

AKIN GRADE SCHOOL Student Handbook 2023-2024



Bulldog Territory!

**“Education of the Children is the Key to the
Future”**

In order to assure an orderly educational process for the benefit of its students, staff, and parents, the Akin School Dist. #91 Board of Education does hereby outline its policies and procedures for students in this handbook. However, there may be some deviation from these policies by the board and administration due to unusual circumstance

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STUDENT HANDBOOK**

Non- Attendance & Early Dismissal Days by Month...

2023-2024 School Calendar

August 7th	Teacher Institute Day
August 8th	Teacher Institute Day
August 9th	Student Attendance
September 1st	11:00 Dismissal Teachers Meeting
September 4th	Labor Day - Holiday
October 6th	11:00 Dismissal Teachers Meeting
October 9th	Holiday
October 10th	No School – Fall Break
October 11th	No School – Fall Break
October 12th	No School – Fall Break
October 13th	No School – Fall Break
October 17th & 19th	Parent/Teacher Conferences
November 10th	No School
November 21st	11:00 Dismissal
November 22nd	No School – Thanksgiving break
November 23rd	No School – Thanksgiving Day
November 24th	No School – Thanksgiving Break
December 20th	11:00 Dismissal
December 21st - Jan 3rd	Christmas Break - Dec. 21st - Jan. 3rd
January 3rd	No School – Teacher Institute Day
January 12th	11:00 Dismissal
January 15th	No School – Martin Luther King Jr. Day
February 16th	11:00 Early Dismissal
February 19th	No School – President’s Day
March 8th	11:00 Early Dismissal
March 11th – 15th	Spring Break
March 28th	11:00 Dismissal
March 26th	No School – Holiday
April 1st	No School - Holiday
April 5th	11:00 Dismissal
April 9th	No School
May 21st	Students Last Day (Tentative)
May 22nd	Teacher Institute Day

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**AKIN GRADE SCHOOL
FACULTY AND STAFF**

Superintendent/Principal.....Tammy McCollum
District Secretary / BookkeeperTerri Dean
Secretary.....Kandi Wilkerson

Kindergarten.....Shannon Bennett
First GradeAbbie Walker
Second GradeCassie Cocke
Third Grade.....Tricia Miller
Fourth GradeAndy Davis
Fifth GradeDeziree Williams
Sixth Grade Home Room.....Heather Barclay
Seventh Grade Home Room Kayla Herman
Eighth Grade Home Room.....Chelsea Crisp
Special Education Aide.....Julie Erwin
Special Education.....Christina Morris
Title Aide.....Olivia Robertson
Title Aide.....Ashley Ridgeway
Title Aide.....Crystal Pense

Head Cook..... Melissa Williford
Custodian.....Kyle Hagan
Part-Time Custodian.....Alicia Pond

Pre-Kindergarten.....Alicia Lindhorst
EC Teacher.....Stacy Taylor

**AKIN GRADE SCHOOL DIST. 91
STUDENT HANDBOOK**

SCHOOL OFFICE # 627-2180

This handbook is available on the school website: www.akin91.org

WELCOME

Welcome to the Akin Grade School. This handbook has been prepared to serve as a guide to students of Akin Grade School, and also to familiarize parents with the aims, purposes, and regulations of not only the school, but also the district. Although this handbook is detailed, it is not exhaustive and may not cover every situation that could possibly arise during the school year. The administration reserves the right to make decisions and rule revisions at any time to ensure the well-being of all students in situations that may or may not be covered in this document or of which may be impacted by the enactment of a new state or federal law. Should a situation arise that is not specifically covered in this handbook, the administration will make a decision based on school law, public law, and the common good of the students and staff of Akin Grade School. We encourage your cooperation and participation with us as we work to achieve these goals. We look forward to this school year and hope that it will be a successful and an enjoyable one for you. If you have any questions or concerns during this school year, please call the school at 627-2180.

VISION STATEMENT

Akin Grade School community is dedicated to providing a comprehensive education program for our students focusing on the developmental needs for the whole child, this will be accomplished through quality education experiences, professional development opportunities, fostering a sense of community whereby parents are involved and committed to participating in their child's education.

MISSION STATEMENT

The mission of Akin Grade School District, is to develop students through rigorous educational and co-curricular programs into critical, reflective thinkers with the knowledge and skills to communicate effectively, to integrate technology for learning, and to contribute to an ever-changing, diverse community.

WEBSITE

Visit our district's new website at www.akin91.org. Access teacher email by clicking a teacher's name on the Faculty list. Check the school calendar for upcoming events.

Parent Portal: To use the parent portal, access the school website, or contact the school office at 627-2180. Parents will have the ability to view their child's grades, progress reports, and class schedule. Login and passwords will be available at the school office.

E-LEARNING DAY

Akin School District will employ e-Learning days as part of its District Emergency e-

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Learning Plan. The goal is to provide continuity of education for students on days when school otherwise would have been canceled due to an emergency situation. Assignments will be administered from teachers through platforms they use regularly with students.

PANDEMIC OR OTHER HEALTH EMERGENCY

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

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

EQUAL OPPORTUNITY AND SEX EQUITY

All children shall have an equal access to programs, activities, services, or benefits nor 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 concern should contact: Tammy McCollum, Akin Community Consolidated School District #91, 21962 Akin Blacktop, Akin, IL 62890 or by telephone at 618-627-2180.

BULLYING, INTIMIDATION, AND HARRASSMENT PROHIBITED

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, 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.

POLICIES & PROCEDURES

INTERNET USE

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Internet access is available to students and teachers in the Akin Grade School. Our goal is to promote academic excellence by facilitating research, instructional innovation, and communication. Staff will provide guidance to students as they utilize electronic information resources to conduct research and other studies related to the district curriculum. Having access to the network is a privilege the district extends to its students. The loss of privilege is one consequence of violating the Acceptable Use Agreement. Students must have a signed parent/guardian permission form on file to gain access and agree to act in a considerate and responsible manner in compliance with the guidelines outlined in the district internet Acceptable Use Agreement.

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.

MANDATED REPORTERS

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

SCHOOL SECURITY AND SAFETY

The school has security cameras operating in the hallways and cafeteria. The cameras will be monitored in the office and recorded 24 hours a day. All parents and visitors will use the main front door during the school day.

Parents and visitors will come to the office immediately to get a visitor pass. Parents may use the other doors before and after school to deliver and pick up their students. Students will be allowed to wear coats or jackets in the classrooms. Long coats will not be permitted. All these regulations are meant to help keep our school and students safe and it is asked that everyone cooperate.

PTO POLICY

All parents and teachers are welcome to join PTO. Meetings will be scheduled once a month. Meetings will be announced at the beginning of the school year. All PTO activities will be approved by the Superintendent/Board of Education. PTO fund raising activities will benefit all students at Akin Grade School.

CAFETERIA RULES

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.

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4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunch room supervisor.

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

EMERGENCIES AND ACCIDENTS

On the reverse side of the enrollment card parents are asked to fill out an emergency procedure for the school to follow in case of an accident. Procedures for fire, tornadoes and other such emergencies are practiced at the school. Emergency announcements will be aired primarily the radio and local television stations. The school will utilize the Alertnow system whenever possible. It is of great importance that the school has an accurate record regarding the address and phone number of each student. Please let the office know of any changes immediately.

STUDENT INSURANCE

Extra insurance is optional but available at registration. A policy purchased by the school covers all student athletes.

BICYCLES

Will be parked in a designated area and left alone during the school day.

TELEPHONE

The office telephone is to be used for school business. Students may use it with permission from a teacher, secretary or the Superintendent. Student cell phones are to stay in lockers and turned OFF.

ATTENDANCE INFORMATION

The education program is built on the premise that regular attendance is vital to a student's success in school. Seeing that a student maintains regular attendance requires a cooperative effort by the student, parents, guardian, and school personnel. The student who is frequently absent misses social interaction, class instruction, and discussions, even though written work is made up.

*****Parents or guardians should call the attendance office each day of multiple absences. After (3) consecutive days, a student may be required to provide a Physician note to be excused from prolonged absence.** For prolonged absence due to

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illness, special arrangements may be made through the office to obtain assignments following the second day of absences. A student who is absent for an illness or injury that extends beyond one week (5 school days) is required to have a conference with the school nurse and/or Principal before returning to class.

Policy:

- Unverified
- Truant
- Pre-Arranged
- Out-of-School Suspension
- Unexcused
- Excused

Any absence from class as a result of a school-sanctioned activity is not recorded as an unexcused absence.

Any absence following **5%** of completed school attendance days will require medical documentation or physical or emotional conditions causing such absence.

EXCUSED ABSENCES ARE DEFINED AS THE FOLLOWING: ILLNESS, DEATH IN FAMILY, RELIGIOUS OBSERVATION, FAMILY CRISIS (Explanation required to the administration).

PERECT ATTENDANCE

For the purposes of recognition during the end of the school year awards, “perfect” attendance is defined as having no absences or tardies for the school year.

STUDENT ABSENCES

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

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

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

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The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent/guardian is required to call the school at 618-627-2180 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/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

TRUANCY

A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. The following events are examples of truancy: leaving school without teacher or parental permission staying home without parental permission being absent without medical excuse.

TRUANCY PROCEDURES

Three Unexcused Absences – letter from the school

Six Unexcused Absences – second letter from the school and may result in a meeting with school personnel and ROE Truancy Officer

Nine Unexcused Absences – referral to the ROE Truancy Officer which could lead to a Truancy Review Board meeting or a court appearance.

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school. Chronic truancy (a child who is absent without valid cause for **5%** or more of the previous 180 regular attendance days) will be reported to the Regional Superintendent of Schools for pursuit of legal remedy. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

ABSENCES ARE NOT EXCUSED:

- *Running errands with the family
- *Students staying home to care for younger children.
- *Working at or away from home or going to work with the parent/guardian
- *Visiting friends or relatives.
- *Minor aches and pains
- *Ordinary weather hazards
- *Mechanical failure when parents assume responsibility for transportation.
- *Sleeping in after an extracurricular activity.

TARDINESS

A student is tardy who arrives in the classroom after 8:00 a.m. A student who is tardy must report to the office and sign in before going to class. Excessive tardiness may result

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in a truancy issue. Actions to follow include: call to parent letter to parent notification of truant officer notification of state's attorney conference with parent and truant officer

MAKE UP WORK FOLLOWING ABSENCES

Students with excused absences may make up their work. It is the responsibility of the student to obtain and turn in the missed assignments. Students will have an equal number of days to turn in make up work to the number of days missed. Final disposition of grade is at the discretion of the teacher. Make up work can be collected at the end of the day in the main office.

VISITORS

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

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

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.

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7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

CHECKING IN AND OUT OF THE BUILDING

Students coming into the building late or after an appointment should report directly to the office to sign in. **The student's parent or guardian must also report to the office to sign in.** Students who need to leave the school during the school day **MUST BE SIGNED OUT BY THEIR PARENT OR GUARDIAN IN THE OFFICE.**

STUDENT PLACEMENT

New students will be placed by the administration in the grade that is in the best interest of the student. Student transcripts and/or tests may be used to determine the proper level.

STUDENT RECORDS

Every effort is made to endure the rights of parents and students as provided under the The Family Education Rights and Privacy Act [FERPA]. Student records, classified as either permanent or temporary, are maintained to ensure a continuous education program for each student. Parents are granted access to all official records pertaining to their child/children. In cases where parents are divorced, the non-custodial natural parent has rights. To record, notice of meetings, conferences, etc... upon request to the building Principal. If there is a court order to the contrary, it is the responsibility of the custodial parent to inform the school district of such restrictions.

1. Inspect and copy records within 15 school days from the date of request;

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2. Challenge school records believed to be inaccurate, misleading or otherwise in violation of the student's privacy act.
3. Permit disclosure of student records except to the that the district may disclose records without prior written consent;
4. Copy any students records proposed to be destroyed.
5. Prohibit the release of designated directory information.
6. "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 or any information from a student's temporary record which such individual may obtain by the exercise of any right secured by Illinois law.

DRESS & PERSONAL APPEARANCE

The appearance of any young person is primarily the responsibility of that individual and his/her parents. Appearance will be such that it does not distract from the educational atmosphere of the school. We expect students to maintain the type of appearance that is **APPROPRIATE** to teachers and students in an educational setting. Apparel that is unsafe will not be allowed. Students are expected to be clean and well groomed. Parents who do not keep their children clean may be reported to the authorities. Students going to other schools for sports, on field trips or other visits away from school should make an effort to dress as nice as possible. **DRESS CODE RULES APPLY DURING THE SCHOOL DAY AND AT EXTRACURRICULAR EVENTS.**

More specific guidelines:

1. We ask that students do not bring purses to school. Upper grade students may bring purses when necessary, but they will be kept in the students' locker.
2. No garment or spiked or dangerous jewelry depicting distasteful symbols or debasing the dignity of a person; no garments with holes **above the knee**; no garments or jewelry depicting beer, alcohol, liquor, or drugs may be worn at school; no garments or jewelry with sexually explicit, obscene, or vulgar messages or symbols may be worn at school or at any school-sponsored activities.
3. Any clothing worn to school must be at to length of the student's fingertips when arm is extended straight down at side. **NO EXCEPTIONS. NO SHORT SHORTS. NO TIGHT SHORTS. (Bike shorts and leggings may be worn with a cover-up. School track uniform may be worn at practice or at track meets ONLY.)**
4. Students should wear clothing that totally conceals undergarments. Appropriate undergarments must be worn at all times. At no time should a student's undergarments be visible. **NO PAJAMA PANTS ALLOWED AT SCHOOL EXCEPT PAJAMA DAYS.**
5. All trousers will be worn at the student's natural waistline. Trouser waistlines hanging more than 2 inches below the natural waistline of the student will NOT be tolerated.

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6. Hats and sunglasses are not allowed to be worn in the school building.
7. No caps, hats, or bandanas may be worn inside the building during the school day and will be confiscated if this occurs.
8. Decorating oneself (i.e. face painting) is not appropriate. No distracting hair styles or colors will be permitted.
9. Piercing of any part of the face is unacceptable. Any student with jewelry in the nose, lip, eyelids, eyebrow, tongue, and etc. will be sent home until the matter is corrected.

Students are strongly recommended to keep all jewelry at home; any jewelry worn is to be modest; several of the same items are not permissible, since they can become distracting to learning.

Other rules may be necessary. We ask the cooperation of the parents in this effort to preserve the educational setting of the school. If a student wears inappropriate clothing to school parents will be called to bring different clothes. Thank you.

CELL PHONES

The possession and use of cell phones are subject to the following rules:

1. Cell phones must be turned **OFF** and **KEPT IN THE STUDENT'S LOCKER**
2. Cell phones may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.

VIOLATIONS OF THIS POLICY WILL RESULT IN THE FOLLOWING:

1st offense- Confiscation of phone. Student may pick up the phone at the end of the day.

2nd offense- Noon detention and confiscation of phone. Parent-Guardian must pick up phone.

3rd offense- Confiscation of phone and loss of privilege to have a phone at school for the remainder of the school year. Parent/Guardian must pick up the phone.

AKIN CCCSD #91 IS NOT RESPONSIBLE FOR THE LOSS OF THEFT OF ANY CELL PHONE [OR ELECTRONIC DEVICE] BROUGHT TO SCHOOL.

PARENT COMPLAINTS

Cases of complaints by parents concerning their children's school life should be directed to the superintendent. Care should be taken not to interrupt school activities. Parents should make an appointment with the teacher or person in authority. If a satisfactory agreement is not reached, the Superintendent/Principal will consult with both parties. If an agreement is not reached, the matter may be brought before the Board of Education during a regular scheduled meeting Parents should not go directly to a classroom during school time. Parents should come to the office first.

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BIRTHDAY INVITATION POLICY

The Akin CCSD #91 reserves the right NOT to allow the sending of birthday party invitation, due to the recognition of hurt feelings, envy, and tears. The school asks that you mail or hand deliver invitations.

LOST AND FOUND

There will be a designated, easily accessible lost and found area for large items (clothing, etc). Smaller valuable items that are found should be brought to the office. Any student who has lost any item should notify the classroom teacher, playground supervisor, bus driver, or office staff. Items will be disposed of at the end of each nine weeks.

UNIFORM DISCIPLINE POLICY

DISCIPLINE

Pupils are responsible for their conduct at school and at school activities. The teacher has the primary responsibility for the discipline in the classroom. Teachers may use reasonable force to insure the safety of the students.

The district has an ongoing parent-teacher advisory committee to advise the board on discipline matters.

Teachers may remove students from their classroom because of disruptive behavior. Such students will be sent to the office. Students will be respectful of the authority given to the adult staff members. Parents should try to teach this respect for authority also.

In all educational and disciplinary matters, all students will be treated fairly, without discrimination, and their due process rights will be honored. If a student misbehaves they should tell the truth and take responsibility for an incident.

WHAT WE EXPECT FROM OUR STUDENTS

Our approach to school discipline is primarily recantation. All students will be told what is expected of them during the first week of school. Additionally, all students will be given a handbook at registration, which they are required to keep. Parents will sign a statement that they have received a copy of the handbook at registration or on the first day of enrollment. Parents are asked to go over the handbook with children so that all parties involved know the rules and expectations. Then entire staff will work together to enforce the rules fairly, firmly and consistently.

**RULES REGARDING THE CONDUCT AT SCHOOL BEFORE SCHOOL
DOORS OPEN AT 7:30 A.M.**

Upon arrival students should report to the cafeteria to eat breakfast. After eating students should go to their lockers and get materials needed for class. Students should then report back to the cafeteria. The bell will ring at 8:00 a.m. Students will be released by class to go to their classroom. Students will proceed in a quiet and orderly manner to their classroom.

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AFTER SCHOOL

Upon dismissal, report to your locker, retrieve your belongings, and leave in an orderly fashion. Do not linger in front of the lockers. Bus riders should report directly to the bus. Students who walk home should go directly home. Students who are being picked up should be careful of traffic when exiting the building.

PLEASE OBSERVE THE NO PARKING IN THE DROP-OFF ZONE.

DO NOT CUT BETWEEN PARKED CARS.

PARENTS ARE LIABLE FOR STUDENTS PLAYING ON SCHOOL PROPERTY AFTER HOURS, AND ANY DAMAGES THAT THEY MAY CAUSE.

LEAVING SCHOOL GROUNDS

Students are not allowed to leave school grounds without permission from the office.

HARRASSMENT

Harassment means repeated, unwelcome verbal and/or physical contact regarding another person's family, background, religion, age, ethnicity, appearance, or ability. Such treatment will NOT be allowed. Students are expected to interact in a courteous respectful way without bothering others.

HALLWAY CONDUCT

Students are to be quiet in the hallway. Other classes are trying to listen and learn. Please be respectful of others. No loud, boisterous behavior in the hallway at any time.

SAFETY DRILL CONDUCT AND PROCEDURES

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 to address an active shooter incident, 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.

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.

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

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

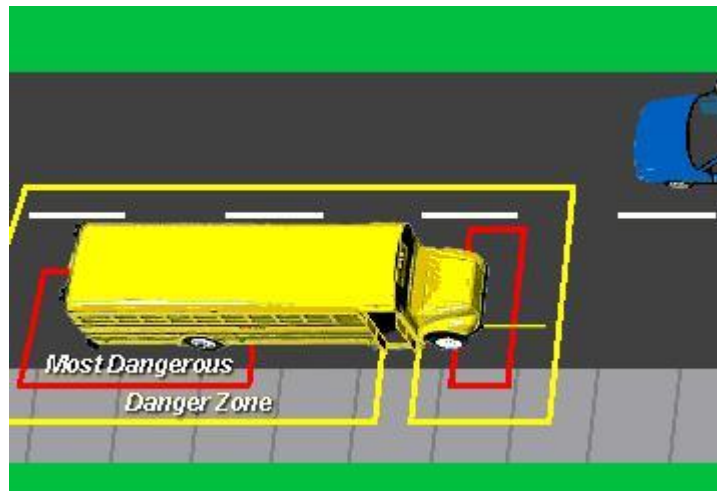
A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student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

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

1. 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.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. 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.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. 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.
6. 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.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.

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8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. 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.
10. 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.
11. 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.

THE CONSEQUENCES FOR BREAKING ANY OF THE RULES SET FOR IN THE HANDBOOK ARE AS FOLLOWS:

FIRST OFFENSE- Student verbally warned, incident is documented and reported to the office.

SECOND OFFENSE- Student referred to the principal. Further disciplinary action will be at the discretion of the Principal.

THIRD OFFENSE- Noon detention and parents notified.

FOURTH OFFENSE- After-school detention or student suspended from the bus for, parents notified, letter sent home.

FIFTH OFFENSE- Student suspended from the bus. Parent conference scheduled, parents asked to ride the bus with the child for the first week following suspension.

SIXTH OFFENSE- Student suspended from the bus.

STUDENT WILL NOT BE ALLOWED TO RIDE THE BUS FOR ANY REASON

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DURING THE SUSPENSION.

The Superintendent/Principal reserves the right to suspend the bus privileges immediately and without warning if the severity of the infraction so merits.

DISCIPLINARY REPORT

When a student misbehaves, the teacher will use a pre-printed form that makes three copies. The students are to have their parent sign the white copy and return to school. The incident will be entered into the student's permanent file.

Serious misbehaviors such as threats, actions that could cause injury and fighting will be punished by detention after school, in-school suspension or out of school suspension. Parents of students whose behaviors or repeatedly serious may be asked to come to the Regular Board of Education meeting where a discussion of the problems will be in closed session. Serious misbehaviors will have punishments appropriate to the behavior and can include in-school suspension, out of school suspension or expulsion.

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, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom

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medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

- 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."

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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, and 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.

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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;

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3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

DISCIPLINARY MEASURES

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

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.

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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.

COPRORAL 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:

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

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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.

*****A student who has received 35 points of discipline referrals becomes ineligible for school trips, extracurricular activities and athletic competition for the remainder of the school year.**

POINTS SYSTEM FOR DISCIPLINE

During the 2003-04 school year Akin Grade School implemented a new discipline policy. This policy has classification codes for noting the location, incident, and consequences on the disciplinary form. Teachers will discuss the form and its implications on the first day of classes.

Each disciplinary infraction will result in the student receiving a specified number of points. The third such incident will require the student to stay for an after-school detention determined by the Superintendent. Students committing any infraction from the 3pt. list will automatically receive a detention

When a student receives a detention, a notice will be sent home to the parents.
THE STUDENT MAY SERVE THE DETENTION ON THE DAY OF THE INFRACTION OR SCHEDULED THE NEXT DAY. IF A STUDENT IS ABSENT ON A DAY WHEN HE/SHE IS SCHEDULED TO SERVE A DETENTION, THE DETENTION WILL BE SERVED ON THE NEXT SCHEDULED DAY OF DETENTION.

· STUDENTS INVOLVED IN SPORTS MAY NOT ATTEND OR PARTICIPATE IN GAMES OR PRACTICE ON DAYS WHEN THEY HAVE A SUSPENSION, OR EXPULSION.

· Accumulation of detentions will merit further disciplinary steps as listed below.

15 points student will be referred to problem solving team
(Student will be placed on a Behavior plan/contract/Alternative

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	Placement)
35 points	1 day In School Suspension (ISS)
40 points	2 days In School Suspension (ISS) and/or Out of School Suspension (OSS)
50 points	3 days In School Suspension (ISS) and or Out of School Suspension

· Accumulation of detentions will merit further disciplinary steps as listed below.

1 POINT INFRACTIONS:

1. Gum/candy, beverages without permission
2. Excessive talking
3. Tardy to class
4. Lack of homework/material (pencil, paper, textbook)
5. Scuffling, pushing, goofing off
6. Possession of electronic equipment (games, cameras, cell phones, etc.)
7. Littering on school property
8. Bothering peers
9. Mild public displays of affection (hand holding, etc)

** This is not a complete list

3 POINT INFRACTIONS:

1. Disrespectful to peers
2. Disrespectful to school personnel
3. Cheating (also results in a zero for both parties)
4. In an unassigned area, out of class, without permission
5. Profanity/ Inappropriate language
6. Disruptive behavior in class
7. Refusal to comply with adult.
8. Inappropriate behavior or gestures
9. Uncooperative with substitute teacher or staff member
10. Provoking conflicts (includes spreading rumors)
11. Violation of the computer policy
12. Using the telephone without permission
13. Safety hazards (pushing, tripping, shooting rubber bands, etc) or horseplay

** This is not a complete list

SUSPENSION OR EXPULSION

The following action will result in a more severe punishment ranging from in-school suspension to expulsion. The Principal will set the punishment and duration.

1. Possession of any type of alcohol on school property
2. Possession of any type of weapon.
3. Possession of any illegal or controlled substances or material
4. Action causing physical harm or threats to hurt someone
5. Possession of matches or lighters.

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6. Leaving school grounds without permission.
7. Defacing school property
8. Theft.

** This is not a complete list

SUSPENSION AND EXPULSION PROCEDURES

These disciplinary procedures are reserved for cases of gross misconduct or disrespect. Suspension is exclusion from school, by the Superintendent for a period of up to ten days. Expulsion is exclusion from school, by the board, for the remainder of the semester.

MAKE-UP WORK FOLLOWING SUSPENSIONS

School assignments missed during a disciplinary suspension from school require completion. Students will be permitted to make up all any missed work, including homework and tests, for equivalent academic credit. Students will be granted one day of additional make-up time for each day of absence. The school administrator may extend the period of makeup work for special circumstances.

- A. In-School Suspension- The Superintendent/Principal shall discuss the offense with the student and hear his response. A decision will then be made, and the student's parents notified of the decision, rules broken, and the duration. Students will be allowed to complete assignments and tests for grades.
- B. **SUSPENSION STUDENTS MAY NOT ATTEND OR PARTICIPATE IN EXTRA –CURRICULAR ACTIVITIES.** The right to have a review hearing and the name of the officer will be included.
- C. Out-of-school suspension-
School assignments missed during a disciplinary suspension from school require completion. Students will be permitted to make up all any missed work, including homework and tests, for equivalent academic credit. Students will be granted one day of additional make-up time for each day of absence. The school administrator may extend the period of makeup work for special circumstances.
(this includes homework, tests, quizzes, in class assignments, etc). The following procedures will be utilized:
 1. Prior to suspension, the student shall be provided an oral or written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.
 2. Prior Notice and hearing, as stated above, may not be required, and the student may be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practical.
 3. Any suspension shall be reported immediately to the student's parents/Guardian. A written notice of suspension shall contain a full statement of

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the reasons for the suspension and a notice to the parent/Guardian of the right of review to the suspension.

4. While serving an out-of-school suspension the student may NOT participate in any school sponsored events. Furthermore, the student is not allowed on school property.

5. Upon request of the parent/Guardian, a hearing shall be conducted by the School Board or a hearing officer appointed by it to review the suspension. At the hearing, the student's parents/Guardian may appear and discuss the suspension with the Board or its hearing officer.

C. Expulsion- A student may be expelled by the Board of Education in a hearing before the board in session. The student has the right to counsel (at his or her own expense), to call and cross examine witnesses, and present evidence. The board shall make a written decision.

In the case of special education student, their handicapping condition and their individual educational program must be considered in the disciplinary proceedings.

If a student presents an immediate danger or a disruption to the school, he or she may be immediately removed from the school. Reasonable force may be used as needed to provide for the safety of the students.

School work missed because of suspension or expulsion may be made up. All school activities are denied to a student under suspension or expulsion.

POLICY CONCERNING ALCOHOL AND DRUGS

The possession, sale, delivery, or use of alcohol, drugs, drug paraphernalia, look-alike drugs, controlled substances, or drug prescribed for another is prohibited in any school context including, but not limited to the school grounds, the regular school program, and a school-sponsored activity including regular activities which occur away from Akin Grade School grounds.

In any other context clearly related to school functions such as activities which occur before or after school. This policy applies to transportation service or any other activities related to maintenance of discipline is the school whether or not a school-sponsored activity. Violation of this policy will result in the student being suspended for ten (10) school days and the violation being reported to the appropriate law enforcement agencies.

SEARCH AND SEIZURE

For the safety and supervision of students in the absence of parent(s)/ Guardians, to maintain discipline and order in schools, and to provide for the health, safety, and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as district property.

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STUDENTS AND THEIR PERSONAL EFFECTS

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. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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.

SEIZURE OF PROPERTY

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

QUESTIONING OF STUDENTS SUSPECTED OF COMMITTING CRIMINAL ACTIVITY

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b)

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Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

SECURITY CAMERAS

Maintaining the health, welfare and safety of students, staff and visitors while on school property and the protection of the school district property are important functions of the school district. The Board of Education recognizes the value of video/electronic surveillance cameras in monitoring activities on school property in order to protect students, staff, and visitors to school property.

HEALTH INFORMATION

SCHOOL HEALTH RECORDS- All students are required to have on file proof of up to date immunization.

KINDERGARTEN AGE: A student may enter Kindergarten if he or she is five years of age prior to Sept. 1st of that school year. Parent shall present a birth certificate at the time of registration. The Board of Education may make exceptions to this rule subject to a screening of the child.

HEALTH INFORMATION

School Health Records

Please notify the school secretary of any change of the following:

1. Address
2. Telephone number
3. Emergency contacts

****Note:** Students will not be permitted participation in extracurricular activities without a valid emergency contact phone number on file. Please report to the school nurse any known allergies or any special medical condition of your child. Please report all communicable diseases your child contracts throughout the school year (e.g. strep throat, chicken pox, etc.)

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IMMUNIZATIONS, HEALTH, EYE, AND DENTAL EXAMINATION

Required Health Examinations and Immunizations

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

1. Entering Kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

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

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

IMMUNIZATIONS

All students shall provide proof of immunization from preventable, communicable diseases as required by state law before attending classes. In the case of a transfer student, a period of 45 calendar days, beginning with the first day of enrollment in the District, shall be given to meet the requirement.

EYE EXAMINATIONS

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

DENTAL EXAMINATIONS

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

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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.

PHYSICAL EXAMINATIONS: All new enrollees (Kindergarten or first and transfer students) and sixth graders are required to have a physical examination and up to date immunizations including Tdap. Forms are available at the school office. Attendance may be denied to those students who have not completed this requirement. Student athletes must have an annual sports physical. Additional health exams may be required by the school.

COMMUNICABLE DISEASES

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

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

CONTAGIOUS DISEASE OR PARASITE: Any student or personnel infected with a contagious disease or parasite will be suspended from school. They may be readmitted only after presentation of evidence indicating that they are free from such diseases and presents no danger to the school.

- HEADLICE- Students must be free of nits, and live lice before being readmitted.
- STREP THROAT- Student may return to school 24 hours after antibiotic is started if the child feels well and temperature is normal.
- CHICKEN POX- Children with chicken pox should be kept home until there are no new spots and old ones have scabbed over.
- IMPETIGO- Student may return to school after treatment. Infected area must be covered.
- PINK-EYE- Student may return to school 24 hours after antibiotic treatment has begun. A note from the physician is required upon return to school.
- MEASLES MUMPS & RUBELLA- All are highly communicable diseases and need to be diagnosed by a physician and reported to the school office. The student who contracts any of these diseases may not return to school until released by a

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physician. Note from physician stating the date of release will be required prior to readmission.

PLEASE KEEP YOUR CHILD AT HOME IF HE/SHE EXIHIBITS ANY OF THE FOLLOWING: FEVER DIARRHEA, VOMITTING, FREQUENT AND UNCONTROLLED SNEEZING AND OR COUGHING. IT IS IMPORTANT TO KEEP EVERY STUDENT SAFE AND HEALTHY.

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.”

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student’s diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student’s seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form.

The school 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, including asthma medication or epinephrine injectors, or medication required under a qualifying

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plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

CARE OF STUDENTS WITH DIABETES

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

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

For further information, please contact the Building Principal.

CARE OF BUILDING:

Care of the Building We ask everyone to take pride in our school building and school grounds and do all they can to help keep our campus clean and attractive. Students are expected to pick up all paper and litter from the classroom floor and cafeteria at the end of each class period. The hallways and outside areas are also to be kept free of litter. We expect students to keep their locker(s) clean. Please be a thoughtful citizen and pick up litter when you see it. Students marking on or damaging school equipment or property in any way will be required to clean the article and pay for damages. The law specifically provides that parents and students are responsible for damages to school property or materials loaned to students. This could include compensation, restitution, repair or cleanup plus one or more of the following: warning, noon detention, after-school detention, suspension, expulsion, or notification of law enforcement authorities.

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ASTHMA ACTION PLAN

Akin CCSD #91 is formally requesting parent/guardians of a student with an asthma diagnosis to submit an Asthma Action Plan completed by student's health care provider to the Health Office. This plan is written and developed by a student's medical provider to help control the student's asthma and gives detailed instructions on how to treat Asthma symptoms. This request is stemming from Illinois Public Act 099-0843, which requires schools to request this information on all students with a diagnosis of Asthma. Illinois Public Act 099-0843 also required School Districts in Illinois to develop an "Asthma Episode Emergency Response Protocol," which are the procedures to provide assistance to a student experiencing symptoms of wheezing, coughing, shortness of breath, chest tightness, or breathing difficulty. More information on Illinois Public Act 099-0843 can be located on Illinois General Assembly website. If questions arise regarding this letter, please contact the school at 618-627-2180.

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.

WELLNESS POLICY

SCHOOL WELLNESS

Akin CCSD #91 is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active life-style and recognizes the positive relationship among good nutrition, physical activities and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness.

TREATS & SNACKS

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

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STUDENTS WITH FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 627-2180.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed 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.

PEANUT ALLERGY PREVENTION

To aide in prevention of a student having a peanut related allergic reaction, the school cafeteria will designate one table that is considered a “peanut free” table. To avoid cross-contamination of the “peanut free” table, students in any grade level that have a lunch box/tray that is free of peanut items will be able to sit at that table during lunch. Students that have items for lunch that are not peanut free items will be unable to eat lunch at that table that day.

GOALS FOR NUTRIENT EDUCATION-

To provide students nutrition program to promote healthy nutrition behaviors and to teach students how to make healthy choices. Nutrition education will be taught to students in health class in accordance with the learning standards.

GOALS FOR PHYSICAL EDUCATION-

Physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided in accordance with the Illinois School Code.

ACADEMIC INFORMATION

GRADING SCALE:

100% – 90% A
89% – 80% B

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79% – 70% C
69% – 60% D
59% or below F

GRADING PERIODS

Grade reports of student’s progress are sent home at the end of every nine weeks. Midway through each nine week period, teachers will send home progress reports for all students. A grade reporting the student’s discipline record will be sent home with each progress report and grade card. The school website has information concerning the nine week periods and when progress reports and grade cards will be sent home.

AWARD PROGRAMS

At the end of each nine weeks, teachers may send academic awards home with students. Following the fourth grading period a year end awards program will be held in the gym to honor students for their accomplishments.

ACADEMIC PROMOTION POLICY

The decision as to whether or not a student is to be promoted to the next grade level is based on the successful completion of the curriculum and satisfactory attendance. The decision to promote or retain a student lies with the Superintendent. The classroom teacher is to consult with the Superintendent/principal regarding his/her suggestion and the Superintendent will take into account the teacher’s recommendation.

In order to be promoted the student must have an overall average of 2.0 with a passing letter grade in **ALL OF THE CORE ACADEMIC SUBJECTS FOR THE YEAR.**

In the case of junior high students, summer school may be an alternative to retention if agreed upon by all parties involved under the condition that the student passes the summer school course(s). As soon as it becomes evident to the teacher that retention is likely, a conference should be scheduled with the parent as early as possible.

CHEATING/PLAGIARISM

Acts of cheating and plagiarism are unacceptable behaviors. Plagiarism is using the ideas or writing of another as one’s own. Examples of cheating or plagiarism include: copying work from other students, using material without attribution to the source, stealing another student’s work, or distributing copies of teacher created work such as exam questions. Violators will receive a consequence that may negatively impact their grade and/or may receive other disciplinary consequences.

- Student/Teacher/Parent Conference
- Completion of alternative assignment
- Noon Detention
- After-school Detention
- Will re-do assignment (grade reduction)

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GRADUATION HONORS: At the end of the school year a valedictorian and salutatorian will be honored at graduation. The award will be based on the highest average of academic subjects in grades 5-8. To be eligible student must be working at or above grade level. Transfer students will be evaluated by using corresponding core courses. The 8th grade teacher will have the responsibilities of calculating the core academic subjects to determine valedictorian and salutatorian.

EXTRACURRICULAR ACTIVITIES AND GRADES

ALL students must maintain at least a “C” average in each 5 CORE SUBJECTS in order to participate **OR** attend extracurricular activities. Grades will be checked at progress report and report cards. If a student has not maintained a “C” average, grades will then be checked weekly to check for eligibility. At the beginning of each quarter, a two-week grace period will be in effect where no student’s grades will be checked. **Participation in extracurricular events is a privilege.**

HOMECOMING GUIDELINES

The 8th grade boys and girls that would like to participate in homecoming will walk in the homecoming court. In the event that there are more boys than girls, each girl will be escorted by two boys with remaining court entering in single file line. In the event there are more girls than boys, each boy will escort a girl, exit, re-enter with another girl. Boys and girls will be paired according to their height. The 8th grade students will pick a crown bearer and a flower girl from the 3rd grade class. The 8th grade sponsor will be in charge of announcing the Coronation.

All 5th-8th grade students will vote for one of the candidates. The Superintendent/Principal, 8th Grade Sponsor, and basketball coach will be in charge of the voting. In the case of a tie, there will be an immediate re-vote between the tying candidates. The queen will be crowned by the basketball captain and/or co-captains. The basketball coach will pick the basketball captain and/or co-captains.

There will be one meeting with the Superintendent/Principal, 8th grade sponsor, 8th grade students, and their parents. The purpose of this meeting will be to discuss the day, time, what to wear, committees for decoration, dance planning, etc. There will be one day set for the coronation and dance.

Everyone will be invited to the coronation. The Superintendent/Principal must approve dates with students not enrolled at the school. ALL rules in the handbook apply to the Homecoming Dance.

These guidelines cannot be changed unless anew committee is appointed by the school board. The committee will consist of two board members, two teachers, and two parents. They must present their proposed changes to the school board in writing at the regular board meeting.

FIELD TRIPS

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Various classroom teachers throughout the school year schedule field trips. The section granting permission for user child/children to attend field trips is included on the enrollment form that is completed each school year. It will cover all field trips for the school year. Parents will receive notice of the field trips well in advance of the scheduled field trip date. Field trips are normally taken during school hours and accompanied by the classroom teacher. Field trips are considered different than extracurricular activities. On all field trips, regardless of the time, all students participate will ride to and from the activity on the school bus. **ANY STUDENT RECEIVING 35+ CUMMULATIVE DISCIPLINE POINTS AT ANY TIME THROUGHOUT THE SCHOOL YEAR IS INELIGIBLE FOR THE REMAINDER OF FIELD TRIPS PROVIDED TO STUDENTS.**

ILLINOIS ASSESSMENT OF READINESS (IAR)

Our students take federally required assessments every spring. These assessments help us understand how our students are growing academically compared to their peers across the state. The IAR Tests are aligned to the Common Core State Standards. We ask that you please make sure your child is in attendance throughout the testing windows.

PLAYGROUND RULES

- A. No throwing of rocks, or snowballs. No rough games like tackle football, wrestling, or unsupervised gymnastics. No horseplay in the building.
- B. No foul language, or fighting. No hats worn inside the building.
- C. Line up quietly in the designated area when coming in from recess. Use the five minutes before the bell to get a drink and go to the restrooms.
- D. Once you are outside or in the gym for recess, you must stay there unless you get permission from the supervisor.
- E. No gum, or toothpicks allowed at school.
- F. Litter and trash must be disposed of properly.
- G. Stay out of the mud. Clean your shoes before entering the building.
- H. Swings- stay seated, one to a swing, no twisting or jumping
- I. Slides- line up, face forward, stay seated, one at a time.
- J. Be careful around parking lot and driveways. Leave the vehicles alone.
- K. You may stay in the room at recess only with permission and supervision with a teacher. The person on duty should be informed.
- L. When seated on the bench for disciplinary reasons, be quiet.
- M. Balls are to be thrown only at the basket-not at other students.
- N. No playing tag on playground equipment.
- O. Other rules may be necessary for the safety of the students. Listen for them.

PESTICIDE NOTICE

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In accordance with state law, the Akin Community Consolidated School District #91 has adopted an Integrated Pest Management Policy. The district uses pesticides to keep its buildings and grounds free from insects, rodents, weeds, and other unwanted pests. These pesticides are applied by licensed contractor or employees at times when students are not present. Please contact the building administrator if you desire more information or wish to be added to a notification list.

INTERNET – TERMS AND CONDITIONS OF ACCEPTABLE USE

The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resourced and the opportunity for collaborative work. The use of your account must be in support of educational and research and consistent with the educational objectives of the Akin Community Consolidated School District. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

PRIVILEGES – The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. [Each student or teacher who receives an account will be part of a discussion with an Akin Community Consolidated School District staff member pertaining to the proper use of the network.] The system administrator will deem what is inappropriate use and their decision is final. Also, the system administrator may close an account at any time as required. The administration, faculty, and staff of Akin Community Consolidated School District may request the system administrator to deny, revoke or suspend specific user account.

NETWORK ETIQUETTE – You are expected to abide by the generally accepted rules of network etiquette. These include [but not limited to] the following.

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c) Illegal activities are strictly forbidden.
- d) Do not reveal your personal address or phone number of students or colleagues.
- e) Note that electronics mail [e-mail] is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal may be reported to the authorities.
- f) Do not use the network in such a way that you would disrupt the use of the network by other users.
- g) All communication and information accessible via the network should be assumed to be private property (copyrighted).

Akin Community Consolidated School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Akin Community Consolidated School District will not be responsible for any damages you suffer. This

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includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or your error or omissions. Use of any information obtained via the Internet is at your own risk. Akin Community Consolidated School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

ASBESTOS NOTIFICATION

This is to inform you of the status of the Akin Community Consolidated School District #91 asbestos management plan. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing material.

As required, our building was initially inspected for asbestos. Our initial inspection was conducted in May, 1989. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection/Management Plan is available for public review in the Superintendent's Office at Akin Grade School. Should you wish to review the plans, please call to make an appointment between 8:00 a.m. and 3:30 p.m., Monday through Friday.

Any concerns related to asbestos containing materials should be directed to the Ideal and Associates at 2904 Tractor Lane, Bloomington, IL 61704-9163 or via telephone at 800-535-0964.

RELATED SERVICE LOGS

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

Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

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The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

FAITH’S LAW NOTIFICATIONS (JULY 2023) EMPLOYEE CONDUCT STANDARDS

School districts are required to include in their student handbook the District’s Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District’s website or requested from the Superintendent’s office.

EMPLOYEE CODE OF PROFESSIONAL CONDUCT

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, is incorporated into this Code of Conduct. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal

PARENTS RIGHT TO KNOW

Dear Parent:

In accordance with the ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, the

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District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.