigned one bus and the pick-up and drop-off point must be the same everyday. Students may have a different drop-off point from their pick-up point, however, it must be the same every day. Students are not permitted to ride a bus other than the bus to which they are assigned.

While students are on the bus, they are under the direct authority of the bus driver, bus monitor, coach, teacher, administrator, or school-assigned chaperone. All students will be expected to follow the rules listed below. Failure to adhere to these rules could lead to disciplinary action being taken that varies in severity from a verbal warning to permanent removal of bus privileges depending on both the nature and frequency of the infractions(s). If a student is suspended from riding the bus, it will be the responsibility of the parents/guardians to provide the student with transportation to and from school. Suspension of bus privileges will not be a valid reason for a school absence to be considered excused.

In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building administrator.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the students' safety and in compliance with state law, students are expected to observe the following rules:

1. Find your assigned seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus.
7. Use the emergency door only in an emergency.
8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely are required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your pick-up point on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any part of the bus, or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Animals are not allowed on the bus.
19. Parents will be liable for any defacing or damage students do to the bus.

Video and audio cameras may be active on buses to record student conduct and to promote and maintain a safe environment for students and employees. Video recordings will be reviewed to investigate incidents reported by a bus driver, administrator, supervisor, student, or other person. Video recordings will be used to establish and/or uphold disciplinary actions. The content of these video recordings are student records and are subject to district policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the video recordings.

For questions regarding school transportation issues, contact: Tecia Lantz, Superintendent.

Parking

The school has one location available for visitor parking.

- Parents visiting the school are asked to park in the circle driveway.
- Those dropping off and picking up children may do so in the circle driveway during the following hours: 7:45 until 8:15 and 2:45 until 3:00.

Vehicles MAY NOT be parked or located in the bus loading areas or fire lanes at ANY TIME. The bus loading areas are the doors near the southwest entrances and the northwest entrance. Fire lanes are in the vicinity of any exterior door. Vehicles located in these locations may be ticketed and/or towed by the police.

Visitors

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer

clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

Communication

Parents should inform the school office of any address or telephone number change so that they can easily be contacted in case of an illness or an emergency. We have begun using a communication system that places phone calls and/or text messages to each student's home and/or their parents' cell phones. Therefore, it is crucial that phone information be up-to-date. The communication system will be used to make announcements of a serious nature when it is appropriate to reach all of the parents/students of a particular school or the entire district.

Parents should also notify the school office if their child has any unusual health problems involving the dispensing of medicine. (Regulations for the dispensing of medication are printed elsewhere in this handbook.)

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for the possible early dismissal information. In addition, Southeastern will be using the School Reach Phone Messaging System.

If school should dismiss early for an emergency, all after school functions are automatically canceled.

Attendance

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

School starts at 8:15 a.m. and students will be counted tardy after 8:15 a.m. Being at school on time is very important for all students so they do not miss early directions for the day and do not disturb the class by coming in late.

In class: Each year Southeastern schools average over 95% daily attendance. This speaks highly of our parents. Most schools dream of attendance figures like ours. We regard punctuality and regular attendance as very important. Minutes in class are precious. It is impossible to measure how much material a child has missed during an absence. In addition, prospective employers in all fields are very interested in student attendance, even in elementary school.

Attendance at school programs in which children are participating is expected; parents are asked to provide a written excuse if a child is unable to participate in a program. Students who are absent from school for more than half a day on the day that a night activity is held are not permitted to attend the activity.

Student Absences

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

Attendance is a vital part to a student's success. We take attendance very seriously at Southeastern and review chronic absence data and support systems in place annually. Some support systems in place include letters and phone calls to parents, student conferences with administrators, attendance contracts, parent conferences, home visits, schedule changes, incentives, social work, counseling, ROE truancy officer and related programs. To simplify the policy, students will either be counted present or absent. Here or not here. Being counted present means a student is physically in the classroom. If a student is absent, remote learning is not an option.

There are two types of absences: excused and unexcused. Excused absences include: illness, including the mental or behavioral health of the student, observance of a religious holiday, death in the immediate family, or family emergency and shall include such other situations beyond the control of the student or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student, attending a military funeral to sound TAPS, or other reasons as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence. Students are allowed to take up to five mental or behavioral health days per year. A student is not required to provide a medical note and must be given the opportunity to make up any schoolwork missed during such absences. Following the second mental health day, a student may be referred to the appropriate school personnel. For questions, please contact Mr. Gooding.

In the event of any absence, the student's parent or guardian is required to call the school at 217-842-5236 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Attendance is so important that we recommend limiting absences to personal illness or family emergencies (such as the death of a grandparent). Please try to schedule doctor/dentist appointments after school hours. If you must make an appointment during school hours, please send your child to school before a later appointment and return your child to school after an early appointment. If you have a doctor's note for why your child was absent it will be excused. The professional excuse must be given to the office within three school days after the absence.

The school may require documentation explaining the reason for the student's absence.

If an absence is absolutely necessary, please notify the teacher and the school office prior to the absence when possible. If you are unable to notify the school prior to the absence, you must provide a written excuse stating the exact reason the child was absent when the child returns. The following steps will be taken after accumulated absences:

- Step 1: If a student accumulates 3 unexcused or 9 excused absences the following steps will be taken:
 - o A letter sent home with a breakdown of the number of absences.
 - o Meet with student to create an attendance success plan.
 - o Phone call to parents.
- Step 2: If a student accumulates 5 unexcused or 11 excused absences the following steps will be taken:
 - o A letter sent home with a breakdown of the number of absences.
 - o Meet with student to discuss their attendance success plan.

- o Phone call to parents.
- o 1st Referral form will be sent to ROE Truancy Officer
- Step 3: If a student accumulates 7 unexcused or 12 excused absences the following steps will be taken.
 - o 2nd Referral form will be sent to the ROE Truancy Officer.
 - o A letter sent home with a breakdown of the number of absences.
 - o Meet with student to discuss their attendance success plan.
 - o Phone call to parents.
- Step 4: If a student accumulates 9 unexcused or 15 excused absences the following steps will be taken.
 - o 3rd Referral form will be sent to the ROE Truancy Officer.
 - o Meeting with the Regional Office of Education Truancy Officer.
 - o A letter sent home with a breakdown of the number of absences.
 - o Meet with student to discuss their attendance success plan.
 - o Phone call to parents.

If an absence is anticipated, the student can be given make-up work before the absence so that it can be graded at the same time as the work of classmates. It is the student's responsibility to complete and turn in make-up work. The teacher should not be expected to keep after the student to get it finished.

Home & Hospital Instruction

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

For information on home or hospital instruction, contact the building principal.

Truancy

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

After a student has accumulated nine unexcused absences, a report will be filed with the Truancy Officer for Hancock County. The Truancy Officer will contact the parents and the possible consequences of truancy will be explained. If unexcused absences continue, a truancy hearing may be held or referral made to the Hancock County State's Attorney.

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The primary grades (K-3) use letter grades that indicate student progress (E – Exceeds, M – Meets, B – Below, and U – Unsatisfactory). These letters reflect performance on state standards.

In grades 4-6, teachers are encouraged to use number grades whenever possible, as numbers (percentages) give a more accurate measure of performance and responsibility.

The Grading Scale for grades 4 -6 is as follows:

A+	100	A	94-99	A-	92-93
B+	90-91	B	85-89	B-	83-84
C+	81-82	C	76-80	C-	74-75
D+	72-73	D	67-71	D-	65-66
		F	64 and below		

Report cards are issued every 9 weeks. Parents are expected to come to a conference at the end of the first quarter and possibly at the end of the third quarter. This gives the teacher and the parents an opportunity to discuss the progress of the student and make suggestions for improvement.

We encourage communication with teachers. Parents will be notified of unsatisfactory pupil progress during each quarter. Students are held accountable for their progress. We will go to great lengths to help students with learning problems. Lack of student responsibility is the leading cause of unsatisfactory progress. Students need to turn in all work on time and to spend adequate time doing their work. Zeros negatively affect grades.

Southeastern Elementary will not promote a student to the next higher grade level unless that student meets district requirements for successfully completing the curriculum and meeting attendance requirements.

The decision to promote a student to the next grade level is based on successful completion of the curriculum and attendance. A student will not be promoted based upon age or any other social reason not related to academic performance.

In order to be promoted from one grade to another, students in grades 4 -6 must pass three out of five core subjects for the school year. The five core subjects are English/language arts, math, reading, science, and social studies. In addition, if a student is absent from school for 35 days or more, retention will be considered.

Retention in kindergarten through third grade will be based upon grade level performance, primarily in reading and math.

Homework

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

Students will have more homework as they progress through the grades. This is a logical result of the increased difficulty of the class work. Parents are expected to ask their children if they have homework, check assignment sheets and books, and see that their children complete their homework.

Parents can help their children by promoting learning at home, setting aside time for study, and expecting children to follow a study routine. Parents need to ask to see completed schoolwork before and after the teacher has graded it. If parents have questions, they should contact the teacher and ask for a conference. Classroom rules regarding homework will be distributed by grade level teachers.

Academic Integrity

Academic integrity is of the highest priority of Southeastern Elementary School. Students are expected to abide by the highest academic ethics.

As noted in the discipline section of this handbook, cheating may be considered as severe misconduct. Cheating may include, but is not restricted to, the following:

1. Copying another student's homework as a student's own work.
2. Use of another person's work on papers or other documents without giving credit to the author.
3. Using cheat sheets or any device that contains, provides, or otherwise allows communication of answers to tests or quizzes.
4. Trying to read answers from another student's test or quiz.
5. Allowing another student to copy their work or doing another student's work for them.

A student who is found to have violated academic ethics will, at minimum, receive a zero for the work in question. In severe or repeated cases, further disciplinary action may follow.

Make-up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students whose absences are unexcused may not be allowed to make up missed work.

Books

Care: Because books have become quite expensive, all students should give special care and respect to textbooks, library books, and other literature. The average textbook is more than \$30. Most of the books are used over a period of years and need to be kept in a neat and usable condition. When books are damaged or destroyed, it costs the district. Students should not place pencils, pens, folded papers, and other materials in books, as it breaks the spine of the book and makes it necessary to have the book re-bound. Students should not scribble in books. Books should not be jammed in lockers, thrown, or allowed to get wet. Students will be charged for lost or damaged text and library books.

Rental: Book rental is part of the registration fee. Registration fees will be free for the 2023-2024 school year for all students.

Supplies

All supplies will be provided for the 2023-2024 school year.

Parent Involvement

One of the most important things that we can do to improve the education of your child(ren) is to establish good communication between the parents and the school. We will keep you informed of important information through the use of notes, letters, and e-mail. Please check your child's book bag each day to see if there are notes that you need to see.

Please feel free to contact your child's teacher or the building principal if you have concerns. By working together, we can help your child have a positive educational experience here at Southeastern Elementary.

Standardized Testing

Students and parents/guardians should be aware that students in grades 3 through 6 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing. Standardized testing helps our teachers prepare students for their future. Parents can assist their students in achieving their best performance by doing the following:

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

Southeastern tracks student academic progress through district and state assessments. Testing information will be provided quarterly for district assessments and annually for state assessments. Test results will be distributed to the parents/guardians in a language understandable to the parents/guardians.

Section 2 - Fees and Meals

Fines, Fees, & Charges; Waiver of Student Fees

Student Registration Fees for the 2023-2024 school year are free.

School Lunch Program

Breakfast is served every school day from 7:45 a.m. to 8:15 a.m. Lunch is served every school day from 11:00 a.m. to 1:00 p.m., except when there is an 11:00 a.m. or earlier dismissal.

A student may bring a sack lunch from home. Students may purchase milk for \$.40. Milk will need to be purchased for students that bring lunch from home. The USDA free meal program only includes a full tray.

Breakfast and Lunch for all students will be free for the 2023-2024 school year.

Treats and Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store-bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks should not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Section 3 - Health and Safety

Required Physical Examinations

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

1. Entering pre-k, kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Results of the diabetes risk assessment must be documented on the health examination form. The required health examinations must include a diabetes screening (diabetes testing is not required). It must be documented that students between 1 and 7 years old have been assessed for risk of lead poisoning, tested for lead poisoning, or both, if the child resides in a high risk area or if the child is at risk for lead poisoning.

Required Immunizations

The following immunizations are required by Illinois State Law:

DTaP: (Diphtheria/Tetanus/Pertussis) 5 dose routine series give at age 2, 4, 6, 15-18 months, and 4-6 years

Tdap Booster: 1 dose for students entering 6th grade

POLIO: 4 doses series given at ages 2, 4, 6-18 months, and 4-6 years

MMR: (Measles/Mumps/Rubella) 2 dose series given at 12-15 months and 4-6 years

VARICELLA (CHICKENPOX VACCINE): 2 dose series given at 12-15 months and 4-6 years of proof of disease.

HIB: (Haemophilus Influenza Type B) 4 dose series given at 2, 4, 6, and 12-15 months. 4 dose series give at age 2, 4, 6, and 12-15 months

HEPATITIS B SERIES: 3 dose series given at age 0, 1-2, and 6-18 months.

PNEUMOCOCCAL: 4 dose series given at age 2, 4, 6, and 12-1 months

MENINGOCOCCAL CONJUGATE VACCINE: 2 dose series given at 11-12 years and 16 years.

Eye Examination

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

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement on the Illinois certificate of religious exemption form explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Sports Physicals

Any students who participate in athletics must have a sports physical yearly and the physicals must be turned in before the student can participate in practices. All sixth grade students are required to have a health exam, which will count as a sports physical.

Lead Blood Level Screening

As of January 1, 1993, child care facilities, including day care, preschool and nursery school or kindergarten programs operated by a public school district, must require that each parent or legal guardian of a child between the ages of six (6) months through six (6) years provide a statement from a physician or health provider that the child has been screened for lead poisoning. This statement must be provided prior to the child's admission and subsequently in conjunction with required physical examinations. The Lead Poisoning Prevention Act, 410 ILCS 45/7.2 (Ill. Rev. Stat. ch 111 1/2, par. 1307.1). Parents who have any questions regarding the requirements of this Act should contact the County Health Department.

Birth Certificate

In compliance with legislation passed by the State of Illinois on August 15, 1986, it is now necessary for the parents/guardians of students new to the District to furnish a certified birth certificate. (NOTE: A hospital record CANNOT BE ACCEPTED). Copies may be obtained from the County Courthouse of the county in which the birth occurred. This certificate must be supplied within thirty (30) days of the date of enrollment. If this certificate is not furnished within this time period, two actions must be taken:

1. The person enrolling the student will receive written notice that this certificate must be received within ten (10) days; and...
2. The Local Law Enforcement Agency will be notified of this failure to comply. If compliance still does not occur within this additional time period, the Illinois State Police will be notified, as this law mandates.

Vision & Hearing Screening

In conjunction with the Regional Office of Education, Southeastern School District provides annual vision and hearing screenings for students in certain grades. Hearing screenings are done on all K-3 students, all special education students, and all new students. Vision screenings are done on kindergarten, second, and eighth grade students as well as those in special education programs and all new students.

Student Medication

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

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

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian as well as the physician/provider has completed and signed the self carry portion of the Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

The parent(s)/guardian(s) will be responsible, at the end of the treatment, and or, at the end of the school year, for removing from the school any unused medication which was prescribed for their child. If the medication is not picked up by the end of the school year, it will be discarded by the school in the presence of a witness.

Students recovering from temporary illness or students on permanent medication who require medication during the school day may bring medication to school following these guidelines:

- The parent/guardian shall personally deliver, give medication to the bus driver, or have the pharmacy deliver the medication directly to the school, the medication to be administered to the school nurse, building principal or her designee. Medicine should never be sent to school with the student.
- A written request and permission from the parent to administer the medication shall be required.
- All medication shall be brought to school in appropriately labeled containers. The name of the student and the names and phone numbers of the physician and the pharmacy shall be indicated on the containers. Instructions for administering the medicine should be written out and be specific for school hours. Over the counter medications must be brought to the school in the original bottle.
- Medication shall only be administered by the school nurse, superintendent, principal, or his/her designee.
- All medicines, including over-the-counter products, must be stored in the school office. This includes cough drops and pops, cough syrups, and sore throat lozenges.
- Prescription inhalers or epi-pens may be kept in the classroom, if deemed appropriate.

In all cases the school retains the discretion to reject a request for administering medicine. Except as permitted in accordance with this policy, no medications shall be used or possessed by students on school grounds.

Asthma or Allergy Medication - If a parent chooses to have their child carry their inhaler or epinephrine auto-injector (Epi-pen), they must first speak with the school Principal and school nurse. Illinois law 105 ILCS 5/22-30 requires that a student with a prescription for asthma medication or epinephrine auto-injector be allowed to self-medicate at his/her discretion. The statute also provides that the school district and its employees and agents are to incur no liability, except for willful or wanton conduct, as a result of any injury arising from the self-administration of medication or use of an epinephrine auto-injector by the pupil. This policy shall not prohibit any school employee from providing emergency assistance to students.

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217)842-5236. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Students must present a written excuse from a physician in order to be excused from PE class. The excuse must define the length of time the student is to be excused.

Use of Undesignated/Emergency Medication

The school nurse or other trained staff may administer emergency medication to any student felt to be having a life threatening health issue. This includes administering an Albuterol Inhaler to any student thought to be in respiratory distress; administering an epinephrine auto injector (EpiPen) to any student thought to be having an anaphylactic reaction; or administering Naloxone (Narcan) to any student thought to be having an opioid overdose. The parents shall notify the school in writing if they DO NOT want these medications administered to their child. The school district and its employees and agents are to incur no liability, except for willful or wanton conduct, as a result of any injury arising from the administration of an emergency medication. This policy shall not prohibit any school employee from providing emergency assistance to students.

Care of Students with Diabetes, Asthma, Seizures, or Severe Allergies

If your child has diabetes, asthma, seizures, or severe allergies (requiring epinephrine auto injectors) and requires assistance with managing these conditions while at school and school functions, an Action Plan must be completed and signed by the student's physician/provider and submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Action Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Action Plan.
- d. Grant consent and authorize the school nurse or designated District representatives to communicate directly with health care providers whose instructions are included in the Action Plan.
- e. For further information, please contact the building principal.

Guidance & Counseling

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

Parent consent is required for a student to meet with a counselor for an extended period of time.

Safety Drill Procedures & Conduct

Emergency drills will be conducted several times during the school year so that our students will know what to do should an actual emergency occur. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Evacuation Drills: Students will exit the building as directed by teachers. Instructions are posted in each room. The alarm bell will ring for one minute. When the bell stops ringing, everyone should be out of and away from the building. All teachers and students will assemble for roll call in the field west of the building. Students will not re-enter the building until the authority in charge gives an all-clear signal.

Shelter-In-Place Drills: Students will go to designated areas as directed by a teacher. Instructions are posted in each room. Students will assume a "protected position" until an authority figure gives an all-clear signal.

Lockdown Drills: Students will remain in their classrooms with all doors and windows locked.

Communicable Diseases

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

1. Parents are required to notify the office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school may provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.
5. Students must be fever free (off fever reducing medication) for 24 hours before returning to school. Students must be vomiting free and diarrhea free for 24 hours prior to returning to school.

Head Lice

The school nurse will do random head checks on all students one to two times per year, as well as all new students entering school.

1. Parents are required to notify the school if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian. Students who have head lice or nits will not be allowed to ride the bus home – they must be picked up at the school.
3. The school may provide written instructions and or treatment to the parent or guardian regarding appropriate treatment for the infestation.

4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the building principal, school nurse or principal's designee and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice. Students may return once treatment is done and the student is free from lice.

Custody

The school will not be placed in a position of deciding which parent/guardian a child may be with. If a problem develops, the parents/guardians must work this out during non-school time. If there are specific custody arrangements, please provide the school the necessary paperwork to avoid any problems.

On a related topic, parents must provide copies of legal papers indicating specific custody arrangements. If one parent is not allowed to have contact with or pick up his/her child, the school must have a written legal document stating this. The administrator or office staff cannot stop a parent from taking his/her child without some type of legal basis for doing so.

Should there be any changes regarding the custody of your child(ren), parents or guardians need to make the school aware of the situation to ensure the safety of the child. If parents or guardians fear that someone may try to pick up their child(ren), they should notify the school at once. We will not allow any student to leave with anyone other than the parents(s)/guardians unless parents or guardians have made prior, approved arrangements with the school.

Non-custodial parents who wish to receive copies of student report cards, notification of school activities, etc. may request that such information be sent to them by notifying the school office.

Walking/Biking Safety

All students should be careful when crossing the street near the school. Students should cross only at recommended crossing areas. Students should use sidewalks whenever possible.

Rides From Strangers

Please caution your children about accepting rides from strangers. The same advice holds true about accepting money, candy, or gifts from strangers. It is best if children never walk alone to school but always walk with a friend or family member. We will discuss this most important subject with all students and would appreciate parents doing the same.

School Violence Tip-Line

Due to the number of incidents of violence occurring in schools in our nation recently, it is now necessary to address the potential for such situations in our local schools. If you or your children become aware of rumors or plans for any type of disruption in any of our schools, please contact the school immediately. The Illinois State Police are providing a toll-free hotline as an additional means of reporting threats of violence and weapon violations on school grounds. This is an option for parents or students who fear reprisal or are unwilling to sacrifice anonymity. The statewide toll-free number is 1-800-477-0024. Help us keep our school safe.

Animals on School Property

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

Animals, of any type, are not allowed on school buses at any time.

Photos of Students

From time to time your student's picture may appear in various in-district and out-of-district publications such as newsletters, school newspapers, yearbooks, web pages, etc.

The district maintains a registry of parents/guardians who do not wish to have images of their children included in such publications. If you wish to have your child's name placed on this list, please contact the district office at 217-392-2172.

Accommodating Individuals with Disabilities

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

Section 4 - Building Conduct

General Building Conduct

Our philosophy of discipline is that every student is responsible for his/her actions. There are three general rules that govern student behavior. We expect our students to be respectful, to be responsible, and to be ready for school/class. In a PreK through sixth grade building, behavior expectations and discipline vary due to the age of the students. But regardless of age, we expect each student to be responsible for his/her actions.

Our discipline procedures often involve parents and parents will be kept informed of significant behavior problems encountered at school and/or school sponsored events.

1. Respect is what we expect at Southeastern Elementary School. Students will show respect for family members, teachers, other students, school personnel, people in the community, and property at all times.
2. Students are also expected to show good citizenship everywhere. Students are expected to behave properly in the classrooms, in the hallways, in the cafeteria, in the gym, and on the playgrounds. If property is damaged in a deliberate or careless manner, the person or persons responsible are expected to replace or repair the damaged property.
3. Students should display and expect good manners, such as politeness in speech and actions at all times, good table manners, and thoughtfulness toward others.
4. No profane language will be allowed at school.
5. All tobacco is prohibited - this includes chewing tobacco.
6. Alcohol and/or drug abuse or possession will result in severe disciplinary action. Giving the impression you have access to the acquisition and distribution of drugs will also result in disciplinary action.
7. NO knives or other weapons will be allowed at school. Toy weapons or replicas are also prohibited.
8. School officials may search lockers, desks, and student's personal effects at school without consent, notice, or warrant.
9. Students are not to be in classrooms unless a teacher is present.
10. When traveling through the halls, students should be as quiet as possible. Other classes are in session.
11. All elementary teachers have equal supervision over all students.
12. Once students have left the building after dismissal, they may only return to their classroom for books, book bags, or other materials after getting permission from the office. It is the students' responsibility to take what they need when they leave.
13. At all times, students should work with the staff to keep the building and its contents as neat and attractive as possible. This includes wiping their feet when they enter the building and making sure they put all litter in waste baskets. (This applies to rest rooms, also.) Let's be proud of our school!!!
14. Students should not cut across lawns (belonging to the school or to people living close to school) before, during, or after school hours. Shortcuts show a lack of respect for school property and the property of those who live near the school.
15. Prevention activities that are designed to create and maintain safe, disciplined, and drug-free environments are conducted as appropriate.

Consequences of inappropriate behavior will be determined based upon the developmental level of the child, the severity of the behavior, and the frequency of occurrences.

School Dress Code / Student Appearance

Each student is expected to present a clean, neat, and acceptable appearance. The students' dress and appearance should not at any time detract from or interrupt the orderly process of education in the school.

- Clothing with inappropriate messages will not be allowed.
- Shorts should be worn under skirts or dresses.
- Pants should not be so low cut that undergarments show or skin shows below the waist.
- Shirts should cover chest and midriff areas, extending below the waist.
- Open toed or open backed shoes are not allowed for PE or recess.
- Hats are to be worn in the building only on Hat Day.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Students are expected to wear clothing appropriate for the weather conditions. The children will go outside for recess and PE on most days. Please dress your child appropriately for the season. In the winter months, a hat, gloves, boots, and a warm coat are needed. In the fall and spring, send a sweater or jacket as the weather may change during the day. Due to storage space limitations, we will not have coats available to borrow.

In case of an accident, your child will be provided with appropriate clothing. Please wash and return this clothing so that it can be used by other children. We have a limited quantity of clothing so please return borrowed items promptly.

During the course of a year, many items of clothing are turned into the Lost and Found. These items are stored in a container on the bleachers. If your child is missing an article of clothing, please call the office or stop in when you are in the building.

Student Discipline

The teachers and staff at Southeastern Elementary believe that in order for students to learn, there must be a safe, orderly, and disciplined environment. Due to the variance of ages in the elementary, teachers will provide additional information with regard to discipline at their grade levels.

In grades 4 – 6, a progressive discipline program which is similar to that used at the Junior/Senior High School will be used. The objective of progressive discipline is to communicate with parents and students what is expected of students and to assure the cohesive and consistent application of punishment for certain acts of misconduct. Discipline points start over at the semester, however if you accumulate 50 before the semester ends, you will be on a 3 strike policy. Strike 1 you will receive 1-5 days, depending on the circumstance, of In School Suspension, Strike 2 you will receive 1-5 days, depending on the circumstance, of In School Suspension, and Strike 3 we will look at change of placement. (You will receive full credit for any work completed during your In School Suspension)

Disrespect, Inappropriate language, Ejection from class	5 points
Misbehavior on bus	1 st offense – 5 points, 2 nd offense – 10 points, 3 rd offense and above – 15 points
Damaging school or other's property	10 points
Making threats, fighting, cheating	10 – 25 points, depending on severity
Injury to another person	25 points

Progressive Discipline Chart

Points	Consequence
5	Verbal Warning
10	Verbal Warning
15	1 Day Of Lunch Detention
20	3 Days Of Lunch Detention
25	5 Days Of Lunch Detention
30	7 Days Of Lunch Detention
35	9 Days Of Lunch Detention
40	1/2 Day of In School Suspension, Arrival To Recess
45	1/2 Day of In School Suspension, Arrival To Recess
50	1 Day In School Suspension (will be given full credit for completed work) No Fun In The Sun

NO FUN IN THE SUN

When a student has reached 50 points for the semester they are in No Fun In The Sun status. This means they are not allowed to do any of the following:

- Attend Non-Educational Assemblies
- Attend the 1st Quarter and 3rd Quarter dances
- Participate in end of the semester activities, Christmas activities for first semester and end of year activities (Including Class Field Trip) for second semester.

Once a student has reached No Fun In The Sun status they do have an opportunity for atonement. How does a student earn atonement? There are two ways. First, a student is able to have 5 points removed for each week they are eligible for The Lounge. The Lounge is a weekly incentive for all students in 4th, 5th & 6th grades. Attendance is based on classroom behavior, grades, class work and attendance. Secondly, the principal's choice. Principal's choice is when a student demonstrates behavior that is positive and exemplary but displayed through their own initiative and not requested by an adult.

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent possible, and where reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions and expulsions. This has always been the philosophy and practice at Southeastern Community Unit School District #337. See Board Policy 7:190, 7:200, and 7:210 (Senate Bill 100).

Southeastern Elementary is in compliance with Public Act 102-0357.

Senate Bill 100 applies only to out-of-school suspension and expulsions. Nothing in this bill applies to in-school suspension, detentions, withholding of privileges, etc.

Modifications have been made to our progressive discipline system; however, our progressive discipline system will still be utilized in most discipline infractions.

While the point system may be used to assure consistent application of discipline, each act of misconduct giving rise to a cause for disciplinary action shall be judged on its own merit, and the administration reserves the right to impose a more severe disciplinary action than called for by the point system in situations where there is a major or particularly serious infractions, or when a series of repeated infractions warrant a more serious disciplinary action. Furthermore, the administration reserves the right to impose less serious disciplinary actions that are called for as the situation warrants it.

Additional information on discipline points, consequences, and rewards will be given out to students in grades 4 through 6.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including e-cigarettes, vape, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores
10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

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

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

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

Disciplinary Measures

Disciplinary measures may include the following:

1. Disciplinary conference
2. Withholding of privileges
3. Seizure of contraband
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds
5. Suspension of bus riding privileges
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons
8. Notifying parents/guardians

9. Temporary removal from the classroom
10. In-school detention for a period not to exceed 5 school days

Corporal Punishment

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

Firearms, Knives, Or Other Objects Used or Attempted to be Used to Cause Harm

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

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

(2) A knife or knuckle weapon regardless of its composition, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity

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

Preventing Bullying, Intimidation & Harassment

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one

or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Nondiscrimination Coordinator: Mrs. Tecia Lantz, 90 W. Green Street, Augusta, Illinois 62311, 217-392-2172

Complaint Managers: Brandon Gooding, 607 N Worrell, Bowen, Illinois 62316, 217-842-5236 or Tim Kerr, 90 W Green Street, Augusta, Illinois, 217-392-2125.

Cafeteria Rules

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons, or other items.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Misbehavior will result in disciplinary action in accordance with the school's disciplinary procedures.

Field Trips

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

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

Policy on Parents as Chaperones on Field Trips

1. The teachers in charge of the field trip will determine the number of parents who will be needed to help chaperone students. (This may range from one parent per child to no parents.) The sole purpose for inviting parents is to provide additional supervision of the students. The type of event, as well as the grade level of the students, will factor into the decision of how many extra people are needed.
2. Prior to the field trip, the teachers will provide details of the trip to all parents whose children will be participating. Parents will be told how many parents will be asked to go along.
3. When a limited number of parents are needed, parents who are interested can submit their names to the appropriate teachers.
4. A random drawing will be held to determine which parents will help chaperone.
5. Parents will be asked to sign the Field Trip Chaperone Agreement before the trip.
6. When a limited number of parents are needed, parents will only be selected once a year. (If Parent A goes on the first field trip, he or she will not be eligible for further drawings that year.)
7. If a parent is unable to go on the field trip for which he/she was selected, another parent will be drawn from the remaining pool.
8. If other parents are allowed to meet the group at a specific destination, that information will be included on the notice that is sent to parents. (For example: students attending a play may stop at a park on the way home, additional parents might be invited to join the group at the park.)

School Volunteers

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents.

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

Money & Other Valuables Brought to School

Generally, students have no need to bring large amounts of money to school. If your child brings lunch money to school, it should be turned in to his/her teacher or to the office as soon as possible. If it should be necessary for a student to bring money to school for some other reason, the student should immediately give the money to either the teacher or one of the office secretaries.

Other valuables (expensive toys, jewelry, headphones, etc.) should be kept at home. These can create a distraction in the classrooms and there is always the possibility of damage or destruction.

CD players, MP3 players or IPODs, headphones, hand held electronic toys, and laser pointers cannot be used at school. If these are brought for use on buses or when traveling to athletic events, they are solely the responsibility of the student. The school will not be responsible for loss or damage.

Collectable trading cards are not allowed at school unless they are brought on a one-time basis for show and tell in a classroom. Problems arise when cards are damaged, stolen, sold, or traded.

Policy on Cooperation with Law Enforcement Agencies

Southeastern CUSD 337 maintains an excellent working relationship with the various law enforcement agencies who serve our school district within the boundaries of the Student Records Act (SRA) and Family Educational Rights and Privacy Act (FERPA). At times, it may become necessary for law enforcement officers to interview our students. When this occurs, the following procedure will be followed: 1) The student will be called to the office; 2) A staff member will remain with the student unless the student does not want one present; 3) An attempt will be made to notify the parent(s) of the student being interviewed as soon as possible. In the case that the parent cannot be located, the principal will sit in place of the parent.

Video & Audio Monitoring Systems

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

Sales

Students are not allowed to sell or trade personal belongings or to sell items at school. It has been our experience that some poor business practices occur if students barter, trade, or sell items. Southeastern Elementary School does not conduct any type of sales promotions. The PTO and Sports Boosters do sponsor money making activities and the students may be given the opportunity to participate but will not be required to sell items.

Use of Phones

Students should make calls from the school office after receiving permission from their teacher. Students are discouraged from bringing cellphones to school. If it should be necessary (due to after school activities), the phone must be turned off during school hours and should be turned into a grade level teacher for safekeeping during the school day. Violations of this rule can result in confiscation of the phone and/or discipline points.

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home. The office is unable to release addresses and phone numbers of students.

Having balloons, flowers, stuffed animals, etc. sent by a florist or gift shop to students may seem like a good idea to parents. This creates a variety of problems at school. There is not enough room for such items on the

student's desk, there is a possibility of the gift being knocked over, there is jealousy among other students, many of the containers are breakable, etc. It is difficult for students to get on and off buses with their book bag and gifts. Balloon arrangements are especially dangerous as they obscure the bus driver's view of all students on his/her bus.

To prevent these problems, delivery of gifts to students is prohibited. If parents choose to send items, they will be asked to come pick them up

Section 5 - Athletics & Extra Curricular Activities

Athletic Rules & Code of Conduct

Students in the fifth and sixth grades may choose to participate in athletics. The elementary building is the practice site and game site for all fifth and sixth grade games and for most junior high games. This means our gym is usually busy after school.

Before late practices or away games, students are not allowed to remain on school property UNLESS they are supervised by an adult. If supervised, they are to remain in the cafeteria area. Students must have permission from their parents to go to a friend's house or to walk up town.

Athletic Code Southeastern CUSD #337

Participation in interscholastic athletics at Southeastern C.U.S.D. is a privilege extended to all students. Students are encouraged to participate enthusiastically as team members and as FANS.

Participants are expected to conduct themselves in a positive and mature manner at all times. Good behavior is a realistic goal for all participants. The Athletic Code pertains to all athletes. In addition, each sport may have its own rules and regulations that shall not be in conflict or supersede the rules set forth in the athletic code. These rules shall be followed.

Agreement

1. The following policies apply to all participants 24 hours a day, 7 days a week, 365 days a year from the beginning of the school calendar year until the first day of the next school calendar year.

School Attendance

1. A student must be in attendance at least ½ day on the date of a contest in order to participate in athletic contests.
2. Students may participate in a Saturday or holiday event if they were absent on the last preceding school day.
3. If a student has an unexcused absence from school the day before a weekend activity or a holiday activity, then the student may not participate in activities during that weekend or that holiday.
4. Any student whose absence is unexcused for any portion of a day may not participate that evening.
5. In case of an out-of-school suspension, the student will not attend practices or attend games during those days.

Transportation To & From Contests

1. Every athlete must ride the bus to the contest.
2. In order for a student to ride home with his/her parent or another adult, the bus load list form must be signed by a parent or signed by an adult who has been given permission by note from the students' parents stating who they can ride home with.
3. Students are not allowed to go home with other students.

Physicals

1. A current physical completed within the last twelve months must be on file in the school office before the student may participate in practices or games.

Eligibility

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

Students must be doing passing work in all courses enrolled. Eligibility will be taken every Friday (with the exception of the first two weeks of each semester.)

1. Semester Grade: All students must have a passing semester grade for all classes that they are enrolled in.
2. Quarter Grade: All students must have a passing quarter grade for all classes that they are enrolled in. Exception: Quarter grades will not be checked on shortened weeks or the first two weeks of the 2nd and 4th quarter. Eligibility will be determined by semester grades on weeks where quarter grades are not checked.

Each period of ineligibility will begin the following Monday and extend through Saturday of the next week. All IHSA & IESA eligibility rules will be followed. If a student is ineligible, the student will continue to practice and attend, but NOT participate in games with the team.

Conduct

1. Student participation in the various school athletic programs (which include players, managers, statisticians, cheerleaders, and other jobs related to the program) shall not engage in the illegal use, possession, or sale of tobacco, alcohol and other drugs or drug paraphernalia. In addition students shall not engage in any illegal activity including, stealing, theft, burglary or possession of stolen articles.

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|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 st Violation: | Student shall be suspended for two (2) games. The student, however, must be seated on the team bench in street clothes, not sitting with the fans. The parents will be notified of the suspension. |
| 2 nd Violation: | Student will be suspended from all sports for one calendar year or he/she may go to the Hancock Mental Health Center for assessment and rehabilitation. If the student adheres to the rehabilitation program, then he/she could again participate. |
| 3 rd Violation: | The student will forfeit all eligibility for the remainder of his/her junior high or high school career. Students who go through the rehabilitation program will be allowed to appeal to a committee of head coaches, principal, and superintendent for possible reinstatement. |

2. Violation of this policy is determined from the following sources:
 - a. Student admitting to violating policy
 - b. Reporting by his/her parents
 - c. Seen by coaching staff and/or administration
 - d. Evidence from law enforcement
3. If the activity does not allow the student to complete the suspension (first, second, or third offense, depending upon the infraction) the suspension would carry over to the next activity in which the student participates (sport to sport). The suspension would start on the date of the first contest. The student will be expected to participate in all scheduled practices/meetings and attend all events during

the suspension. A suspension that begins in the junior high and cannot be completed at the junior high must be completed at the high school; however, once that suspension has ended, the student will start with a new Athletic Code disciplinary record.

Student Conduct During Extra-Curricular Activities

Our school rules apply during the school day, before school, after school, and extra-curricular events. This includes school activities at other locations. The following rules and procedures will be enforced during extra-curricular activities. Failure to follow these rules and procedures will result in disciplinary actions.

1. Students must remain inside the school facility when attending sporting events. Students are not to be in the parking lot, outside lobby, or circle drive when attending a sport event.
2. Students are not to be “hanging out” in the cafeteria, hallways, lobby, or restrooms during sporting events. The only exception to this is if they are working for an organization, getting food at the concession stand, or accompanied by a staff member.
3. Students are to remain in their seats while an athletic contest is taking place. Students can exit the gym during timeouts, quarter breaks, and halftime. NOTE: This does NOT include dead balls, free throws, or when the ball is on the other side of the floor
4. Students are not allowed to go to their lockers unless they have permission from a faculty member.

Consequences for Inappropriate Fan Behavior

Any fans, including adult fans, who behave in an inappropriate manner or who are ejected from an event by a game official/judge/administrator during Southeastern School athletic or extracurricular activities, whether the activity is home or away, will be denied admission to, and participation in, extracurricular activities or school events. The penalty for the offense could result in additional days depending on the severity of the incident.

- First Offense: 8 game suspension from all extracurricular activities.
- Second Offense: 12-month (twelve) suspension from all extracurricular activities.

Parent/Guardian Concerns

The coaches have the final decision in all game situations and management of team play. Confrontational situations of unsportsmanlike conduct by parent/guardian will not be tolerated by this school district. This behavior is detrimental to the players, coaches, and parents. A phone call will be made to the offender(s) by the administration reminding them of the *Code of Conduct* agreement. If a second offense occurs, a letter will be sent to the offender(s). In this letter, two options will be suggested:

1. If any parent is unhappy with the team, the parent may remove their daughter/son from the team; or
2. The Board of Education has the authority to ban the parent(s)/legal guardian(s) from any number of future events.

The Administration/Board of Education has the right to suspend or remove a student-athlete, parent/guardian for gross misconduct. The Administration/Board of Education will review the testimony of the player, coach, and other person(s) deemed pertinent to the issue.

If a problem should arise and a parent/player wishes to speak to a coach, please call and make an appointment. Do not approach a coach with a problem or concern at any time before, during, or after a game. The conference will be held with all coaches in a professional manner. If this does not resolve the matter, then it should be presented to the Administration.

Administrative Procedure

The following will be the process by which a person is denied admission due to a violation of the School Board policy for Extracurricular Conduct Code for Participants, Parents/Guardians and Spectators.

1. Any person who disrupts a school event or is ejected by a game official/judge/administrator or otherwise violates the School Board policy concerning the Extracurricular Conduct Code for Participants, Parents/Guardians and Spectators will be directed to leave the event site and not return to any school event until an administrative hearing with the violator is held to determine the appropriate consequences. The administrative hearing will be conducted by the District Superintendent and/or their designee and is recommended to be held within 5 school days of the violation in question. In the event that the District Superintendent recommends that the violator not be allowed to attend school events beyond the date of the administrative hearing, the Board will be officially notified of the length of consequences.
2. The violator may appeal the consequences to the Board; however, the consequences will remain in place until such time as the appeal may be heard at the next regularly scheduled Board Meeting.

Holidays/Sundays/Snow Days

1. Regular practices may be held on holidays except for Christmas Day and Thanksgiving Day.
2. Practices will not be held when school is dismissed early for weather related reasons.
3. Practices can be held on days when school is canceled due to weather related reasons, but they must not be made mandatory.
4. Sunday practices are discouraged.

Cooperative Athletic Transportation

When Southeastern is in session, transportation to and from practice, games, and meets WILL BE PROVIDED. If Southeastern is not in session, transportation WILL NOT BE PROVIDED. Students/parents will be responsible for their own transportation on these days.

Student Athlete Concussions & Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return -to-play and return-to-learn protocols.

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

- a. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - The Board must appoint or approve members of a Concussion Oversight Team for the District.
 - The Concussion Oversight Team shall establish each of the following based on peer reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - A return-to-learn protocol governing a student's return to the classroom following a

force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to learn protocol.

- Each student and the student's parent/guardian shall be required to sign a concussion information receipt from each school year before participating in an interscholastic athletic activity.
- A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believed that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
- A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
- The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
- The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.

b. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and its Return to Play Policy. These specifically require that:

- A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
- A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
- If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

c. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.

d. Require all student athletes to view the Illinois High School Association's video about concussions.

e. Inform student athletes and their parents/guardians about this policy in the Agreement to Participate or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.

f. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

g. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

Special Programs & Athletic Events

Each year our school hosts special events when families and the community are invited into our school. During such times students should be on their best behavior. This is a time to show that we do know how to behave in an appropriate manner.

1. The conduct of all students and visitors is expected to be that which will reflect consideration for those presenting the program and others around us and must not interfere with the safety, enjoyment, or well-being of others.
2. Loud talking during a non-sports program is rude to the students and teachers who have spent a great deal of time preparing for their performance. Abusive, threatening, obscene, and profane language is never appropriate and will not be tolerated.
3. We expect parents and other visitors to remain in their seats. Should it become necessary for a younger child to be taken out because he/she has become restless or needs to use the restroom, do so in a quiet manner so that as few people as possible are disrupted.
4. All students are to be accompanied by an adult who is responsible for their safety and behavior. School activities are not a free babysitting service.
5. Smoking on school property is prohibited at any time. Alcoholic beverages are not permitted on school premises.
6. All Southeastern students (regardless of grade level) are expected to adhere to the rules set forth in this handbook.
7. Administrators, teachers, and other designated supervisors may request that spectators move from doorways, hallways, play areas, and passageways which may hamper the flow of traffic or endanger the safety of students and visitors.
8. Students may be restricted to a certain area of the building and may be prevented from leaving prior to the end of the program.
9. Administrators, teachers, and others designated by the district shall have the responsibility and authority to enforce these rules.
10. Violators of these rules may be forced to leave the school premises (with the help of local law enforcement officials, if necessary). Violators may also be denied admission to all school events for up to one calendar year. A written 10-day notice of the violation will be given to each person involved. A hearing by the Board of Education may be conducted if a written notice is given to the Secretary of the Board. The Board will review each person's case individually. Each hearing request must be made within 10 days after the notice of violation was received by the violator.

Section 6 - Student Records & Privacy

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

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

Instructional Material

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

Student Records

FAMILY EDUCATION RIGHTS AND PRIVACY RIGHT ACT OF 1975

Southeastern Community Unit School District No.337 is in full voluntary compliance with Public Law 9-247, Family Education Rights and Privacy Act of 1975, as amended. All educational records shall be open to inspection and review by parents upon written request to the school Principal in accordance with the General Education Provisions Act Title IV, Public Law 9-247 and Public Law 9-380 as amended. Upon a receipt of a written request, parents will be mailed a copy of Southeastern Community Unit School District No.337 guidelines for review and inspection of records. After inspection of the records, if a parent feels there is anything misleading, inaccurate, or in violation of privacy, the parent may make an appeal and hearing procedures will then be established. A signed release by the parent or guardian shall be required before educational records are released by the school. However, teachers and other school officials who have legitimate educational interest may view the records without written consent of the parents. A record of anyone viewing the student's record will be kept on file stating date and purpose of viewing the student's record.

The District may release personally identifiable information regarding students. Parents/Guardians may prohibit

such a release regarding their child/ward. Directory information shall be limited to:

NAME

ADDRESS

GENDER

GRADE LEVEL

BIRTH DATE AND PLACE

PARENT'(S)/GUARDIAN(S) NAMES AND ADDRESSES

ACADEMIC AWARDS, DEGREES AND HONORS

INFORMATION IN RELATION TO SCHOOL-SPONSORED ACTIVITIES, ORGANIZATIONS AND ATHLETICS

MAJOR FIELD OF STUDY

PERIOD OF ATTENDANCE IN SCHOOL

Temporary student records are destroyed five (5) years after the student ceases attendance at Southeastern Elementary School. Any former student or his/her agent wishing copies of the temporary record must do so in writing prior to this time. The school district will attempt to contact students with special education records in order to send those records to that student. In the event that the school is unable to contact the student or an immediate relative of the student, the records will be destroyed.

In accordance with Illinois law SB404 (PA93-0462), Southeastern Elementary School does not broker, sell, purchase, or solicit the purchase or sale of student information.

A copy of any court order that may affect the dissemination of student records must be on file with the school district office in order to be enforced by the school.

The No Child Left Behind Act (NCLB) of 2001 requires that local education agencies provide military recruiters and institutions of higher education with contact information (student name, address, and phone number); however, the law also provides students or their parents with the opportunity to deny release of this information without consent. Any student or parent who wishes to deny release of contact information to military recruiters and institutions of higher education should inform the school in writing. The letter should include the student name and date written. The letter will be placed in the student file and will be in effect until written instructions are received to the contrary.

Student Records: Notification of Rights

1. The student permanent record consists of basic identifying information, academic transcript, attendance records, accident reports, health record, record of release of permanent information, and other basic information. The permanent record shall be kept for 60 years after graduation or permanent withdrawal.
2. The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluation, and special education files. The temporary record will be reviewed every four years for destruction of out-of-date information.
3. Parents have the right to:
 - a. Inspect and copy any and all information contained in the student record. There may be a small charge for copies, not to exceed \$.35 a page. This fee will be waived for those unable to afford such costs.
 - b. Challenge the contents of the records, by notifying the Principal of an objection to information contained in the record. An informal conference will then be scheduled to discuss this matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
 - c. Receive copies of records proposed to be destroyed. The school will keep all temporary records one month after graduation or permanent withdrawal.

- d. Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.
4. Local, state, and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent or eligible student.
5. Southeastern Community Unit School District No. 337 considers the following categories to be directory information, and as such may be released to any or all inquiries in such forms as news releases, directories, or computer address lists: The student's name, address, phone number, date and place of birth, parent's or guardian's name, doctor's name, business phone number of parent or guardian, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous education agency attended and the class schedule of the student.
6. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit, or insurance.
7. Full and complete copies of the laws, rules and regulations on student records are on file with the record custodian of each school and the District Superintendent.

Section 7 - Internet Acceptable Use

Acceptable Use of Electronic Networks

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

Terms & Conditions

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

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

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

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

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- Using the electronic networks to engage in conduct prohibited by board policy;
- Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- Unauthorized use of personal removable media devices (such as flash or thumb drives);
- Downloading of copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph or video;
- Using another user's account or password;
- Posting or sending material authored or created by another without his/her consent;
- Posting or sending anonymous messages;
- Creating or forwarding chain letters, spam, or other unsolicited messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- Misrepresenting the user's identity or the identity of others; and
- Using the network while access privileges are suspended or revoked.

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

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

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

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

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

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

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

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

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "*public domain*" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

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

Internet Safety

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

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

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

Section 8 - Special Education Services

Education of Children with Disabilities

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

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

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the administrative office. An additional resource, “Parent Guide – Educational Rights and Responsibilities: Understanding Special Education in Illinois”, is available from the Illinois State Board of Education’s website at http://www.isbe.net/spec-ed/html/parent_rights.htm.

Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Exemption from Physical Education Requirement

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

1. The student’s parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student’s individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student’s individualized education program.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

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

For further information, please contact the school principal.

Participation in Programs Provided by West Central Illinois Special Education Cooperative

Southeastern has a commitment to provide services to all students, regardless of their special needs. In order to provide the services that may be needed, Southeastern has developed a partnership with the WCISEC. This agency oversees specialized programs in various school districts. Some Southeastern students may receive services in another school district to better meet their specific needs. If a child is enrolled in another district, Southeastern provides transportation from their home to the other school at no cost to the family.

English Language Learners

1. The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.
2. For questions related to this program or to express input in the school's English Learners program, contact Brandon Gooding at 217-842-5236.

Section 9 - Board Policies & Required Components

Academic Assessments

Information regarding each school's curriculum, academic assessments and their results, and student proficiency expectations will be provided to all parents through parent-teacher meetings, student assessment reports, the school report card, curriculum guides, and student progress reports. The school district will provide additional information to individual parents upon request.

Americans with Disabilities Act (ADA)

Schools were required to meet reasonable accommodation standards set forth in the Americans with Disabilities Act by January of 1995. Southeastern CUSD 337 has worked toward improving conditions for the disabled. Improvements have been made for public accessibility by installing signs, parking spaces, doors, water fountains, and other improvements to better accommodate the disabled. Needs of individual students are addressed on an individual basis and can include providing an individual student aide, relocating a classroom, and providing mechanical assistance as well as other accommodations as needed.

In accordance with the ADA, parents needing accommodations or auxiliary aids in order to participate in parent conferences, school programs, and board meetings should contact the school administration at least 24 hours in advance.

Anti-Bullying Policy

Bullying is a problem that exists in most schools. Whereas we must accept that some bullying may take place, it is the responsibility of the Southeastern School District to have a clearly thought out plan for dealing with it if it does occur.

Southeastern School District is committed to values of tolerance and respect for others and as an institution opposes all forms of bullying. All members of the school community – students, parents, teaching and non-teaching staff – have an important part to play in fostering an atmosphere where bullying is discouraged and each individual feels cared for and valued, and also in ensuring that where bullying does occur it is dealt with speedily and effectively.

Definitions of Bullying

- Bullying is deliberately hurtful behavior,
- It may be repeated often over a period of time or occur only once,
- It is difficult for those being bullied to defend themselves.
- Bullying may take many forms but three main types are:
 - Physical – hitting, kicking, taking or hiding belongings,
 - Verbal – name calling, insulting, making racist or other deliberately hurtful remarks,
 - Indirect – spreading unpleasant stories about someone, excluding someone from social groups (in order to intimidate or embarrass).

Encouraging other people to engage in any of these types of behavior is also bullying, even if a student is not directly acting in a bullying manner. In fact, in some ways it is even worse because it sends a message that bullying is accepted behavior. All bullying is damaging to those who experience it and to those who perpetuate it. Recent studies suggest that the consequences of bullying can last for many years and in extreme cases can undermine a person's confidence for life. In the Southeastern School District, we find all behavior of this sort unacceptable and will do our best to prevent it through ensuring that all students in the school are well aware of how dangerous and damaging it is, by rewarding students for caring and considerate behavior; by supporting

all victims of bullying and by taking firm action against those who are responsible for bullying.

Consequences and Remedial Action

In handling bullying situations, the emphasis will be less on punishment and more on teaching students how to interact without bullying behavior, how to respond to bullying behavior, and how to get assistance in handling such situations.

In some cases, the children involved (both victims and perpetrators) will meet with the guidance counselor, or school psychologist on a daily or weekly basis and may be asked to keep a diary of experiences in school. Children who feel at risk will be given various methods of support until the problem is resolved. Parents of all children involved will be kept informed and their support is expected.

If bullying behavior is persistent, further disciplinary action will be taken.

- Care for each other and report any incidents of unkind behavior or verbal abuse to any adult in the school.
- Support the child who is the recipient of hurtful behavior. BE A GOOD FRIEND. Remember it could be you.
- Think before you say unkind words and be aware of how your behavior may be viewed by others.
- Never touch another pupil in an aggressive manner.
- Do not leave other students out of social activities. Make an effort to involve everyone whenever possible.

Classroom Teachers – Should:

- Listen to what is being said among students especially when they are at play, traveling in the halls, or when they think you aren't listening;
- Look for students who don't fit in;
- Note changes in friendships and groups;
- Observe closely the socialization of new students;
- Check on patterns of attendance and lateness as well as sickness in school;
- Note instances of withdrawn personality;
- Be suspicious of a sudden drop in achievement;
- Be careful of unintended outcomes when choosing groups or when partner work is involved.

Teachers on Duty and Other Staff Members – Are to:

- Listen and look, patrol areas which are not directly observable;
- Note the occurrence of isolated pupils;
- Step in and stop inappropriate behavior, don't wait on a student to come to you.

Principals – Will:

- Initiate an investigation immediately based upon parents' and teachers' suspicions;
- Record all incidents reported by teachers, parents, and students. Meet with both the victim and the perpetrator to establish the facts;
- Arrange support and/or counseling for both victims and bullies (using the counselor, or school psychologist);
- Assign discipline as appropriate;
- Contact parents of both parties by phone or letter;
- Continue to monitor the relationship between both students. (Being caught can increase the anger and resentment toward the victim and increase the chance of other bullying behavior.)

Parents – Please report instances of bullying if:

- Your child is a victim;
- A friend of your child is a victim;

- You suspect that your child is involved in bullying;
- All information will, of course, be treated with the utmost discretion so that nobody will feel compromised by passing it on.

Procedures:

Reporting

Students may report bullying behavior to any staff or faculty member. The behavior may be directed toward themselves or toward others;

Teachers and staff members are to report any instances of bullying behavior to the appropriate building principal;

The principal will investigate each incident by interviewing the parties involved as well as any witnesses.

Response

Emphasis will be on teaching students to interact in a more appropriate manner. Talking with the student who is exhibiting bullying behavior may be sufficient. If the behavior continues or increases, the student will be referred to a counselor, team member, or the school psychologist. The student may be required to participate in anger management or conflict resolution programs. In extreme cases, where the above actions are unsuccessful, disciplinary measures consistent with the student's grade level will be implemented.

Retaliation

Any student who retaliates or encourages retaliation toward a victim of bullying behavior will be disciplined as appropriate for his/her grade level. This student may or may not have been involved in the initial incident.

False Accusations

Any student who is found to have made a false allegation of bullying toward himself or others will be disciplined as appropriate for his/her grade level.

Publication of Policy

The district policy regarding bullying behavior will be included in the handbooks provided to students and their parents of each building.

Biometric Information

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

Child Abuse & Neglect

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services (1-800-252-2873). Additional language of the Abused and Neglected Child Reporting Act regards the reporting process and quality of communication as privileged information.

Constitutionally Protected Prayer in Public Schools

In accordance with Section 9524 of the Elementary and Secondary Education Act of 1965 and the No Child Left Behind Act of 2001, Southeastern CUSD 337 maintains a neutral position on all aspects of religion, showing neither favoritism toward nor hostility against religious expression such as prayer. Under no circumstances will school employees encourage (promote) or discourage (prohibit) prayer by any student at any time.

Discriminatory Harassment

The Board of Education believes that each individual should be treated with dignity and respect. Discriminatory harassment or mistreatment of others based on race, ethnicity, religion, sex, creed, national origin, ancestry, age, marital status, handicap, disability or other improper consideration is not acceptable and will be subject to disciplinary or other appropriate action. Students, parents, and staff are encouraged to bring to the attention of the principal, superintendent, and board any instances believed to involve discriminatory harassment for investigation.

Equal Opportunity & Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Tecia Lantz, Superintendent.

Every Student Succeeds Act (ESSA)

The Southeastern District receives the following funding:

- Title I, Part A, Improving the Academic Achievement of the Disadvantaged
- Title II, Part 1, Teacher and Principal Training and Recruitment Fund (Teacher Quality)

The funds are used to pay the salaries and benefits of teachers and specialists in language arts, reading, and math to pay for supplementary reading materials, technology, professional development, and parent involvement activities.

Southeastern Elementary has a Schoolwide Title I Program in grades K-6, which means we serve ALL students. A Schoolwide program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title I school; its primary goal is to ensure that all students, particularly those who are low achieving, demonstrate proficient and advanced levels of achievement on State academic achievement standards. Funding may be used to purchase leveled readers or phonics library readers for all students to use, or to pay the salary of a teacher who serves to reduce the group size during reading instruction.

Whereas Title I Targeted Assistance programs only provide educational services to identified individual students, Schoolwide programs allow staff in schools with high concentrations of students from low income families to redesign their entire educational program to serve all students. The emphasis of Schoolwide programs is on serving all students, improving all structures that support learning, and combining all resources, as allowed, to achieve a common goal.

The district will disseminate, free of charge, information about the complaint and appeal procedure with respect to these federal programs.

Family Education Rights & Privacy Act

In accordance with the Family and Educational Rights and Privacy Act, parents are able to review the educational records of their children. Educational records include attendance records, transcripts, and standardized assessment data.

Homeless Child's Right to Education

When most of us think of a "homeless" student, we picture someone living in a car or in a shelter. The broader definition of homeless includes families with shared housing, children residing with grandparents because the parents cannot provide housing, or families who have to move from place to place due to inadequate housing.

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his/her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

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

Homeless information is available upon request from the District Homeless Coordinator: Tecia Lantz at 217-392-2172.

Military Recruiters

Federal Law requires the district to relate directory information, including a student's name, address, and telephone number to military recruiters unless the parents object in writing.

The district maintains a registry of parents/guardians of students who wish to have their names removed from the list above. If you wish to have your student's name removed please contact the building principal.

Notification Concerning Asbestos, 2023-2024

The following information is provided in accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the Board of Education of the District. This notification has the intent to inform workers, building occupants, and their legal guardians of activities related to asbestos containing building materials in the school. Copies of the inspection reports and the management plans are available for inspection during normal office hours in each school in the district.

Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the building(s).

The District will continue its efforts to maintain all remaining asbestos containing materials in an intact state and undamaged condition.

School maintenance and custodial personnel have received the required asbestos awareness training. Facilities included: Southeastern Elementary, and Southeastern Junior/High School.

Parental Involvement

The Board of Education recognizes that a child's education is a responsibility shared by the school and family during the entire period that the child spends in school. To support the goal of the school district to educate all students effectively, the school and parents must work as knowledgeable partners.

Although parents are diverse in culture, language, and needs, they share the school's commitment to the educational success of their children. This school district and the schools within its boundaries, in collaboration with parents, shall establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

To this end, the Board supports the development, implementation, and regular evaluation of a parent involvement program in each school, which will involve parents at all grade levels in a variety of roles. The parent involvement programs will be comprehensive and coordinated in nature. They will include, but not be limited to, the following components of successful parent involvement programs:

- Communication between home and school is regular, two-way, and meaningful.
 - Responsible parenting is promoted and supported.
 - Parents play an integral role in assisting student learning.
 - Parents are welcome in the school, and their support and assistance are sought.
 - Parents are full partners in the decisions that affect children and families.
 - Community resources are made available to strengthen school programs, family practices, and student learning.

The Board of Education supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The Board also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

In addition to programs at the school level, the Board of Education supports the development, implementation, and regular evaluation of a program to involve parents in the decisions and practices of the school district, using to the degree possible, the components listed above. Engaging parents is essential to improved student achievement. This school district shall foster active parent involvement.

Parent Involvement Compact (Title 1)

The school annually has a meeting for all Parents/Guardians, which takes place during the Fall Parent – Teacher Conferences.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and speak with the Title 1 Director. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

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

School programs, in addition to the standard educational curriculum, in which Parents/ Guardians may wish to become involved include: PTO, Music Boosters, and Sports Boosters.

The school provides parents/guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
4. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the building principal at 217-842-5236.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the state. Any questions or concerns should be directed to the Title 1 Director at 217-842-5236.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Tecia Lantz, Superintendent, 217-392-2172

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

Release Time for Religious Instruction/Observance

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

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

School Visitation Rights

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

Search & Seizure

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

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

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

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

- Students

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

- Seizure of Property

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

- Notification Regarding Student Accounts or Profiles on Social Networking Sites

State law requires the district to notify students and their parents/guardians that school officials may request a student or his or her parent/guardian to provide a password or other related account information to gain access to the student’s account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student’s account contains evidence that he or she violated a school disciplinary rule or board policy.

- Questioning of Students Suspected of Committing Criminal Activity

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

Harassment of Students Prohibited

Bullying, Intimidation, & Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

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

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Name: Tecia Lantz, Superintendent
Address: 90 W Green Street, Augusta, Illinois
Telephone: 217-392-2172

Complaint Managers:

Name: Kimberly Harrison
Address: 90 W Green Street, Augusta, Illinois
Telephone: 217-392-2125

Name: Brandon Gooding
Address: 607 N Worrell St, Bowen, Illinois
Telephone: 217-842-5236

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension or expulsion, with regard to students.

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):

- To attend a conference at the school with school personnel to discuss the progress of their child.
- To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- 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.

Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met state certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Unsafe School - Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent /guardian may request a transfer to another public school within the district.

Violent Offender Community Notification

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

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

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

Weapons Policy

The purpose of this policy is to assure a safe school environment for students, staff, and the public. No student or non-student, including adults and visitors, shall possess, use, or distribute a weapon when on school property or while participating in school activities. Consequences of such actions will result in immediate suspension of the student, confiscation of the weapon, notification of law enforcement officials and parents/guardians, and possible recommendation to the Superintendent that the student be expelled for a period of at least one calendar year. The board may modify the expulsion requirement on a case-by-case basis.

A "weapon" is defined as any object, device, or instrument designed as a weapon or which through its use is capable of threatening or producing bodily harm or which may be used to inflict injury including, but not limited to, any firearm (loaded or unloaded), laser lights, airguns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon. Also prohibited are any toys or facsimiles of real weapons. Objects designed for other purposes (belts, combs, pencils, scissors, eating utensils, etc.) will be treated as weapons if used to inflict bodily harm or intimidate.

A student who finds a weapon on the way to school or in the school building is to report the location to a teacher, the principal, or other staff member immediately. He/She should not touch the weapon — even if planning to bring it to the office.

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

A school staff member shall immediately notify the building principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report the Building Principal or designee shall immediately notify a law enforcement agency and, if a student is reported in possession of a firearm, also the student's parent(s)/guardian(s). The Superintendent or designee shall notify the Department of State Police of any drug-related incident or battery of a staff member."