

WASHINGTON

ELEMENTARY SCHOOL

STUDENT HANDBOOK

2026-2027

WES Main Office: 618-544-2233 **WES Fax:** 618-544-4136

Unit #2 Transportation: 618-544-8715 **Unit #2 Office:** 618-544-7511

Main Office Hours: 7:45am-3:30pm **Nurse's Office:** 618-544-2233

Washington Elementary School-507 West Condit Street, Robinson, IL 62454

www.robinsonschools.com

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A document of this nature cannot cover every set of circumstances that may be encountered in the diverse and complex social setting of public schools. Therefore, administrators charged with the responsibility of creating and maintaining a physically safe and educationally appropriate learning environment may find it necessary to use options and procedures not specifically addressed in this handbook.

ACCOMODATING 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.

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.

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six 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.

All student attendance must be communicated through the Washington Elementary School office. The classroom teacher is not the person responsible for daily attendance reporting, therefore that communication must be made through the office only.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health or safety,

attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

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

All other absences are considered unexcused.

Pre-arranged excused absences must be approved by the building principal so please contact the principal by phone or email explaining the absence. Such absences include, but are not limited to, the following:

- a. family vacations/trips (includes hunting and fishing trips)

NOTE: *Hunting permit will be required for such absences prior to the absence.*

- b. court appearances/legal obligations
- c. observance of religious holiday
- d. medical or dental appointment

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

In the event of any absence, the student's parent or guardian is required to call the school at 618-544-2233 before 8:10 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 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.

Excessive Absences

Students shall be permitted 9 excused absences per school year. After a student has been absent 9 times during the school year, additional absences for illness may only be verified through a written medical statement from a physician. If a student's absence is verified by a doctor's excuse before the student reaches the 9 day limit, the absence will not count toward the 9 days permitted by this section. All doctor's excuses must be submitted to the main office ***within 48 hours*** of the student's absence. Pre-arranged, excused absences do not count towards the nine absences.

Tardiness

Habitual lateness cannot and will not be tolerated. Not only does it reflect a lack of responsibility, but also a late entrance detracts from class time, thus interfering with the right of other pupils. If a student is continually tardy, a meeting between parents/ guardians and the administration will be held to address the issue. Five or more tardies/leaving school early can result in an unexcused absence. Upon arrival at school, tardy students may ring the buzzer and once allowed to enter, the student needs to proceed to the office window.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1 to 9 days of the prior 180 regular school days without a recognized excuse are truant. Students who miss 10 days or more of the prior 180 regular school days without a recognized excuse are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

BUS TRANSPORTATION

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

The school office will issue special bus passes when satisfactory notification is given that a student's regular bus trip needs to be altered. **THOSE SHOULD BE DATED, CHILD'S NAME INCLUDED, AND DESTINATION ADDRESS LISTED (Ex. Mary Smith should ride the bus to Grace Smith's house at 130999 E. Mulberry St. today, Sept. 2, 2024.) Parents should then sign the note. Any transportation changes should be made through the office before 2:00PM.**

Bus passes are necessary for the following situations:

- 1. Bus students need to ride a bus other than their assigned bus.**
- 2. Bus students on their regular bus needing to be discharged at a stop other than their own.**

IF A REGULAR BUS STUDENT WILL NOT BE RIDING THE BUS, NOTIFY THE SCHOOL IN WRITING, OTHERWISE THEY WILL BE SENT ON THE BUS.

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

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.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: 544-8715.

CONFERENCES

Conferences with teachers or the principal may be arranged at any time during the year. Please establish a mutually agreeable time with your child's teacher prior to your arrival.

DROP OFFS & PICK-UPS

All students arriving by car in the morning must be unloaded in the circle drive. Do not pass any stopped cars while in the circle drive. **Please do not drop students off before 7:45 a.m.** Students should remain in their vehicles until staff members are present under the front awning and the school doors have opened. If you choose to walk your child to the school doors, an adult must remain with the child until staff members are present.

After-school pick-up will take place in the circle drive. Please enter the car line and line up along Prairie Street. Parents may not park and walk up to the building to pick up their child.

Families who walk to school should notify the office that their child is a walker. Walkers will be escorted by teachers to the designated meeting area at the corner of the school property on the east side of West Condit Street.

EDUCATION OF CHILDREN WITH DISABILITIES

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

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

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

EMERGENCY INFORMATION

The school requires names and telephone numbers of relatives or friends of the family who, in case of emergency, could be contacted if parents cannot be reached. Please try to list someone who is near the school. Let emergency people know they have been listed for this purpose.

ENGLISH LANGUAGE LEARNERS

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (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.

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:

Jamie Schultz, Principal
2000 North Cross St.
Robinson, IL 62454
618-544-9510

Jamie Rains, Special Services Director
204 West Highland St.
Robinson, IL 62454
618-544-5837

FIELD TRIPS

Periodically, teachers may arrange a field trip away from school to enrich classroom activities. If such a trip is arranged, parents will be notified. Information slips will be sent home via teacher newsletter or on a separate slip. These slips will notify parents of the trip's destination, date and time of the trip. Any student who goes on a field trip must have the school consent form letter signed. This letter is online at registration. Additional consent may be required for trips outside city limits and parents will be notified of these situations. Restriction of student participation will be based upon behavioral guidelines rather than academic achievement. If there are parent objections to a field trip, please notify the teacher in writing prior to the field trip day. Students not attending a field trip will be given an alternative assignment.

FINES, FEES, & CHARGES; WAIVER OF STUDENT FEES

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

1. An illness in the family;
2. Unusual expenses such as fire, flood, storm damage, etc.;
3. Seasonal employment;
4. Emergency situations; or

5. When one or more of the parents/guardians are involved in a work stoppage.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

GENERAL BUILDING CONDUCT

Students shall not arrive at school before 7:45 a.m. with classes beginning at 8:10 a.m. Students are dismissed at 2:35 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering unless we have a designated day.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards and wheeled shoes are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No music players, tablet computers, handheld video games, or cameras are permitted without permission from the principal.
- Toys/Games are permitted according to teacher rules. It is recommended that no toys or games ever be brought to school that could be broken, damaged, lost or taken by someone else. The school will not be responsible for damage or loss.
- For safety purposes, cell phones must be turned off during the school day and be used only in case of emergencies. Student use of cell phones on extracurricular or field trips is prohibited. If this privilege is abused, cell phones may be confiscated from the student and returned to the parent or guardian.
- Unacceptable items or items students are being irresponsible with will be held until the end of the day in the office. The student will then be responsible for taking that item home and leaving it at home. If the item is considered dangerous in nature, parents will need to pick up the item in question.

GRADING & PROMOTION

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. Grade cards will be distributed at the first Parent-Teacher Conference of the year, January, March and the last day of attendance. The envelope that the card is sent in should be signed by the parent/guardian and returned to school as quickly as possible. Grade cards may be kept each quarter. Teachers will notify parents prior to report card time if a student's grades are in need of improvement.

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

GUIDANCE & COUNSELING

The CUSD #2 school counseling program is a comprehensive program that works to provide the best possible support for students. It is proactive, part of the school culture and involves the student, parents, and teachers, either individually or in groups. It is developmental, in that it addresses a student and parent's unique needs during his or her particular year in school.

Counselor Services

All students are assigned counselors at their respective building and grade level. The counselors are the student's advocate in the school and collaborate with students, families and teachers to ensure that each student has an enriching school experience. Counselors meet with students to discuss:

- Short-term counseling
- Social and Behavioral concerns
- Community referrals
- Career resources & information
- Chronic attendance concerns
- Problem solving issues
- Overall academic progress
- Academic planning

- Group counseling referrals
- College information

GUIDELINES FOR STUDENT & COMMUNITY DISTRIBUTION of NON-SCHOOL PUBLICATIONS & PROMOTIONS

All students, private entities, and non-private entities (including not-for-profits & community groups) must receive permission from the superintendent to distribute or display non-school related/assigned publications, promotions, or events. Please contact the Central Office at 618-544-7511 for further information or to attain permission.

HEALTH & NURSE SERVICES

A school nurse is available at Washington Elementary School and can be reached by calling 618-544-2233. The school nurse is responsible for keeping records on students' school physical examinations, dental and eye exams, immunizations, and hearing and vision screenings. .

The nurse will check to see that all students have their physical examinations and that their immunization records are up to date according to state requirements. All minor accidents or health problems are taken care of by the nurse or office personnel.

Injury/Illness

If a student is injured or becomes ill at school, that student should report to the supervising teacher in order to be referred to the school nurse or office personnel. Parental notification concerning illnesses or injury will be determined by the nurse or office personnel.

Medication at School

Medication should only be taken at school when absolutely necessary.

All medications (prescription or over-the-counter) require a completed Medication Authorization Form signed by a parent/guardian. Students may not carry medications, except for approved asthma inhalers or EpiPens with a signed Self-Medication Authorization Form. Medication must be in its original container and labeled with the student's name.

Over-the-Counter Medication:

- Must be brought by an adult with written instructions.

- Only enough for 3 days may be sent.
 - Medication is stored in the office and given by the nurse or office staff.
- Prescription Medication:
- Requires written instructions from both the doctor and parent/guardian.
 - Must be in a pharmacy-labeled container.
 - The first dose must be given by the school nurse.

The school may decline to administer medications. Medical marijuana is not permitted on school grounds.

Care of Students with Diabetes

If your child has diabetes, a Diabetes Care Plan must be on file. Parents are responsible for:

- Updating the plan and contact info as needed.
- Signing the plan and giving consent for communication with the child's healthcare provider.

*Contact the school nurse for help with this process.

Head Lice

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

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to 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 school nurse or nurse from the health department 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 with Food Allergies

If your student has a life-threatening allergy or life threatening chronic illness, please notify the building principal at 618-544-2233. An appropriate plan will be developed at that time.

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.

HOME & HOSPITAL INSTRUCTION

For information on home or hospital instruction, contact the building principal at 544-2233.

HOMELESS CHILD'S RIGHT TO EDUCATION

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

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

For additional school and local services, please feel free to contact the building principal.

IMMUNIZATION, HEALTH, EYE & DENTAL EXAMINATIONS**Required Health Examinations and Immunizations**

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-Kindergarten (Get Set) and ECE classes;
2. Entering Kindergarten or the first grade;
3. Entering the sixth and ninth grades; and
4. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring “risk-assessed” or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term 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.

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: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All children entering Kindergarten and the 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: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Eye examination and dental examination requirement waiver forms are available in each school’s office.

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 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.

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 to students' homes. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

INSURANCE

School insurance is available for purchase to all students. An informational packet/letter is available in the school office.

LIBRARY BOOK POLICY

Children are responsible for books that are checked out of the library. The child should inform the librarian if a book is damaged or lost while checked out in the student's name. The librarian will decide if replacement is necessary due to damage or loss. If replacement is necessary, parents will be notified of the price for the library reimbursement. Books that are lost will require payment.

LOST AND FOUND

Lost and found articles should be turned in to the school office where such articles may be redeemed upon description. All articles not claimed at the current school year's end will be discarded. Please label all personal articles with the student's name

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 who are unexcused from school will not be allowed to make up missed work.

MANDATED REPORTERS

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

PARENT EXPECTATIONS

Parents are our student's most positive influence. Parent's support, guidance, encouragement and cooperation are essential. Parents are encouraged to visit school from time to time, conference with their child's teacher(s), and discuss the positives of their student's school life. The need to work together is imperative. Parent-Teacher Organizations are vital parts of enhancing this unity.

PARKING

The school has multiple locations available for school visitor parking. Visitor parking is available in the east parking lot, in the parking lot along Condit and Robb St., along Prairie Street and also along Condit Street. Handicap parking is available in the east parking lot.

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

PARTIES

Special classroom events and birthday parties are at the discretion of the classroom teacher.

If bringing in treats, due to health concerns and scheduling, parents/guardians may only bring store bought items sealed in a package. All treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. It has been suggested that instead of treats, a gift for the classroom, such as games to play during inside recess, markers, crayons, etc., is a more appropriate way to honor a child's birthday. Please contact the teacher to make arrangements for any type of party. If school is cancelled on any day a party is to take place, the party will be cancelled.

P.E., RECESS & PLAYGROUND RULES

All Washington Elementary School students will have PE/recess periods during the day. All students will be expected to go outside during the playtime unless the weather is inclement, the student has a medical excuse, or a disciplinary action is in effect. If a student has a medical excuse for staying inside, parents should send a note to the nurse for each day the child is to stay in from play. There must be a medical reason. THREE OR MORE days of staying inside will require a doctor's excuse. Students are required to wear appropriate footwear. (I.e. No flip flops, sandals or hard soled shoes.)

If the weather is severe, students will remain in their classrooms. There could be days when the temperature would not preclude students from brief, outdoor activities. Please be sure your child is dressed appropriately for the weather. (Hats, gloves and coats that your child can manage for cold weather. Boots when necessary. Umbrellas will not be permitted on the playground.)

P.E. EXEMPTIONS

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

Students with an Individualized Education Program may also be excused from physical education courses for He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or (a) they have an IEP, (b) are participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

State law prohibits the Robinson CUSD #2 from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of Robinson CUSD #2.

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

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

PREVENTING BULLYING, INTIMIDATION, (Sexual) HARRASSMENT & SUICIDE AWARENESS

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

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

- (1) During any school-sponsored education program or activity.
- (2) While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
- (3) Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- (4) Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned,

leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

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

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

Complaint Managers:

Jason Stark, Dir. of District Op.
507 West Condit St.
Robinson, IL 62454
618-544-2233

Jamie Rains, Special Serv. Dir.
204 W. Highland St.
Robinson, IL 62454
618-544-5837

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

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

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

RECOGNIZING & AVOIDING SEXUAL ABUSE COURSEWORK NOTIFICATION

Proposed coursework for students dealing with recognizing and avoiding sexual abuse will be reviewed by the administration and communicated to the parents. When coursework is approved, parents will be notified in writing and asked to grant or deny consent for their child's participation.

RELEASE TIME FOR RELIGIOUS TEACHING

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.

RETENTION POLICY

Final determination of retention will be made by the building principal following consultation with the classroom teacher. The State of Illinois has mandated school districts

no longer recognize social promotion. Robinson Community Unit School District #2 will follow the guidelines adopted by the state.

The final decision for promotion or retention will be made by the last day of the academic school year. Parents/Guardians of those students being retained will be notified by certified or signed receipt letter.

SAFETY DRILL PROCEDURES & CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement 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.

SCHOOL BREAKFAST AND LUNCH PROGRAM

Breakfast is served every school day from 7:45 a.m. to 8:10 a.m. Lunch is served every school day from 10:55 a.m. to 1:05 p.m., except when there is an earlier dismissal.

Current lunch and breakfast prices can be found on the district web page at www.robinsonschools.com. Free and reduced applications apply to all meals and are available at registration or at any school.

Each student will have a student ID card that can be used for breakfast, lunch or milk. Students may pay for meals by the week, month or year. Money will be deposited into accounts once per week. **DO NOT PAY FOR MEALS OR MILK ON A DAILY BASIS.** When the student's account is low on money, a notice will be sent home. Parent may also check their students account information through the home access option made available to them.

Parents are strongly encouraged to keep a positive balance in your child's lunch account. Notification will be sent home regarding a negative balance in your child's account. If accounts remain delinquent, the account may be referred for collection.

Menus are prepared monthly and sent home with students. They are also posted on www.robinsonschool.com under the Washington Elementary menus section.

A student may bring their lunch if they desire to do so. No carbonated drinks are permitted. Extra milk may be purchased for an additional cost. Lunch may be charged if money is forgotten.

It is inappropriate to bring fast food lunches to be eaten at school. If necessary, students may leave with parents/guardians on special occasions. If a student is leaving for lunch, please send a note to their teacher. The student will need to be signed out in the office and back in upon their return.

SCHOOL DRESS CODE / STUDENT APPEARANCE

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

SCHOOL SAFETY

All exterior doors to Washington Elementary are locked from 8:10 am to 2:30 pm during school hours. This is for the safety of your child. All parents picking up children during the day must notify the office and come to the front door to obtain their child.

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.

SCHOOL VOLUNTEERS

All school volunteers will be required to report to the office to sign in and receive administrative approval before reporting to their respective areas. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. **Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.**

SEARCH & SEIZURE

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

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

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

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and

equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

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

Seizure of Property

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

SEVERE WEATHER/EMERGENCY SCHOOL CLOSINGS

In case of severe weather or other emergency conditions, official announcements will be broadcast over WTAY/WTYE radio station and through SKYLERT. Time permitting; announcements will also be broadcast on WTHI and WTWO television stations. Please listen before school and during the day as the weather changes. PLEASE DO NOT CALL the school to ask about closings. During those times, it is important to keep our telephone lines open to make arrangements.

For your child's safety, they will be dropped off at their regular bus stop unless other arrangements are made.

SEX OFFENDER NOTIFICATION LAW

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

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

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

Anytime that a convicted child sex offender is present on school property – 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.

SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAW

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

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

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

STANDARDIZED TESTING

Washington Elementary School does not participate in State testing. WES does three rounds of benchmark exams during the school year with the STAR and AIMSWeb testing programs.

STUDENT BIOMETRIC INFORMATION

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

STUDENT PRIVACY PROTECTIONS

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

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

- 1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.**
- 2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**
- 3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**
- 4. The right to a copy of any school student record proposed to be destroyed or deleted.**

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

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

- Name, address, gender, grade level, birth date and place, Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers or sporting or fine arts programs, academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

TEACHER QUALIFICATIONS

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

3. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
4. Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived.
5. Whether the teacher is teaching in a field of discipline of the teacher's certification; and
6. Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

TELEPHONE

A student wishing to use the telephone must obtain permission through the office staff. The telephone will be used for emergency calls only. No calls for homework will be permitted.

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.

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 to their outer clothing in a clearly visible location. Visitors are required

to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

DISCIPLINE & STUDENT BEHAVIOR

Washington Elementary School expects appropriate behavior during the regular school day and at any school-related activities. We will not tolerate or condone inappropriate behavior or infractions of rules and Board of Education policy. The discipline outlined in this policy will be enforced, and students may also be prevented from attending school-sponsored activities such as field trips if warranted by their behavior. Threats and physical violence will not be tolerated. Police may be notified for any offense, and will be notified in all cases of illegal drugs.

Behavioral Interventions

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

Discipline of Students with Disabilities

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

Definitions of Disciplinary Actions

Time-out: The student is isolated to allow time to regain composure.

Detentions: Detentions may be assigned by the classroom teacher or administration for those students with undesirable behavior. Detentions are for a period of time, not to exceed 45 minutes, during or after school.

Directed Study: The student is excluded from the routine school day and shall remain in an isolated area. Parents or guardians will be notified by phone (when possible) and by mail.

Out-of-school Suspension: Removal of a student from school for a specified number of days, not to exceed 10 days for any one offense. Parents/guardians will be notified by phone (when possible) and by mail.

Expulsion: Removal of a student from school by the Board of Education for more than 10 days.

Suspension & Expulsion

Authorization is given to the Superintendent and/or Principals of the high school, middle school and grade schools to suspend pupils guilty of gross disobedience or misconduct not to exceed ten school days, and no actions shall lie against them for such expulsion or suspensions in accordance with Section 10-22.6 of the School Code of Illinois: note rules section for specific examples. School authorities will follow state regulations concerning due process.

Washington Elementary uses two types of suspension. One type being in-school suspension, the other being out-of-school suspension where the student is sent home. The administration may use either one of these forms of suspension depending on the seriousness of the discipline problem and the number of infractions.

While under out-of school suspension or expulsion, students shall not be permitted to attend school activities or access the school campus unless they are in the direct supervision of their parents (with them all the time.)

We recognize that any list of misbehaviors and consequences cannot be all-inclusive. Therefore, any misbehaviors or consequences not included in the handbook will be dealt with appropriately by the certified staff of your child's school.

The principal reserves the right to reduce any consequences.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens and other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
Students who are under the influence of an alcoholic beverage are not permitted

to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change

in the body, including without limitation, pure caffeine in a tablet or powdered form.

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 “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); 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. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force,

noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. 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.
21. 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.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

23. Inappropriate touching: This includes physical touching without the person's permission and purposefully revealing the private areas of a person's body. No public displays of affection including kissing, holding hands, hugging, etc. will be allowed.

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

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

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

Corporal Punishment

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

Weapons Prohibition

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

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

SUICIDE & DEPRESSION AWARENESS & PREVENTION

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

If you need assistance, help is also available from the following organizations.

National Suicide Prevention Lifeline

Call or text 988

Crisis Text Line

Text HOME to 741741

Safe2Help Illinois

Call 844-4-SAFEIL (723345)

Text SAFE2 (72332)

This handbook is subject to change due to revisions in school law or school policy not available prior to printing. Washington Elementary School's Student Handbook will be updated periodically as deemed necessary. Policies within this handbook reflect those set forth by the Community Unit #2 Board of Education.