

# Ramsey Grade School

## Parent/Student Handbook

2020-2021

*Mission Statement: Learn, Lead, Serve*

# Ramsey Grade School

STUDENT'S SCHOOL DAY  
8:00 am-3:05 pm

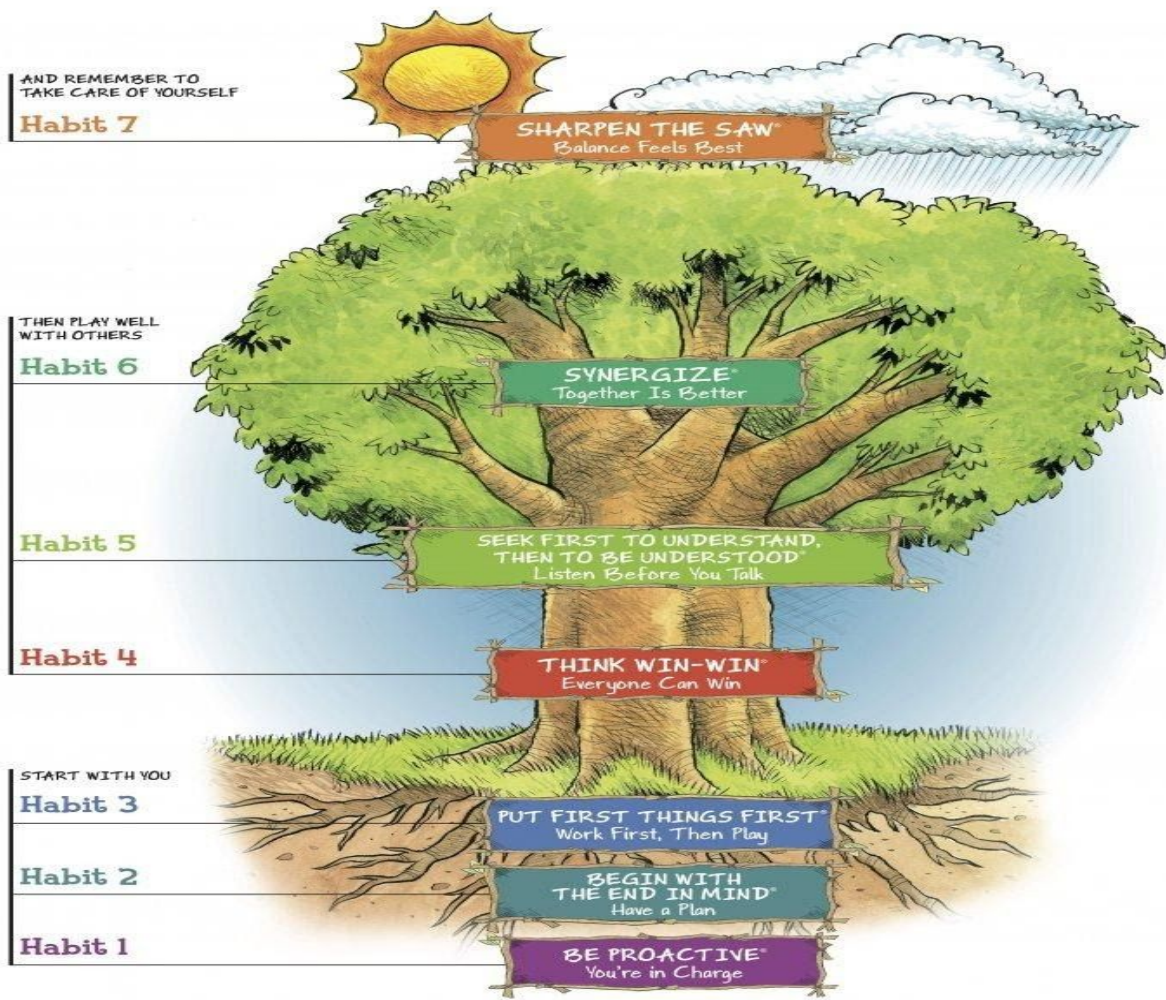
Breakfast Begins .....7:50  
Breakfast Serving Ends .....8:05  
Parent Pickup and Walker Dismissal .....3:05  
Bus Dismissal .....3:05

Students will be allowed in the building at 7:45 a.m. Students will be kept inside before school, and during recess, and PE times if the outside temperature falls below 20 degrees.

**\*\*School doors will not be opened until 7:45 am.**

**\*\*Parents should contact the school office by 8:00 a.m. when students are going to be absent. These calls may be made prior to 7:30 a.m., if needed, since the school now has voicemail. Be sure to state the reason for an absence if leaving a message. Calls by students are NOT acceptable. This call is the parent/guardian responsibility.**

## The 7 Habits<sup>®</sup> Tree



## Chapter 1 – Introductory Information and General Notices

### Purpose of Handbook

The Student/Parent Handbook was prepared by a committee consisting of school board members, administrators, teachers, parents and students. Its purpose is to provide information concerning policies affecting students currently enrolled in the Ramsey School District and to clarify procedures and regulations so as to minimize any confusion that may detract from the orderly operation of the school system. This handbook is a summary of the school district's rules and expectations, and **is not** a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection at the District office, located at:

**Ramsey Community Unit School District #204**  
**702 West Sixth St.**  
**Ramsey, Illinois 62080**

The School Board governs the school district, and is elected by the community.

### Current School Board members are:

Mr. Shane Hadley, President	Mr. Rodney Hunt, Member
Mrs. Katie Hayes, Vice President	Mr. Allen Marley, Member
Mr. Keith Casey, Secretary	Mr. Nathan Hortenstine, Member
	Mrs. Julie Morell, Member

As the corporate entity charged by law with the governing a school district, each School Board sits in trust for its entire community. The fundamental duties of the Board of Education are:

- The Board clarifies the district purposes
- The Board connects with the community
- The board employees the Superintendent
- The Board delegates authority
- The Board monitors performance
- The Board takes responsibility for itself

### The District Chain of Command

Teacher  
Principal  
Superintendent  
Board of Education

### The School Board has hired the following administrative staff to operate the school:

Mrs. Melissa Ritter, Superintendent  
Mrs. Ginger Edwards, High School Principal  
Mr. Travis Portz, Grade School Principal

### The schools are located and may be contacted at:

Ramsey Grade School	Ramsey High School
516 West Sixth St.	702 West Sixth St.
Ramsey, Illinois 62080	Ramsey, Illinois 62080
618-423-2010 (phone)	618-423-2333 (phone)
618-423-9024 (fax)	618-423-1275 (fax)

### School Board Meeting

The Ramsey Board of Education meets on the third Thursday of the month, except for November when the meeting is held on the third Monday of that month. All meetings will start at 6:30 P. M. These meetings are open to the public and the agenda will be posted prior to the meeting as required. Any parties wishing to address the board are encouraged to contact the Superintendent ten days in advance of the meeting so their items can be placed on the agenda. \*The proper contact procedures for concerned parents/citizens are teacher, principal, superintendent, and school board.

### Philosophy of Education

- We believe in a free and democratic system of education for all students of school age; regardless of race, color, creed, inherent ability, or socioeconomic status; so that each student may develop to his/her fullest intellectual, moral, social, emotional, and ethical stature.
- We believe that it is through nurture that each child becomes a responsible adult. Society provides for the maintenance and further development of its own ways of living through education of its immature members.

- We believe that the function of the school is to provide a safe and orderly environment and schedule of activities for the future of the young in those appreciations, outlooks, and behaviors considered most important and essential to the life of the group.
- We believe that the school is organized and maintained to direct and nurture children.
- We believe that the success or failure of this school is measured by what it does with or for the students entrusted to its care.

### **District Report Card**

The District Report Card is on the school website. ([www.ramsey.fayette.k12.il.us](http://www.ramsey.fayette.k12.il.us)) A copy of the report will be available upon request. You may request a copy by calling 618-423-2335.

### **Emergency School Closings**

The Superintendent is authorized by the Board to close school in the event of hazardous weather or other emergencies that present a threat to the safety of the students, staff members, or school property. In case of snow or emergency weather conditions, school cancellations will be announced by the following radio/TV stations:

- WPMB, WJLY, WSMI, WTIM, KSKS, KMOX
- All students will also receive an automated call
- District Webpage and Facebook Page

Parents and pupils are asked not to tie up the school telephone requesting this information. You will be notified by an automated call. Emergency closing information will be updated at registration. If changes need to be made throughout the school year, please contact your child's school. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

### **Visitors/Chaperones/Volunteers**

In order to protect instructional time and safety of our students, all visitors must agree to abide by school board policies for visitation, abide by confidentiality laws, and not be a disruption to the educational process.

1. Visitors to our school buildings must sign in at the principal's office.
2. Once signed in, visitors will be issued a pass.
3. If parents wish to go to his/her child's classroom to see his/her child or teacher, a visitor pass must be obtained from the office. If a parent would like to have a conference with his/her child's teacher, the parent must prearrange the visit with the teacher.
4. Parents will be given reasonable access for the purpose of observing their child's current educational placement, services, or program for the purpose of an educational placement or program proposal for their child. Access will be given to an independent evaluator or qualified professional that a parent has retained. Parents are required to request a visitation in writing at a mutually agreeable time with the district.
5. Students who leave early will not be excused prior to 3:05 p.m. without pre arranging this absence in the office or with the teacher.
6. Parents need a background check to volunteer in his/her classroom. Parents interested in helping at the school need to complete the Volunteer forms.
7. Visiting students from another school are not permitted during school hours at Ramsey Grade School due to the possible disruption of the educational process. This includes transportation and attendance at field trips off campus.
8. In order to protect instructional time and safety of our students, 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 trespassing and/or disruptive behavior.
9. All student visitations will be conducted in the office. Visitation with teachers can only take place when a teacher does not have students.

In addition, the Ramsey Board of Education approved the following guidelines for volunteers in our district.

### **Field Trip Policy**

Chaperones will be selected on an as needed basis by the teacher. Chaperones will be allowed to ride the bus only if there is room. All chaperones must have a current background check. \*\*A parent must accompany preschoolers on their field trips.

### **Full Background Check with Fingerprinting – Continuous – School District Pays**

Volunteer Coaches  
Partners in Reading  
CAPSS Officers

### **Background Check - Volunteer Pays**

Volunteers that are going to be in school on a regular basis  
Parents going on field trips as chaperones or riding bus with students'  
Parents supervising Post Prom  
Volunteers that will be responsible for students

### **No Volunteer Check required**

Parents bringing treats for student  
Parents helping with class party  
Volunteers for CAPSS yearly events

### **Equal Opportunity and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mrs. Melissa Ritter, Superintendent.

### **Homeless Definition**

Both Illinois and federal law define "homeless." Homeless students include, but are not limited to, children or youth who are: sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (commonly referred to as being "doubled up"); are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are staying in public or private places not ordinarily used as sleeping accommodations; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; or are otherwise not residing in a fixed, regular and adequate nighttime residence. There is no specific time limit on how long a child or youth can be considered homeless. Whether a child or youth meets the definition of homeless depends on the living situation and the individual circumstances.

### **Animals on School Property**

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

### **Sidewalks and Crossing Guards**

Crossing guards are provided by the school district for safety purposes. Students are to cross the street in front of the school only at the school crossing area. Students are to cross the streets at Route 51 with the assistance of the crossing guard. It is recommended that students walk or ride bicycles on sidewalks and not in the street to and from school. Violations of the spirit of these rules will result in penalties.

### **Parking/Student Drop Off/Pick Up**

The school has visitor parking in the Grade School and High School circle drives. Parents and Guardians dropping off and picking up children may do so in the designated areas by grade level. Drop off and pick up for PreK students is in the east parking lot. Afternoon Pre K students will enter the building through the east playground door at Noon. Drop off and pick up for Kindergarten through 2<sup>nd</sup> grade is in the Grade School circle drive. Drop off and pick up for 3<sup>rd</sup>-5<sup>th</sup> grade is in the east parking lot. Drop off and pick up for 6<sup>th</sup>-8<sup>th</sup> grade is behind the Grade School/Junior High addition. Vehicles MAY NOT be parked or located in the bus lanes at ANY TIME. Fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

### **Video and Audio Monitory System**

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

### **Building and Gym Usage**

No one is to be in the school building or gymnasium without proper supervision (due to insurance restrictions). Student loitering is not permitted between school dismissal and after school activities.

### **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.

### **Student Insurance**

As a convenience, the school district allows a private insurance company to offer student health insurance to parents during fall registration. The program is a contract between the parent and the company and is entirely optional. If parents desire to purchase insurance for their child/children specific costs will be available during registration. This student insurance program is not connected in any way with the school nor does the offering of this service constitute an endorsement by the Board of Education or administration.

### **Guidelines for Student Distribution of Non-School-Sponsored Publications**

A student or group of students seeking to distribute material(s) to students must notify the building principal of the intent to distribute.

### **Birth Certificate**

According to the Illinois School Code, all newly enrolled students must furnish a Certified Birth Certificate or other reliable proof of identity and age. School personnel will make a copy of the birth certificate after verifying the county seal.

## **Chapter 2 – Attendance & Promotion**

### **General Attendance**

The importance of regular attendance at school cannot be overstated. The administration and the teachers of Ramsey Community Unit School District #204 ask all parents and students to be aware of the value of regular school attendance. Attendance and academic achievement are closely related. It is a common practice for employers to request attendance records when considering our students for a job. The student earns the record; the school reports it. \*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.

### **Student Absences**

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

In the event of any absence, the student's parent or guardian is required to call your child's school 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.

### **Excused Absences/Tardies**

Excused absences can accumulate to 5 per semester; this will comply with truancy requirements. After the student has been excused five (5) times, additional excused absences for illness may only be verified through a written medical statement from a physician. After the 5th accumulated absence per semester without a doctor's excuse the absence will be considered unexcused. Excused absences allow the student the privilege of making up work missed due to absenteeism or tardiness. Make up work must be completed within two days for each day missed. If the work is not completed within the two days then a 0 will be entered in the grade book. Examples of excused absences/tardies are:

1. Student or family illness;
2. Doctor or dental appointment;
3. Legal appointment;
4. Attending a military honors funeral to sound TAPS
5. Death in immediate family; funeral;
6. Other situations approved or pre-approved by the principal.

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

After the student has been excused five (5) times, additional excused absences for illness may only be verified through a written medical statement from a physician. If a student is currently enrolled in the Regular Attendance Program (RAP), all absences will be unexcused without a doctor's note and will be reported to the Regional Office of Education.

### **Unexcused Absences/Tardies**

Absences other than above listed items are considered unexcused. If you have any question about a specific absence, please contact the principal for information. A student will be allowed to make up work for one day of an unexcused absence. Unexcused absences or tardies generate a 0% for the subject(s) missed. Any other unexcused absences will be regarded as truancy and make up work for those days will not be allowed for a grade. Work may be made up; however, credit for the work is still 0%. A zero will be recorded for work of an unexcused absence after the one day that is allowed.

Examples of non-excused absences/tardies:

1. Vacations without pre-approval and no homework completion;
2. Deer hunting;
3. Oversleeping, running late;
4. Mushroom hunting, etc.

### **Truancy**

The following definitions are terms, which apply to students frequently, absent from school. 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 \$1,500.00.

**Truant** - a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Students who miss more than 1% but less than five percent of the prior 180 regular school days without valid cause are truant.

**Valid cause** - a child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student as determined by the School Board or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

**Chronic or habitual truants** - a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for five percent or more of the previous 180 regular attendance days.

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.

**Truant minor** - a child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused. Using the definitions cited, the school district shall determine if the student is a "chronic or habitual" student. If it is determined that the student is a "chronic or habitual" truant, services which must be provided to the chronic truant may include, but not be limited to:

- Parent/teacher conferences
- Counseling services by social workers
- Counseling services by psychologists
- Psychological testing
- Alternative educational programs
- Alternative school placement

Actions to be taken with truant students are further described in the Board of Education Policy Manual. Outside resources are local and county social agencies, police departments and the truant officer from the Bond, Fayette, and Effingham region.

### Ramsey School District Attendance Procedures:

\*\* Students that have been referred to the Regional Office of Education for truancy intervention services or to the truant officer will not be allowed the 5 parent verifiable absences. These students will be required to have a doctor's statement to validate the absences during the school year.

- Student's attendance will be recorded daily.
- A student's absence will be determined to be unexcused or excused based on School District Policies. All absences will be tracked by the building principal.
- If a student is unexcused for 3 days:
  - An attendance letter will be sent home from the principal stating the consequences of additional unexcused absences;
  - Principal will contact the parent by phone;
  - Attendance interventions will be discussed with parent.
- If a student is unexcused for 5 days:
  - The principal will contact the parent/guardian and send a second attendance letter stating the consequences of additional unexcused absences;
    - If phone contact is not successful, the principal may visit the home.
    - The principal will determine if the student's non-attendance is due to extraordinary circumstances.
  - Attendance interventions will be discussed with parent;
  - The principal will refer the student to the RAP Program.(K-8)
- If a student is unexcused for 8 days
  - The principal will contact the parent/guardian and send a third attendance letter stating the consequences of additional unexcused absences;
  - Principal will request a face to face conference with the parent and student
    - The principal will determine if the student's non-attendance is due to extraordinary circumstances.
  - Attendance interventions will be discussed with parent;
  - The principal will contact additional agencies/resources to assist the student and or parent.

### Perfect Attendance

Students in grades K-8 who have perfect attendance for the year will be given an award that will be determined on a yearly basis.

To qualify for perfect attendance the following conditions must be met:

1. You must be at school every day.
2. You may not miss more than 1 hour per day up to 5 hours cumulative in one year.
3. An unexcused tardy will disqualify a student from receiving perfect attendance.
  4. A student involved in a school-related activity away from campus is not regarded as absent. Examples of school-related activities are: athletic contests, club or organization activity and field trips.
  5. Sickness, appointment, working, religious functions, etc. are regarded as absences or tardies.

### Admit Slips

Students must always bring a note from their parent or guardian to verify absence, *in addition* to a phone call the day of the absence. These students must obtain an admit slip from the office upon their return to be admitted to class.

### Partial Day Absences/Tardies

A student must be in school attendance for at least 3 hours at the end of the school day (which is by 11:30 a.m.) to participate in extracurricular activities as a participant or spectator.

	<b>Kindergarten and 1st</b>	<b>2nd-5th Grades</b>
<b>Tardy</b>	2 hours 20 minutes or less	1 hour 20 minutes or
<b>Half day absent</b>	4 hours 20 minutes or less	3 hours 50 minutes or less
<b>1 day absent</b>	4 hours 21 minutes or more	3 hours 51 minutes or more

### 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.

### Sign out-Sign In Sheet

If a student leaves the school grounds for any reason, he/she must sign out at the office. When returning, the student must sign in at the office. Violation of this rule can result in suspension from school and/or loss of privileges.



### **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.

### **Home and 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. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact: Melissa Ritter, Superintendent.

### **Homework Policy and Home Involvement**

1. All class and homework assignments are expected to be completed and returned. Parents are asked to set aside a quiet time for their child to do this.
2. Communications (report cards, notes from teachers, etc.) pertaining to your child should be promptly signed and returned to the school.

## **Chapter 3 - Curriculum**

### **Kindergarten Enrollment**

Any child who will be five on or before September 1 of any school year may attend school at the beginning of the term.

### **Academic Placement of Non-Traditional Student**

Ramsey School District has adopted the following policy regarding the transfer in of "non-traditional" students. "Non-traditional" students shall be defined as any student transferring in from a school district that is not approved and/or sanctioned by an accredited association and/or institution such as the North Central Association, Illinois High School Association, Illinois Elementary School Association, or the Illinois Junior High School Association. If a student is transferring in from a "non-traditional" school, the child's academic performance will be evaluated by Ramsey School District personnel upon enrollment of the student. Grade placement will be made according to the student's academic achievement and the school district's administrative discretion.

### **Transfer Students**

Whenever a student transfers into the district a transfer letter entitled STUDENT IN GOOD STANDING (from Illinois State Board of Education) must be received from the school the student previously attended before the student will be enrolled in Ramsey Grade School.

### **Promotion/Retention**

School officials have the general authority to determine retention or promotion of a student. Such decisions are made uniformly, based on objective, nondiscriminatory criteria, and consistent with teacher evaluation of a student's progress. The school will make every effort to contact parents or guardians early enough to assist the student and school in decisions regarding retention. 105 ILCS 5/10-20.9a; Ill. Rev. Stat. C. 122, par. 10-20.9a

### **Accelerated Placement**

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Administration and team has the final decision on accelerated placement. Please contact the building principal for additional information.

### **Report Cards**

Report cards will be distributed in a timely manner for all students at the end of each nine week period. Kindergarten students will have a standard based report card based upon the New Illinois Learning Standards. Students in grades 1<sup>st</sup> through 5<sup>th</sup> grade will receive a letter grade on their report card. Letter grades will be given as follows:

100	A+	89	B+	79	C+	69	D+	59	F	↓
99-91	A	88-81	B	78-71	C	68-61	D			
90	A-	80	B-	70	C-	60	D-			

If you have any questions about your child’s grades, please see his/her teacher. Check the Ramsey School District for dates of report card distribution. Students will not be able to attend IHSA or IESA extra-curricular activities if they have a failing grade unless accompanied by a parent or guardian. This is based on eligibility reports, mid-term reports, and report cards.

**Progress Reports**

Progress reports will be sent out at mid-term (for grades 3-5) or any other time a student shows a sudden drop in academic effort.

**Library**

The library is the instructional materials center of the unit school. The grade school library is a reference room. Instructional materials, printed and audio-visual, are organized and arranged here for the convenience of students and teachers. Central files and system of distribution of equipment have been prepared so that all students and teachers will be able to use the library effectively.

**Dropping Elective Classes**

Students who wish to drop elective classes (chorus, band, art) must do so at the end of the semester with written consent of their parent or guardian. Students may add or drop an elective class during the first two weeks of a semester with instructor consent and written parent consent. Any student dropping in the middle of a term will be given a failing grade on his/her report card.

**Physical Education**

Ramsey Grade School provides guided physical education to all students K - 5. Physical education is important to the mental and physical development of all children. Students are expected to participate in PE unless they have a doctor’s excuse or approval from the school nurse. *Students in grades K – 5 need to wear tennis shoes or shoes with soft soles for physical education class.* Tennis shoes are part of the required school supply list. When students receive instruction in the gym they must have soft sole shoes that are clean for personal safety reasons and to prevent damage to the gym floor. No crocs, sandals, or open toed shoes. Socks must be worn with gym shoes.

**Remote Learning**

The decision to use remote learning will be made by the Ramsey Board of Education or district administrators.

**Chapter 4--Students Fees and Meal Costs**

**Fines, Fees, and 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 the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program. The building principal will give additional consideration where one or more of the following factors are present:

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

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact your child’s building principal.

### **CEP Application approved for Ramsey Grade School**

Ramsey CUSD #204 is pleased to inform the community that Ramsey Grade School (Grades K – 5) will continue the Community Eligibility Program (CEP) for School Year 2020-2021. Schools that participate in the CEP are able to provide healthy breakfasts and lunches each day at NO CHARGE for ALL students enrolled in that CEP school during the 2019-2020 school year.

### **School Breakfast & Lunch Program**

Breakfast is served every school day from 7:50 a.m. to 8:05 a.m. Lunch is served every school day from 11:00 a.m. to 12:15 p.m., except when there is an early dismissal. A student may purchase breakfast for \$1.00. A student may purchase lunch for \$1.75. Milk may be purchased for \$.30. Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

### **Al La Carte and Extras**

Extras and Al La Carte (Al La Carte is only for Junior High and High School students) items are not included in the CEP. Your child must have money in his/her lunch account in order to receive any extra items.

### **Book Fees**

Students will rent textbooks from the school. You are responsible for the textbooks rented. All textbooks are to be returned to the school at the end of the school year or at the time of withdrawal or dismissal from school. All books will be checked by each teacher and damage to the book will result in extra charges to the student based on original condition. Consumable materials such as workbooks will be purchased through book fees. Book fees are due upon registration. Arrangements for payment can be made with the principal. (NOTE: Book fee waivers only include the portion of book fees that are for rental. The student must still pay for consumable books such as workbooks and Weekly Reader.)

### **Locker and School Approved Locks**

Students will have a locker assigned to them by the teacher at the beginning of the school term. This is the place to keep your books, papers, coats, etc. They are subject to inspection without notice or permission. Valuables should not be left in school lockers since the school will not be responsible for theft or damage.

### **Missing or Stolen Items**

When you discover something missing and you suspect theft, report it immediately to your teacher in charge. The school is not responsible for money or valuables brought to school by students.

## **Chapter 5 – Transportation & Parking**

### **Bus Transportation**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

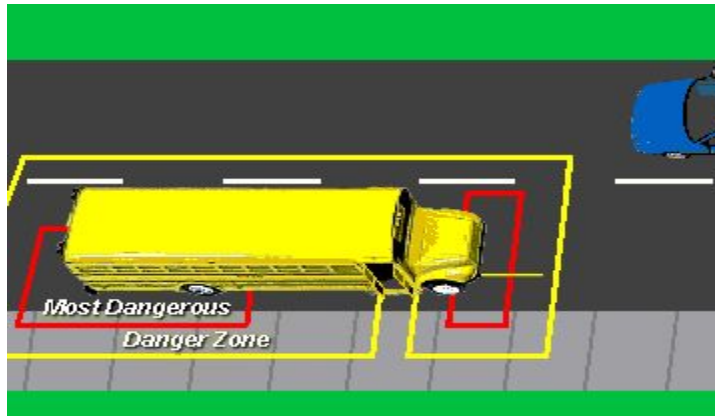
- Dress properly for the weather.
- Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board.
- Enter in single file without pushing.
- Always use the handrail.
- Take a seat right away and remain seated facing forward.
- Keep your hands, arms, and head inside the bus.
- Talk quietly on the bus.

- No shouting or creating loud noises that may distract the driver.
- Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
- Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits.
- Eating and drinking are not allowed on the bus.

Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

If you must cross the street after you get off the bus, wait for the driver’s signal and then cross in front of the bus. Cross the street only after checking both ways for traffic. Never run back to the bus, even if you dropped or forgot something.



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

**Bus Conduct**

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

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student’s parent or guardian to notify the school that the student does not have alternate transportation.

*For questions regarding school transportation issues,  
Contact Bryan Kimbro, Transportation Supervisor.*

**Chapter 6 – Health and Safety**

**Required Health Examinations and Immunizations**

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

1. Entering preschool, 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.

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

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

### **Eye Examination**

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

### **Dental Examination**

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

### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student’s parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student’s parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. 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
5. Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

### **Student Medication**

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

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

### **Self-Administration of Medication**

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

### **School Wellness**

Goals of Ramsey School District

- Promote good nutrition for students, support the relationship between good nutrition, physical activity and the capacity to develop and learn.

- Support physical activity in all grades to promote an active lifestyle for all students.
- Physical education will be taught in all grades and be developmentally planned and sequential.
- National School Breakfast/Lunch Program will comply with nutrient standards appropriate for the age of the student.

### **Guidance and Counseling**

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

### **Suicide and Depression Awareness and Prevention**

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

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

### **Child Abuse**

All school personnel, including teachers, coaches 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.

### **Care of Students with Diabetes**

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

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

### **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. Allergy action plan must be completed by the treating physician and signed by the student's parent/guardian.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 423-2010 (Grade School) or (618)-423-2333 (High School).

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 (with a qualifying medical prescription) and implemented to provide the needed supports 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.

### **Communicable Diseases**

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

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

### **Head Lice**

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

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. Students who are sent home are not allowed to attend extracurricular functions until they are determined to be free of the head lice and eggs (nits).
4. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
5. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school for a head check.

### **Safety Drill Procedures and 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.

## **Chapter 7- Discipline and Conduct**

### **General Building Conduct**

Students shall not arrive at school before 7:45 a.m. Classes begin at 8:00 a.m. and students are dismissed at 3:05 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 (except on special occasions). Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No phones, computers, tablets, radios, CD players, cameras are permitted without permission from the principal.

### **Ramsey Grade School Expectations**

1. Show respect for and follow directions of all adult staff members; including principal, teachers, nurse, custodians, aides, secretary, bus drivers, and crossing guard.
2. Prompt daily attendance is expected for the child to gain the most from the school year. State law requires this. Any absence requires a note from parents or doctor. Please phone the school on the morning your child is absent. Excused absences entitle the student to make up worked missed that day. If a student does not bring a note or a parent does not call the office, grades for that day will be figured a zero. When parents call the office we will see that teachers are notified.
3. All class and homework assignments are expected to be completed and returned. Parents are asked to set aside a quiet time for the child to do this.
4. Foul language and obscene notes are prohibited.
5. Students are required to stay on school grounds from their arrival until dismissed. If a parent needs to have a child dismissed early, the school office must be notified in advance.
6. Permission must be obtained from the teacher before bringing toys to school.
7. No fighting is allowed. Parents will be contacted if such behavior occurs. Serious fighting may lead to suspension.
8. Students who are responsible for causing damage to school property will be expected to pay for it. This includes textbooks and library books.
9. Communications (report cards, mid-quarter progress reports, notes from teachers, etc.) pertaining to your child should be promptly returned to school.
10. Reasonable dress and cleanliness is expected to make your child and others comfortable at school.

### **Lunch & Cafeteria Expectations**

During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit at a table. Students shall remain seated until they are finished eating lunch, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.

- Students shall not trade food.
- Students shall not bring drinks into the cafeteria if they are eating a school provided lunch. If a student is not to drink milk they are to provide a signed order from the student's treating physician.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

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

### **Field Trip Expectations**

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.

### **Use of Telephone**

The telephone in the office is to be used for school business only. No student will be called from class to use the telephone except in case of emergency. The secretary will take the message for emergencies only. If an emergency arises during school hours, the secretary will call for you. Except in an emergency, teachers are not to permit you to come to the office for use of phone. Teachers should not allow students to make any type of call at any time classes are in session. Parents are encouraged to send notes to inform school staff of any transportation changes.

### **Bouquets and Balloons**

On birthdays and special days in our students' lives, we know you want to make them memorable and we appreciate that. Please understand that sending flowers and/or balloons to school can act as a disruption for some children. We appreciate your cooperation in not sending these items to school. Holiday and birthday parties are at the end of the day or at the teacher's discretion.

### **Courtesy to School Personnel**

The proper contact procedures for concerned parents/citizens are teacher, principal, superintendent, and school board member. Be respectful to all school personnel: administrators, teachers, aides, nurse, secretaries, custodians, bus drivers and cooks.

### **Courtesy in the Classroom**

1. Be in the classroom before the tardy bell rings.
2. Avoid talking after the bell rings.
3. Bring the necessary books and supplies to class.
4. Give and take criticism in a kindly spirit.
5. Classes cannot be interrupted without the permission of the teacher.
6. See that your part of the room is in good order when you leave.

### **Discipline Guidelines and Definitions**

Students are expected to behave in an acceptable manner in all school situations, showing consideration for others and complying with school and classroom regulations. Discipline will be administered in different ways according to the offense committed and the context in which the violation occurs. All disciplinary measures will be designed to cause the student to modify their unacceptable actions into desired behavior. Types of penalties for minor violations of school and classroom rules are as follows:

1. ODR - an online report to inform the student and/or parent of the problem.
2. Restrictive Lunch- Students will eat lunch in the office and when finished work on assignments provided by the teacher.
3. Detention - a written form assigning a penalty of 45 minutes after school from 3:05 to 3:50 P.M. on Tuesday or Thursday as punishment. The reason it was assigned will be stated.
4. Loss of privileges - such as being excused from class, loss of field trips, and noon detention – a written report for a minor offense.
5. Extended detention (3 hours) — no grade detriment.
  5. In-school suspension – Teachers will provide the students assignments. No grade detriment if work is completed, however there may be a detriment to their grades due to their lack of participation in classroom activities.
6. Out of school suspension - Parents must make contact with the principal before the student may return to school. It is the student's responsibility to see that they get any missed assignments from their teacher and this work is to be made up upon return to school.
7. Saturday detention – Students attend school on a Saturday from 8:00-2:00 with lunch on campus, supervised.
 

\*\*Students must bring their own lunch.



Repeat offenders to the discipline scale during the first semester will be treated more severely in regards to punishment during the second semester.

### **Procedures of Issuing ODRs/Detentions**

ODRs will be issued to students who exhibit inappropriate behaviors that are not conducive to learning. An ODR will constitute further action from the principal. The behavior of students K-3 will be monitored by their teachers. Teachers will consult with the principal to develop strategies to reduce inappropriate behaviors.

- ODR will be issued to students by teachers when other forms of discipline are not effective or the offense warrants.
- Teachers will fill out behavior log/incident reports online
- The office will process and record the accumulation of detentions for each student.

### **Office Discipline Referral**

An ODR will be given to students when student behavior warrants it. The ODR system operates on a semester basis with each student having the opportunity to begin anew each semester. ODR may be issued by any school personnel in a supervisory position at the time (or within 1 day) of the infraction. Penalties for students receiving ODR will become more severe as the number of ODR issued increases. Penalties for students will also be handled on a case by case basis.

### **Detention Expectations**

45-minute detentions are served between 3:10 - 3:50 P.M. on Tuesday or Thursday. If a student arrives to serve their detention after 3:10 P.M., they will be assigned another detention by the principal. No detentions can be served at noon hour or before school. Extended 3-hour detentions are served after school from 3:10 to 6:00 p.m. as staff is available to stay with students. Extended 3-hour detention may be served any day of the week. Adjustments to time will be made by the principal on early dismissal dates. *In-school suspension* will be served during regular school hours.

During detentions or in-school suspensions students are expected to:

1. Report to the detention room by the appointed time with all books, notes, paper, pen and pencils needed. No one will be allowed to go to their locker.
2. Work on classroom assignments until completed.
3. Ask for assignments or directions if all regular assignments are completed. Students must be busy at all times during this time.
4. No talking is allowed unless permission is given by the supervising teacher.
5. Teachers in charge will assign seats.

Disturbances in the detention room will cause an additional detention. This is a punishment and should be something they do not want to do again. They should feel fortunate to be able to do their work for credit in this situation. This is not meant to be fun, it is a time to do what is expected and finish work in a timely and neat fashion. If a student is asked to leave detention due to lack of work or disturbance, they will be assigned an extended detention.

### **Make-Up Work**

If a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

### **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.

### **Dress Code Policy (K-5)**

Dress and grooming shall be the responsibility of the parents and students as long as it does not disrupt the educational program, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. The following guidelines regarding apparel will be strictly enforced:

1. Backless or strapless shirts are prohibited.
2. No holes in pants above the knee.
3. No poor fitting clothing, clothes with holes, rips, tears, or showing skin.
4. No low-cut tops or cut-off shirts of any kind.
5. Arm holes of shirts must have a seam and not extend below the armpit.
6. Extremes that distract from the orderliness of the school program, by bringing undue attention to the individual, are not appropriate and should be discouraged.

7. Students shall not be allowed to wear clothing that depicts violence, sex, dysfunctional family situations, dysfunctional individual situations, tobacco or alcohol products or any other printing or graphic that is deemed inappropriate by supervisory school personnel for the above stated reasons.
8. Shorts, skirts, and dresses shall have a fingertip length minimum.
9. Sunglasses and headwear including bandanas are not to be worn during the school day. (Except on special occasions).
10. Hats are not to be worn in the building. Students are to place their hats in their lockers or desks before classes begin. Students are not to carry hats during the day. (Except for special occasions).
11. All tops must cover the waistband.
12. Wallet chains of excessive length will not be worn.
13. No pajamas or slippers shall be worn to school. (Except for special occasions).
14. Pre-K and Kindergarten students should wear shorts under their dresses and skirts.

If a student is wearing something inappropriate, the student may be asked to alter the clothing items so that it is no longer inappropriate (i.e. turn T-shirt inside out, cover up with another article of clothing, or call parent to get a change of clothes). Students who come to school with extreme odorous conditions may be asked to alleviate the problem. This condition may cause embarrassment to the student and an unpleasant instructional environment. Parents will be contacted and asked for assistance if the problem persists.

### **Student Behavior**

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
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 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 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); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
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.

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 dropout of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. 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.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. 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.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. 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 shall be expelled for a period of not less than one year but not more than 2 calendar years:

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

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

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

### **Gang & Gang Activity Prohibited**

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

### **Re-Engagement of Returning Students**

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

### **Care of School Grounds/Vandalism**

The board will seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts which cause damage to school property. The physical plant of Ramsey School District is equal to, or superior to, others in the state, and we want to keep it that way. Cutting on desks or tables, writing on walls, desks, and tables, and other forms of vandalism have not been a problem in the past and we hope that our students will continue to show the same respect for the school property. Do not throw trash on the ground; place it in the proper containers. **DO NOT SIT ON HEATING UNITS OR TABLES.**

### **Misconduct by Students with Disabilities**

The school and district 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.

### **Prior Consideration**

The prior behavior of a student may be considered in determining the penalties to be imposed upon a student.

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important 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 nonschool-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 district complaint manager or any staff member with whom the student is comfortable speaking. 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.

### **Sexual Harassment & Teen Dating Violence Prohibited**

#### **Sexual Harassment Prohibited**

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - 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. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

#### **Teen Dating Violence Prohibited**

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

#### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the 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.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

**Nondiscrimination Coordinator: Mrs. Melissa Ritter**  
**Complaint Manager: Mrs. Ginger Edwards**

### **Access to Student Social Networking Passwords & Websites**

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

### **Student Use of Electronic Devices (K-5)**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school.

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

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

### **Grievance Procedures**

Due Process, Suspension and Expulsions:

The constitution of the State of Illinois states that "a fundamental goal of the People of the State is the educational development of all persons to the limits of their capacities." However, when citizens act irresponsibly, violate the rights of others, or present an actual or threatened danger to persons or property, they are subject to lose some of their rights.

Such is the case with the right to an education. *When a student commits acts of gross disobedience or misconduct the right to an education may be temporarily forfeited.* But no governmental agency, such as a school, may deprive a citizen (student) of rights without due process of law. Due process is afforded to guarantee that the accused person has a chance to present a defense, to explain the circumstances of the alleged improper actions, or to attempt to prove innocence.

The superintendent and/or any school principals are authorized by the board to suspend pupils guilty of gross disobedience or misconduct.

A Supreme Court opinion has held that prior to the imposition of a suspension the following procedures shall be observed.

1. The suspending school official shall give the student oral or written notice of the charges and evidence to support the charges.
2. If the student denies the charges an opportunity shall be given the student to present an explanation in a conference with the suspending school official. The school official shall then inform the student whether or not the suspension is to be imposed.

The court also stated that students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the requirements of notice and hearing shall follow as soon as practicable.

1. The student's parents must be notified immediately by the dean of students, principal, or superintendent of the reason(s) for the suspension, including a copy of the rules and regulations allegedly violated, the number of days of the suspension (may not exceed 10 school days), and the right to appeal the suspension to the local school board. The report to the parent shall be made by letter through U.S. Mail or by personal delivery. A copy of this letter will be sufficient notification to all others.
2. All requests for review shall be made by the parent or guardian within three days after receipt of notice of suspension and shall be made to the person ordering the same.
3. The parent or guardian requesting the review shall appear and discuss the suspension with the hearing officer appointed by the board. The hearing shall be held within three days after receipt of the request for review of the student involved.
4. Therefore, the hearing officer shall report to the board by written summary the evidence heard at the meeting.
5. Upon receipt of the report the board may take such action as it finds appropriate, provided however, any hearing thereon shall be held in executive session for the protection for the student involved.

6. At the hearing conducted by the school board or a hearing officer appointed by the board, the student has the right to legal counsel at his/her behalf.
7. If requested by the student, the parent, or their representative, a transcript may be kept of the proceedings.
8. If the opinion of the school board upholds the suspension, the student and the parent shall be notified of the right of an appeal to the Educational Service Region Superintendent and then to the State Superintendent of Education.
9. If the suspension decision is reversed, all references in the student's records shall be removed, and the school shall afford whatever assistance is necessary to the student to make up school work missed.

In expulsion cases, the following is required:

1. The student and the student's parents shall be notified of the reasons for the expulsion, including a copy of the rules allegedly violated, the length of the expulsion (not to exceed the current school term), and the date, time, and place of the school board hearing.
2. At the hearing by the school board, the student has a right to counsel at his/her own expense, the right to question the person who made the recommendation to expel, the right to present and question witnesses, and the right to make a statement in his/her own behalf.
3. If requested by the student, the parent, or their representative a transcript may be kept of the proceedings.
4. If the school board's decision is to expel, the student and the student's parents shall be notified of the right to appeal to the Educational Service Region Superintendent of Education.

The basic difference in suspension and expulsion are as follows:

1. A suspension is for a period not to exceed 10 school days; an expulsion is for a period not to exceed the school term.
2. The principal or the district superintendent may suspend a student; only the local board of education may expel a student.
3. A student may be suspended prior to a hearing; a student may not be expelled until after a hearing.

**RAMSEY COMMUNITY UNIT SCHOOL DISTRICT #204**  
**Authorization for Internet and Computer Access**  
**2020-2021**

All use of the Internet shall be directly related to the Ramsey Community Unit School District's stated curriculum and its goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This **Authorization** does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the **Authorization for Internet and Computer Access** will result in the loss of privileges, disciplinary action, and or appropriate legal action. Electronic communication and downloaded materials including files deleted from a user's account, but not erased may be monitored or read by school officials. The signature(s) on the signature page is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Ramsey Community Schools may provide students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. Ramsey students will use these tools as well as internet, the Ramsey CUSD #204 network, and YouTube. This Google Apps for Education service is available through an agreement between Google and Ramsey Community Schools. Google Apps for Education runs on an Internet domain purchased and owned by the district and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, research, and communication. Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Google Apps when students are at school. Parents are responsible for monitoring their child's use of Google Apps when accessing programs from home. All Google Apps email interaction and documents are archived by the school and can be monitored or retrieved. Students are responsible for their own behavior at all times.

**TERMS AND CONDITIONS**

**Acceptable Use** - Access to the Ramsey District's Internet must be for the purpose of education and research, and be consistent with educational objectives and curriculum of the District. It is impossible to control all the materials on a global network and an industrious user may discover inappropriate information. Ramsey Schools cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the school. All users will be subject to the following policies:

1. **Privileges** – The use of the Ramsey District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Superintendent or Principal will make all decisions regarding whether or not a user has violated this **Authorization** and may deny, revoke, or suspend access at any time; his or her decision is final.



2. **Unacceptable Use** – You are responsible for your actions and activities while using the school network and equipment, and while using any other electronic device on school property. It is a violation of the acceptable use policy to use any personal electronic device within the building, during school hours, to access the internet or any remote sites or devices. Some examples of unacceptable use are:
- ☒ Taking any steps which threaten, or which may reasonably be interpreted to threaten, any person, group of persons, building, or property with harm, regardless of where the user intends to carry out such threat.
  - ☒ Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State Regulation;
  - ☒ E-mail or other electronic communication other than specifically designated by students, staff or faculty;
  - ☒ Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - ☒ Using any USB device on a school computer without permission and supervision including flash or thumb drives, cameras, or mp3 devices.
  - ☒ Accessing or attempting to boot any school computer or device from an external drive of any kind.
  - ☒ Downloading copyrighted materials for personal use;
  - ☒ Using the Network for private, financial, commercial, or political gain;
  - ☐ Wastefully using resources or entities; (Including indiscriminate printing, or file storage of materials that are not school or career development related – especially games, pictures and other media files.)
  - ☒ Invading the privacy of individuals;
  - ☒ Using another user’s account or password or accessing another users folder without administration rights;
  - ☒ Posting materials authored or created by another without his/her consent;
  - ☒ 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;
  - ☒ Using the network while access privileges are suspended or revoked;
  - ☒ Access of, or attempts to access inappropriate or restricted files;
  - ☒ Connecting any personal or unapproved device to the network whether connected wirelessly or wired.
  - ☒ Disconnecting or damaging network equipment such as switches, cables, servers, firewalls, or routers.
  - ☒ Trespassing in others’ folders, work, or files for the purposes of plagiarism or harassment
  - ☒ Chatting or exchanging real time messages with anyone inside or outside of school grounds;
  - ☒ Playing online games that are sexual or violent in nature;
  - ☒ Playing online games that are not pre-approved by the district;
  - ☒ Using the network to bid or purchase items;
  - ☒ Using a laptop/Chromebook without properly signing it out;
  - ☒ Any form of “sexting” (sending or possessing inappropriate pictures) will not be tolerated and will result in immediate discipline; including, but not limited to, suspension, expulsion, or criminal charges under the child pornography criminal code. (“Sexting” is the practice of sending inappropriate photos of oneself or another person through cell phone text messages, posting online, or other electronic means.)
  - ☒ Any further offense by the student will be considered gross insubordination and will be handled with the Principal according to the school disciplinary code of conduct.
  - ☒ Careless or improper use of the laptops; and/or not immediately reporting damage to teacher or other authority
  - ☒ Cyber-bullying involving the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
3. **Discipline** – Unacceptable use is subject to disciplinary action in accordance with the student/parent handbook.
4. **Guidelines for use of username and passwords:**
- ☒ Do not share your password with others; if others have knowledge of your password take action to have it changed.
  - ☒ Do not have knowledge of others’ passwords. If you do, inform the Network Administrator of the system so that the password may be changed.
  - ☒ Do not leave a computer unattended that is logged in with your username.
  - ☒ Do not use a computer that is logged in with someone else’s username.
  - ☒ Do not allow someone to use a computer logged in with your username.

Those who do not adhere to username and password guidelines will be held responsible for all activity logged under their username and/or password and may be subject to disciplinary action.

5. **Penalty for Explicit Threats Made Outside of School**- Making explicit threats on an internet site against school employees, students, or any school-related personnel is cause for suspension or expulsion. The threat does not have to be made using the school network as long as the threat was made on a site accessible by the school network or a site available to third parties at the school when the threat was made.
6. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - ☐ Be polite. Do not become abusive in your messages to others.
  - ☐ Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - ☐ Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - ☐ Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relation to or in support of illegal activities may be reported to the authorities.
  - ☐ Do not use the network in any way that would disrupt its use by other users.
  - ☐ Consider all communications and information accessible via the network to be the private property of the District.
7. **No Warranties** – The Ramsey School 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 you suffer. This includes the loss of data resulting in delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
8. **Indemnification** – The user agrees to indemnify the Ramsey School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relation to, or arising out of, any breach of their Authorization.
9. **Security** – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission. Attempts to log-on to the Internet 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.
10. **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, computer equipment, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses. The cost of any vandalism will be deferred to the responsible party.
11. **Telephone Charges** – The Ramsey School District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
12. **Filtering** – Ramsey Community School District uses Industry Standard Software for the filtering of its Internet. Any attempts to intentionally bypass the filtering system will result in immediate loss of privileges. This includes the use of any and all external proxy servers.
13. **Directory Information** – Parent/ Guardians recognize school directory information, photos, and videos may be incorporated into the school webpage or otherwise made public. Parents, guardians, or students over the age of eighteen may request in writing that student information or images are kept private.
14. **Expectations of Privacy** – Users have no expectations of privacy. Random audits and monitoring of user files and communications will be conducted on a regular basis.

## Chapter 9 – Search and Seizure

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

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

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

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

### Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

### Seizure of Property

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

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" include school liaison police officers.

## **Chapter 10--Special Education**

### **Education of Students 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 which 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 Parent of Students with Disabilities" may be obtained from the school district office.

### **Discipline of Students with Disabilities**

#### **Behavioral Interventions**

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

### **Discipline of Special Education Students**

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

### **Exemption from Physical Education Requirement**

In order to be excused from participation in physical education, a student must present an appropriate excuse 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 reasons for the request.

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

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

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

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.

#### **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.

### **Chapter 11-- Athletics and Extracurricular Activities**

#### **Athletic Rules & Code of Conduct**

The Athletic Code applies to all students who want to participate in athletics. Athletics includes Volleyball, Baseball, Softball, Basketball, Cheerleading, Golf, and Scholar Bowl.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Handbook.

#### **Mission Statement**

Our mission is to utilize Athletics as a unique tool to teach and motivate students to:

- Achieve lofty academic goals;
- Honor Ramsey Schools with exemplary behavior; and
- Strive to build a winning tradition for our athletes.
- We believe that participation in athletics should be a part of the total experience for all youths who attend Ramsey Schools.
- We believe that participation in a sound athletic program contributes to the development of health and happiness, physical skill, emotional maturity, social competence, and moral values.
- We believe that the spirit of play and the will to win are valuable to the development of a healthy mind.
- We expect our athletes to maintain high standards of conduct both in and out of school.

#### **IHSA [or] IESA**

Students who participate in Illinois High School Association activities must comply with all of the stipulations and rules governed by IHSA.

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 Handbook. In a case of a conflict between IHSA [or] IESA and this Athletic Handbook, the most stringent rule will be enforced.

#### **Requirements for Participation**

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any athletic practice:

- A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
- Student athletic fee paid; and
- Proof the athlete is covered by medical insurance; and

- Parents attend a mandatory Athletic Meeting or Equivalent
- Read and signed the parent contract; and
- A receipt showing the athlete and his/her parents received a copy of the Athletic Handbook.
- A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.
- A signed agreement by the student's parent or guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.
- A signed concussion information sheet and sign off form.

### **Participation Limits**

Junior High and High School Students may participate in more than one sport during a season.

### **Ramsey Community School District Teams**

5th and 6th Grade

Junior High 7th and 8th

High School 9th, 10th, 11th, and 12th

### **Number of participants per team/Tryouts/Pulling Up Lower Grades for 5th - 8th Grade**

- Sign up sheets will be made available for each team.
- Once the deadline is reached to sign up for a team, the coach will meet with the AD and principal to determine the size of the team. At that time, the team will stay with who signed up, there will be tryouts to make the team smaller, or there will be an opportunity for the next lower grade to sign up. If there are too many from the lower grade then they will have tryouts to determine who will remain on the team.
- If tryouts are going to take place, each athlete should be aware of what is expected of them to make the team.
- The notification procedures used by the coaching staff should, if possible, include individual conferences with each athlete that does not make the final team. These conferences shall include feedback to the athletes on the areas where they might improve athletically and always ensure the dignity and growth of the individual student.

### **High School Teams**

- Sign up sheets will be made available for each team.
- If the coach determines that there are too many athletes for a team, he/she will have tryouts.
- If tryouts are going to take place, each athlete should be aware of what is expected of them to make the team.
- The notification procedures used by the coaching staff should, if possible, include individual conferences with each athlete that does not make the final team. These conferences shall include feedback to the athletes on the areas where they might improve athletically and always ensure the dignity and growth of the individual student.

### **Eligibility**

Eligibility begins at the start of the season per IHSA/IESA schedule. Eligibility will be run each week on Monday morning. For a student to remain eligible for participation in an athletic sport, he/she must be passing all classes, in order to participate.

In addition, a student may be placed on either the academic borderline or academically ineligible list. Borderline status occurs when a student has earned an accumulated D average in one or more academic classes. Playing time for students who are on borderline status will be determined by the coach. A student is classified as ineligible when he/she has earned and accumulated an F average in one or more classes at the time eligibility sheets are calculated. Eligibility reports will be ran every Monday at 8:00 am.

When a student becomes ineligible for participation in athletics:

- If a student is ineligible for more than 3 weeks during the season, he/she will be taken off the team. The 3 weeks do not have to be consecutive.
- An ineligible athlete may attend all athletic contests during the time of ineligibility (determined by the coach of that sport), the ineligible student may not dress or participate in warm ups during the game. All ineligible athletes are required to sit in an area designated by the coach.
- An ineligible athlete will be required to attend regularly scheduled practices. Failure to attend practices (unless prior notification has been given and approved by the coach) will count as an unexcused absence.

### **Pregnancy**

To assure the safety of a student who has been confirmed to be pregnant, and in like manner to assure the safety of the unborn child, pregnant students will not be allowed to participate in inter-scholastic sports programs provided by Ramsey School District #204 unless and until a licensed medical physician attests in writing that such participation in no way jeopardizes the health of the expectant mother or child. In such cases, reassessment reports from a physician will be required during the course of the pregnancy.

### **Behavioral Conduct**

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

1. Insubordination; or
2. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
4. Hazing, bullying, or harassment of any kind; or
5. Use of profanity; or
6. Exhibition of bad sportsmanship; or
7. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school administrators.

### **ODR**

ODR consists of a written report to inform the student and/or parent of a specific incident of misbehavior. The following procedures will be followed when students who are participants in school athletics are assigned an ODR.

First ODR	Regular Parent/Student Handbook consequence Appropriate Team consequence
Second ODR	Regular Parent/Student Handbook consequence Appropriate Team consequence
Third ODR	Regular Parent/Student Handbook consequence One game suspension
Fourth ODR	Regular Parent/Student Handbook consequence Two game suspensions
Fifth ODR	Regular Parent/Student Handbook consequence Removal from team, not allowed to attend games or contests.

### **Drugs, Alcohol and Tobacco**

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program.

For purposes of this policy, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession. This prohibition shall also include attendance at any party, gathering or in an automobile where alcohol and/or drugs are present or are being consumed.

Any student participant found to be in violation of this policy shall be subject to discipline in accordance to the School District's athletic policies, rules, and regulations as provided herein.

### **Tobacco**

First Offense	Extended detention and one game suspension
Second Offense	Suspension totaling 1/3 of the total games in the season including post-season and tournaments. Any suspension not completed by the end of the season must be completed the following season of the next school year. The suspension must be in a sport previously played.
Third Offense	Loss of all privileges to participate as a member in all athletics for the school year.

## **Drugs & Alcohol**

First Offense	Suspension totaling 1/3 of the total games in the season, including post-season and tournaments. Any suspension not completed by the end of the season must be completed the following season of the next school year. The suspension must be in a sport previously played.
Second Offense	Loss of all privileges to participate as a member in all athletics for the school year.
Third Offense	Loss of all privileges to participate as a member in all athletics for the remaining years enrolled in high school.

## **Fighting and Bullying**

If the building principal determines that a student is physically bullying another student, or is involved in a physical altercation, they will be disciplined the same as above.

## **Rules in Effect**

If a student is participating in two sports during one season, the discipline will be for both sports.

The rules set forth in this Athletic Handbook are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

## **Absence from School on Day of Activity**

An athlete who is absent from school after noon on the day of an activity is ineligible for any activity (game or practice) on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truanancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

## **Travel**

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A waiver to this rule may be issued. A parent or guardian must contact the building principal within 24 hours for a waiver to be granted. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

## **Imposition of Discipline**

Coaches and school officials shall impose discipline appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the discretion of the Coach and/or Building Principal.

## **Application and Conflict of Disciplinary Rules**

In the instance of violation of school policies, rules, or regulations of this Athletic Handbook by student participants, nothing herein or elsewhere shall prohibit the school district from imposing discipline available under this Handbook and classroom academic penalties for the same offense. School officials, at their sole and exclusive discretion, may alter penalties contained herein or elsewhere to fit the misconduct. Such penalties are intended to punish, provided however, the due process rights of the students shall be protected in doing so.

## **Disciplinary Suspension**

The coach, upon consultation with and upon approval of school administration, may suspend a Participant from participation for violation of the Athletic Handbook, training rules, or other appropriate policies, rules and regulations of the school district. Suspension is defined as removal of the Participant from participation in one (1) or more practices, games, meets or other activities but less than dismissal for the balance of a season. The following procedures shall apply to disciplinary suspensions:

- Prior to suspension, the Participant shall be provided an explanation of the charges against him or her. The Participant shall be given an opportunity to present his or her version of the incident to the suspending school official.
- Upon written request, the Participant may appeal his or her disciplinary suspension to the Principal, or ultimately, the Superintendent, who shall have final and binding authority to determine the appropriateness of the suspension.

Disciplinary suspensions may be imposed pending dismissal proceedings.

### **Disciplinary Dismissal of a Participant from Athletics**

The Coach, as applicable, upon consultation with and upon approval of school administration, may dismiss a student Participant from participation for violation of the Athletic Handbook, training rules, or other appropriate policies, rules and regulations of the school district. Dismissal from a team or group is defined as removal of the Participant from participation in one (1) or more practices, games, meets, performances or other activities in a sport for the balance of a season. The following procedures shall apply to disciplinary dismissals:

- Prior to dismissal, the Participant shall be provided an explanation of the charges against him or her. The Participant shall be given an opportunity to present his or her version of the incident to the suspending school official.
- The parent of the Participant shall receive written notification by certified mail of the charges against the Participant, which notice shall include notice of the right to request hearing before the Principal or Superintendent and a copy of this Athletic Handbook. An appeal may be filed upon written request by the parent or student whereupon the Principal or Superintendent shall schedule a meeting with the relevant parties and shall thereafter determine the appropriateness of the suspension.
- If the Participant is dissatisfied with the conclusion reached by the Principal or Superintendent, the Participant may submit a written request for a hearing before the Principal and/or Superintendent who shall schedule a hearing within ten (10) calendar days, if practicable, of receipt by the school administration of the request for a hearing. At this hearing, the Participant shall be provided an explanation of the charges against him or her, may call witnesses, and present evidence in his or her defense. The decision of the school administrator(s) shall be final and binding.
- If the Participant is dissatisfied with the conclusions reached by the Superintendent, the Participant may submit a written request for a hearing before the school board which shall schedule a hearing at its next regularly scheduled meeting unless the request for a hearing is received within seven (7) calendar days of a regularly scheduled board meeting in which case the hearing shall be scheduled for a date within twenty-one (21) days of receipt by the school board of the request for hearing. At this hearing, the Participant shall be provided an explanation of the charges against him or her, may be represented by counsel at his or her own expense, and may call witnesses, cross-examine adverse witnesses and may present evidence in his or her defense. The decision of the school board shall be final and binding.

### **Disciplinary Ineligibility for Further Competition**

The school administration may declare a Participant ineligible for further competition in any sport for violation of the Athletic Handbook, training rules, or other appropriate policies, rules and regulations of the school district. Ineligibility for further competition in any sport is defined as removal of the Participant from participation in any sport for the balance of his or her high school eligibility. The following procedures shall apply to disciplinary ineligibility:

- Prior to dismissal, the Participant shall be provided an explanation of the charges against him or her. The Participant shall be given an opportunity to present his or her version of the incident to the suspending school official.
- The parent of the Participant shall receive written notification by certified mail of the charges against the Participant, which notice shall include notice of the right to request a hearing before the principal and a copy of this Athletic Handbook. An appeal may be filed upon written request by the parent or student whereupon the principal shall schedule a meeting with the relevant parties and shall thereafter determine the appropriateness of the suspension.
- If the Participant is dissatisfied with the conclusions reached by the principal, the Participant may submit a written request for a hearing before the Superintendent who shall schedule a hearing within ten (10) calendar days, if practicable, of receipt by the school administration of the request for hearing. At this hearing, the Participant shall be provided an explanation of the charges against him or her may call witnesses, and present evidence in his or her defense. The decision of the school administrator(s) shall be final and binding.
- If the Participant is dissatisfied with the conclusion reached by the Superintendent, the Participant may submit a written request for a hearing before the school board which shall schedule a hearing at its next regularly scheduled meeting unless the request for a hearing is received within seven (7) calendar days of a regularly scheduled board meeting in which case the hearing shall be scheduled for a date within twenty-one (21) days of receipt by the school board of the request for a hearing. At this hearing, the Participant shall be provided an explanation of the charges against him or her, may be represented by counsel at his or her own expense, and may call witnesses and present evidence in his or her defense. The decision of the school board shall be final and binding.
- In any case of a finding of ineligibility for further competition, the Participant or his or her parent or guardian may request the school board schedule a review hearing to consider the reinstatement of the Participant at the beginning of any subsequent school year the Participant is enrolled in school and otherwise would have remaining athletic eligibility.



**Dress Code**

All Participants shall be well groomed to best represent the Ramsey Community Unit School District No. 204 in athletic events. Specific rules regulating the dress or grooming of Participants may be developed by the coach of each respective activity provided, however, that such rules are limited to health or safety regulations. Team uniforms and equipment shall be required when the sport so requires. No wearing apparel, attire or jewelry shall be worn which displays any vulgarity, profanity, drugs, alcohol, tobacco, or any other message which is inconsistent with the pedagogical mission of the school. Other prohibitions shall be limited to regulating forms of dress or grooming which present health or safety concerns for the Participant or other Participants.

**Unsportsmanlike Conduct**

The coach or principal may take disciplinary action against an athlete, including suspension and/or dismissal from the team if, in the judgment of the coach or the principal, the athlete conducts himself/herself in a manner that is detrimental to the team and/or Ramsey School District #204.

**Missed Games**

If an athlete misses a contest without notifying the coach and/or school prior to the absence, he or she will be removed from the team.

**Practices**

An athlete is expected to be at all scheduled practices. Exceptions to this rule are as follows:

- A doctor's appointment has been scheduled and the coach has been informed 24 hours in advance
- Other school activities prohibit a student from attending practice and the coach has been informed
- Death in the family
- Family emergency
- Religious holiday or religious practices
- Approved school field trip

Disciplinary consequences for missing practice other than for reasons stipulated above will be determined by the coach.

**Sports Banquet**

Each school will have an annual sports banquet after the final sports activity of the school year. Each coach is responsible for having awards for his/her athletes. The sports banquets will be scheduled by the building principal.

**IESA/IHSA Tournament**

High school teams may attend the state series of that sport. Athletes of that sport may have a one day excused absence to attend the state series. The cost of attending the tournament will be paid for by the team or the individual players. Expenses will include the following: Tickets, transportation, meals, hotel (if staying overnight), and the cost of a substitute if the coach is a teacher and will be missing a day of school.

**Student Athlete Concussions and Head Injuries**

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

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

**Chapter 12 – Student Records and Privacy****Student Privacy Protections--Surveys by Third Parties**

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

**Surveys Requesting Personal Information**

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

- Political affiliations or beliefs of the student or the student’s parent/guardian.
- Mental or psychological problems of the student or the student’s family.
- Behavior or attitudes about sex
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian.
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student’s parent/guardian may inspect the survey or evaluation upon, and within a reasonable time of their request, and/or 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.

### **Custody**

In the cases of divorce or separation the district will recognize the equal right of both parents/guardians to request that a child be removed from the school unless notified in writing to the contrary. If any parent/guardian has exclusive custody rights, please contact your child’s building principal and produce an appropriate court document.

### **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 (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes; , though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

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

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 school days the principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 school days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request removal from the student’s academic transcript one or more scores received on college entrance examinations (HS).**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student’s academic transcript. This includes the State assessment that includes a college and career readiness determination. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student’s high school. Schools must include each of these scores on the student’s transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of these scores from a student’s academic transcript, the parent/guardian or eligible student must submit a written request to the building principal. **The right to request the amendment of the student’s education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

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

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

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

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

7. **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.**

8. **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 DC 20202-4605

### **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.

### **Requests from Military or Institutions of Higher Learning**

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

## **Chapter 13 – Parental Rights Notifications**

### **Teacher Qualifications**

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

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- Whether the teacher is teaching under an emergency or other provisional status through which State qualifications and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- 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.

### **Highly Qualified Teachers**

Ramsey School District will attempt to secure only Highly Qualified teachers in core subject areas. Parent notification will be made in writing if a teacher is not Highly Qualified. If a substitute teacher is assigned or teaching for four or more consecutive weeks and not Highly Qualified, parents will be notified in writing.

### **Annual Report Card**

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

### **Standardized Testing**

Students and parents/guardians should be aware that the State and District require students in grades 3 through 5 to take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

### **Homeless Child's Right to Education**

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

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

### **Family Life & Sex Education-Classes**

Students will not be required to take or participate in any class or courses in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course. Sex Education Instruction will be developmentally appropriate, medically accurate and discuss both abstinence and contraception as a means to prevent pregnancy and sexually transmitted diseases.

#### **Asbestos Management Plan**

Ramsey Community Unit District No. 204 conducted a completed re-inspection of its facilities on August 11, 1994, utilizing the services of MEAD Environmental Associates, Inc. The results of this inspection have been included in a management plan. This management plan is available in the District office of Ramsey Community Unit School District #204 (and in the offices of each school) during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel, and their representatives, and parent.

#### **Parental Involvement (Title I)**

The school annually has a meeting for all Parents/Guardians. The Parent Advisory Committee is held in the spring and notification will go out to all parents. 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 participate in the discussions that occur. 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:

- Parent Advisory Committee
- CAPSS – Community and Parents Supporting School
- Ramsey Sports Boosters
- Music Boosters
- Partners in Reading
- After School Programming

The school provides Parents/Guardians with access to:

- School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress,
- Proficiency levels students are expected to meet;
- Opportunities for regular meetings to formulate suggestions, share experiences with other Parent/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parent/Guardians so desire; and 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 parent 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 Mrs. Melissa Ritter at 618-423-2335.

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 Mrs. Melissa Ritter at 618-423-2335.

The state's resources on parental involvement can be located at <http://illinoisparent.org/>. The state's website on parental involvement provides information, training, and support for parent and schools on various websites which may be useful or interesting to parent 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.

### **English Learners**

The school offers opportunities for resident English Learners to achieve at high levels of 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, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and to meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Language Learners program, contact Melissa Ritter at 618-423-2335.

### **School Visitation Rights**

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

### **Pesticide Application Notice**

The district maintains a registry of parent/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:

**Mrs. Melissa Ritter, Superintendent  
Ramsey Community Schools  
618-423-2335**

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property. In accordance with the **Lawn Care Products Application and Notice Act** and the **Structural Pest Control Act**, Ramsey Community School District #204 is required to establish a registry of parent or guardians who wish to receive notification prior to the application of pesticides inside the school or school grounds. Pest control will be applied the second Wednesday of each month.

### **Mandated Reporters**

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

### **Unsafe School Choice Option**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

### **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 – 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 Laws. State law requires that all school districts provide parent/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/>.

**COMMUNITY RESOURCES**

<b>POISON CONTROL</b>	<b>1-800-222-1222</b>
<b>SUICIDE HOTLINE</b>	<b>1-800-273-8255</b>
<b>COUNTY HEALTH DEPARTMENT</b>	<b>1-618-283-1044</b>
<b>MENTAL HEALTH HOTLINE</b>	<b>1-618-533-1391</b>
<b>COMMUNITY RESOURCE CENTER</b>	<b>1-618-283-4229</b>
<b>DEPT. OF CHILDREN &amp; FAMILY SERVICES</b>	<b>1-217-347-5561</b>
<b>DCFS ABUSE HOTLINE</b>	<b>1-800-252-2873</b>
<b>SAFE-FAMILY EMERGENCY</b>	<b>1-618-283-1414</b>