

Southwestern

Community Unit School District # 9

Brighton, Illinois 62012

2023-2024 Student Policy & Information



SOUTHWESTERN CUST. #9

2023-2024

School Calendar

July 1	<i>On-Line Registration Begins</i>
August 2	<i>Registration 12:00 PM – 7:30 PM – Brighton North</i>
August 3	<i>Pre-K Screening 8:00 AM to 11:00 AM – Brighton North</i>
August 14	Full Day Teacher Institute
August 15	Full Day Teacher Institute
August 16	First Day of Student Attendance (2:05 PM and 2:10 PM Dismissal)
September 1	School Improvement Planning – Dismissal 12:05 HS/MS and 12:10 Elementary
September 4	No School – In Observance of Labor Day
October 6	School Improvement Planning – Dismissal 12:05 HS/MS and 12:10 Elementary
October 9	No School – In Observance of Columbus Day
October 13	End of 1 st Quarter (41 days) 2:05 PM and 2:10 PM Dismissal
October 24	2:05 PM and 2:10 PM Dismissal P/T Conference 3:00 – 8:00 (5-6 Dinner)
October 26	2:05 PM and 2:10 PM Dismissal P/T Conference 3:00 – 8:00 (5-6 Dinner)
October 27	No School (Compensation Day for P/T Conferences)
November 3	School Improvement Planning – Dismissal 12:05 HS/MS and 12:10 Elementary
November 21	2:05 PM and 2:10 PM Dismissal for Thanksgiving Break
November 27	School Resumes
December 19	2:05 PM and 2:10 PM Dismissal for Christmas Break - End of 2 nd Quarter (44 Days)
January 3	Teacher Institute
January 4	Students Return from Christmas Break
January 12	School Improvement Planning – Dismissal 12:05 HS/MS and 12:10 Elementary
January 15	No School – In Observance of Martin Luther King Day
February 9	School Improvement Planning – Dismissal 12:05 HS/MS and 12:10 Elementary
February 12	No School – In Observance of Lincoln’s Birthday
March 8	School Improvement Planning – Dismissal 12:05 HS/MS and 12:10 Elementary End of 3 rd Quarter (46 Days)
March 27	2:05 PM and 2:10 PM Dismissal for Easter Break
April 2	School Resumes
May 3	School Improvement Planning – Dismissal 12:05 HS/MS and 12:10 Elementary
May 18	HS Graduation @ 6:00 PM
May 23	2:05 PM and 2:10 PM Dismissal End of 4th Quarter (46 Days)
May 24	Full Day Teacher Institute

Five (5) Emergency Days included in calendar. Any unused days will be removed to accurately reflect the end of the school year.

****Regular dismissal HS/MS – 3:05 PM and Elementary – 3:10 PM***

****4th Quarter Report Cards will be mailed home***

TABLE OF CONTENTS	
Chapter 1: Introductory Information & General Notices	
School Operations During a Pandemic or Other Health Emergency	P. 6
General School Information	P. 7
Visitors	p.11
Equal Opportunity and Sex Equity	p.12
Animals on School Property	p.12
School Volunteers	p.12
Invitations and Gifts [K-8]	p.13
Treats and Snacks [K-8]	p.13
Emergency School Closings	p.13
Video and Audio Monitoring Systems	p.14
Accommodating Individuals with Disabilities	p.14
Students with Food Allergies	p.14
Care of Students with Diabetes	p.14
Suicide and Depression Awareness and Prevention	p.15
Accommodating Breastfeeding Students	p.15
Parent organizations and Booster club	p.15
Student Appearance	p.16
Awareness / Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations	p.16
Employee Conduct Standards (Faith's Law Notification)	P.19
Code of Ethics for Illinois Educators	p. 20
Prevention of Anaphylaxis	p. 21
Chapter 2: Attendance, Promotion & Graduation	
Attendance	p.22
Home and Hospital Instruction	p.22
Early Graduation	p.22
High School graduation requirements	p.22
State Mandated graduation requirements	p.23
Student Absences	p.24
Release time for religious instruction/observation	p.24
Make up work	p.24
Truancy	p.25
Grading and promotion	p.25
Homework	p.25
Exemption from PE Requirement [HS]	p.25
Exemption from PE Requirement [K8]	p.26
Credit for Proficiency, Non-District Experiences, Course Substitutions	p.27
Accelerated Placement	p.27

Chapter 3: Student Fees and Meal Costs	
Fees, Fines & Charges; Waiver of Student Fees	p. 28
School Breakfast and Lunch Program	p.29
Activity and Sports Fees	p.29
Chapter 4: Transportation & Parking	
Bus Transportation	p.31
Bus Conduct	p.32
Student Parking	p.33
Visitor Parking	p.34
Chapter 5: Health and Safety	
Immunization, Health, Eye & Dental Examination	p.35
Student Medication	p.37
Guidance & Counseling K-12	p.38
Safety Drill Procedures and Conduct	p.38
Communicable Disease	p.38
Head Lice	p.38
Chapter 6: Discipline and Conduct	
General Building Conduct	p.39
Positive Behavior Interventions and Supports	p.39
Bringing Objects to School	p.39
School Dress Code	p.39
Student Behavior	p.40
Recommended Disciplinary Practices	p.42
Prevention of and Response to Bullying, Intimidation, and Harassment	p.48
Nondiscrimination Coordinator	p. 49
Sexual Harassment & Teen Dating Violence Prohibited	p.49
Cafeteria Rules [MS/HS-Closed Lunch]	p.50
Cafeteria Rules [K-6]	p.51
Field Trips	p.51
Access to Student Social Networking Passwords & Websites	p.51
Student Use of Electronic Devices	p.52
Chapter 7: Internet, Technology & Publications	
Internet Acceptable Use	p.53
Guidelines of Student Distribution of Non-School Publication	p.55
Guidelines for School-Sponsored Publications, Productions and Websites [HS]	p.55
Bring Your Own Technology Program	p.56
Annual Notice to Parents about Educational Technology	p.56
Chapter 8: Search and Seizure	
Search and Seizure	p.57

Chapter 9: Extracurricular and Athletic Activities	
Extracurricular Athletic Activities Code of Conduct	p.58
Attendance at School-Sponsored Dances	p.62
Student Athlete Concussions and Head Injuries	p.62
Chapter 10: Special Education	
Education of Children with Disabilities	p.63
Discipline of Students with Disabilities	p.63
Exemption From PE Requirement	p.64
Certificate of High School Completion	p.64
Access to Classroom for Special Education Observation or Evaluation	p.64
Related Service Logs	p.64
Chapter 11: Student Records & Privacy	
Student Privacy Protections	p.65
Instructional Materials	p.65
Student Records	p.66
Student Biometric Information	p.68
Military Recruiters & Institutions of Higher Learning	p.68
Chapter 12: Parental Right Notifications	
Standardized Testing	P.69
Homeless Child's Right to Education	p.69
Sex Education Instruction	p.69
English Learners	p.70
School Visitation Rights	p.70
Pesticide Application Notice	p.70
Mandated Reporter	p.70
Unsafe School – Transfer	p.70
Student Privacy	p.70
Sex Offender Notification Law	p.71
Violent Offender Community Notification Law	p.71
Parent Notices Required by Every Student Succeeds Act	p.71
Public notice on asbestosis testing	p.72
Public notice on lead testing	p. 73
Appendices	
Southwestern Elementary Schools Appendix	p. 74
Southwestern Middle School Appendix	p. 75
Southwestern High School Appendix	p. 77

School Operations During a 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.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.

9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.

Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health, or safety.

General School Information

This handbook is a summary of the CUSD #9's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the district's website (www.piasabirds.net) or at the Board office, located at: 201 East City Limits Rd Brighton II, 62012.

The School Board governs the school district and is elected by the community. Current School Board members are:

Jason Oertel:	President
Nickolas Strohbeck:	Vice President
Jenny Hanks:	Secretary
Jake Reno:	Member
Donna Loy:	Member
Andy Ruyle:	Member
Brad Schuchman:	Member

The School Board has hired the following administrative staff to operate our schools:

Dr. Kevin Bowman:	Superintendent
Mr. Mark Bearley:	Southwestern High School Principal
Mrs. Shannon Bowman:	Southwestern Middle School Principal
Mr. Jon Baumberger:	Medora Intermediate Principal
Mrs. Rhonda Wooldridge:	Shipman Elementary Grade School Principal
Mrs. Kim Reed:	Brighton North Primary School Principal
Mrs. Stephanie Renken:	Special Services Director

Our schools may be contacted at 618-372-3813

WELCOME TO SOUTHWESTERN COMMUNITY UNIT SCHOOL DISTRICT #9

The faculty and staff at Southwestern Community Unit School District #9 welcome you to the 2023- 2024 school year. Southwestern CUSD #9 offers an excellent range of educational opportunities for all students.

Education is an important key to your future success. Education provides the knowledge, discipline, responsibility, and social interaction for you to set and reach worthwhile goals. Through the faculty and staff, you will be offered many opportunities to prepare yourself for that next step in life. Your success in school, as later in life, depends largely upon your personal efforts. Attendance and participation in class are essential for academic success.

This handbook is provided to you as a way of describing the school, its practices, procedures, rules and regulations. It should be read carefully and referenced often. By doing so, you will be able to maximize your educational opportunities and have a pleasant, enjoyable experience at Southwestern CUSD #9.

It truly is a privilege to work with the district's dedicated staff in bringing educational opportunities to the community's youth. We are here to serve; we encourage students and parents to consult with teachers and administrators to maintain a strong educational partnership.

Dr. Kevin Bowman

Dr. Kevin Bowman
Superintendent of Schools

SCHOOL DISTRICT PHILOSOPHY AND MISSION STATEMENT

Passionately Pursuing Excellence. Academically, Creatively & Socially.

SOUTHWESTERN COMMUNITY UNIT SCHOOL DISTRICT #9

Superintendent

Dr. Kevin Bowman, Superintendent

201 East City Limits Road • P.O. Box 728 • Brighton, Illinois 62012 • 372-3813

FAX 372-4681

kbowman @piasabirds.net

Southwestern High School

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FAX 729-4276

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Southwestern Middle School

Mrs. Shannon Bowman, Principal

8226 Highway 111 • P.O. Box 70 • Piasa, Illinois 62079 • 372-3813

FAX 729-9231

sbowman @piasabirds.net

Brighton North Primary School

Mrs. Kimberly Reed, Principal

201 East City Limits Road • P.O. Box 757 • Brighton, Illinois 62012 • 372-3813

FAX 372-4915

kreed@piasabirds.net

Medora Intermediate School

Mr. Jon Baumberger, Principal

124 South Elm Street • P.O. Box 178 • Medora, Illinois 62063 • 372-3813

FAX 729-4531

jbaumberger@piasabirds.net

Shipman Elementary School

Mrs. Rhonda Wooldridge, Principal

211 Dora Reno White Street • P.O. Box 229 • Shipman, Illinois 62685 • 372-3813

FAX 836-7014

rwooldridge@piasabirds.net

Southwestern Special Education Office

Mrs. Stephanie Renken, Special Education Coordinator

201 East City Limits Road • P.O. Box 757 • Brighton, Illinois 62012 • 372-3813

FAX 372-4915

srenken@piasabirds.net

Southwestern Bus Garage

Mr. Kevin Means, Supervisor

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Chapter I Introductory Information & General Notices

1.40 Visitors

All visitors, including parents and siblings, are required to buzz in and 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.
7. Smoke, vape 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 detectable, 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 but not limited to rollerblading, 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.

1.50 Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Superintendent of Schools. The Superintendent may be contacted by calling (618)372-3813 or by letter at P.O. Box 728, Brighton, Illinois 62012.

1.60 Animals on School Property

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

1.70 School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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

1.80 Invitations & Gifts

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

1.85 Treats & Snacks [K-8]

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. Parents providing snacks for the class must utilize the approved snack list that complies with the State Mandated Wellness Policy. The approved snack list will be provided during back to school orientation.

1.90 Emergency School Closings

Cancellation of School

When it is necessary to cancel school because of inclement weather, announcements will be made on the following stations, Facebook, Twitter, and the SkyAlert Notification System. If you do not hear the Southwestern School District mentioned on the air or receive a message via Sky Alert, you can assume school will be in session.

FOX TV Channel 2

KSDK TV Channel 5

KMOV TV Channel 4

WSMI 1540 AM, 106 FM

Delayed Start

When it is necessary to delay the start of school due to snow and ice, the School District may begin school one (1) hour later. When this occurs, school will begin at 9:00 AM. The change in school time will result in buses picking up students one (1) hour later than their regular scheduled times and drop off times at each attendance center will begin one (1) hour later at 9:45 AM. School will then dismiss at 3:00 PM for the high school/middle school buildings and 3:10 PM for elementary buildings.

Early Dismissal

When it is necessary to close school early due to snow and ice or other emergency, the information will be broadcast over the local radio stations, WSMI, and KMOX and television stations KMOV, KSDK, FOX and the Skylert Notification System. Please do not call the school office. At the beginning of the school year, parents should develop an early dismissal plan for the supervision of their children. They should discuss and review this plan throughout the school year with their children.

1.100 Video & Audio Monitoring Systems

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

1.110 Accommodating Individuals with Disabilities

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

1.120 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) 372-3813.

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.

1.130 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 building 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 child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.

- d. 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.

1.140 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.

1.150 Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

1.160 Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the district's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the district's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

- The organizations or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to

students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.

- The rules and procedures under which it operates.
- An agreement to adhere to all Board policies and administrative procedures.
- A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
- A statement that the district is not, and will not be, responsible for the organizations or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
- An agreement to maintain and protect its own finances.
- A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the district to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the district's representative. At no time does the district accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

1.170 Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

1.180 Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the district's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets

- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students

- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student

- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

1.180 Employee Conduct Standards (Faith's Law Notifications)

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.

Professional and Appropriate 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 by reference into this policy. 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, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The superintendent or designee shall identify appropriate employee conduct standards and provide them to all district employees. Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors to include, at a minimum, sexual misconduct. Sexual misconduct is (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - a. A sexual or romantic invitation
 - b. Dating, or soliciting a date
 - c. Engaging in sexualized or romantic dialog
 - d. Making sexually suggestive comments that are directed toward or with a student
 - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
 - f. A sexual, indecent, romantic, or erotic contact with the student

3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. Such expectations shall establish guidelines for specific areas, including but not limited to:
 - a. Transporting a student
 - b. Taking or possessing a photo or video of a student
 - c. Meeting with a student or contacting a student outside the employee's professional role
 - d. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. 7926).
4. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting; and
5. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.

1.185 Code of Ethics for Illinois Educators

Code of Ethics for Illinois Educators, Illinois State Board of Education (ISBE) (23 Ill.Admin.Code §22.20)

a) Responsibility to Students

The Illinois educator is committed to creating, promoting, and implementing a learning environment that is accessible to each student, enables students to achieve the highest academic potential, and maximizes their ability to succeed in academic and employment settings as a responsible member of society. Illinois educators:

1. Embody the Standards for the School Support Personnel Endorsements (23 Ill.Admin.Code Part 23), the Illinois Professional Teaching Standards (23 Ill.Admin.Code Parts 24 and 130), and Standards for Administrative Endorsements (23 Ill.Admin.Code Part 29), as applicable to the educator, in the learning environment.
2. Respect the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect and equal opportunity for each student, regardless of race, color, national origin, sex, sexual orientation, disability, religion, language, or socio-economic status.
3. Maintain a professional relationship with students, at all times.
4. Provide a curriculum based on high expectations for each student that addresses individual differences through the design, implementation, and adaptation of effective instruction; and
5. Foster in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

b) Responsibility to Self

Illinois educators are committed to establishing high professional standards for their practice and striving to meet these standards through their performance. Illinois educators:

1. Assume responsibility and accountability for their performance and continually strive to demonstrate proficiency and understanding of current trends in both content knowledge and professional practice.
2. Develop and implement personal and professional goals with attention to professional standards through a process of self-assessment and professional development.
3. Represent their professional credentials and qualifications accurately; and
4. Demonstrate a high level of professional judgment.

c) Responsibility to Colleagues and the Profession

The Illinois educator is committed to collaborating with school and district colleagues and other professionals in the interest of student learning. Illinois educators:

1. Collaborate with colleagues in their respective schools and districts to meet local and State educational standards.
2. Work together to create a respectful, professional, and supportive school climate that allows all educators to maintain their individual professional integrity.
3. Seek out and engage in activities that contribute to the ongoing development of the profession.
4. Promote participation in educational decision-making processes.
5. Encourage promising candidates to enter the education profession; and
6. Support the preparation, induction, mentoring, and professional development of educators.

d) Responsibility to Parents, Families and Communities

The Illinois educator will collaborate, build trust, and respect confidentiality with parents, families, and communities to create effective instruction and learning environments for each student. Illinois educators:

1. Aspire to understand and respect the values and traditions of the diversity represented in the community and in their learning environments.
2. Encourage and advocate for fair and equal educational opportunities for each student.
3. Develop and maintain professional relationships with parents, families, and communities.
4. Promote collaboration and support student learning through regular and meaningful communication with parents, families, and communities; and
5. Cooperate with community agencies that provide resources and services to enhance the learning environment.

e) Responsibility to ISBE

Illinois educators are committed to compliance with the School Code (105 ILCS 5/) and its implementing regulations, and to State and federal laws and regulations relevant to their profession. Illinois educators:

1. Provide accurate communication to ISBE concerning all educator licensure matters.
2. Maintain appropriate educator licensure for employment; and
3. Comply with State and federal laws and regulations.

1.190 Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the district maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the district's policy may contact the Building Principal.

Chapter II – Attendance, Promotion & Graduation

2.10 Attendance

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

- Students in grades K and 1 must be in class for 120 minutes to be counted present for one half day, and for 240 minutes to be counted present for a full day.
- Students in grades 2 – 6 must be in class for 150 minutes to be counted present for one half day, and for 300 minutes to be counted present for a full day.
- The school day starts at 8:10 a.m. and ends at 3:05 p.m. at the HS/MS and starts at 8:05 a.m. and ends at 3:10 p.m. at the elementary schools.
- When returning to school due to a medical need, a note from the physician must be presented to the school office within 7 days of the students return to school attendance.

2.100 Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the school nurse.

2.110 Early Graduation

Currently Southwestern High School does not offer early graduation.

2.120 High School graduation requirements

High School Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

- Completing all State mandated graduation requirements listed below.
- Completing all District graduation requirements that are in addition to State graduation requirements.
- Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
- Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

- A. Four years of language arts.
- B. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- C. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
- D. Two years of science.
- E. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.
- F. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
- G. One semester of health education.
- H. Physical education classes.
- I. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
- J. Nine weeks of consumer education.

Southwestern High School Requirements for Graduation (25 total credits)

English	4 units
Speech	½ unit
Humanities	½ unit
Math	3 units
Science	2 ½ units
U.S. History	1 unit
American Government	1/2 unit
World History	1 unit
Social Studies	1/2 unit
Health	1/2 unit
Consumer Education	1/2 unit
Drivers Education	1/2 unit
Physical Education	4 units
Electives	6 units

Students must have 1/4 unit of art, foreign language, or vocational education.

2.20 Student Absences

There are two types of absences: excused and unexcused. EXCUSED ABSENCE or EXCUSED TARDY to school are absences reported to the attendance office by a parent for valid cause as defined in the Illinois State School Code: "illness, observance of a religious holiday, death in the immediate family, family emergency, mental health or such other circumstances which cause reasonable concern to the parent for the safety or health of the student." In order to ensure the health and safety of our students, the counselor may meet with a student who is absent from school for a mental health day.

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.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

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

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 [phone number] 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.

Students who are 18 or older must be emancipated in order to call off or sign themselves out of school.

After 10 Absences students will be required to produce a doctor's note for every absence in order to be considered excused.

2.30 Release Time for Religious Instruction/Observance

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

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

2.40 Make-Up Work

If a student's absence is excused, unexcused, or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

2.50 Truancy

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

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

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

2.60 Grading & Promotion

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

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

2.70 Homework

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

2.80 Exemption from Physical Education Requirement [HS]

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic or extracurricular athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

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

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

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

1. The time of year when the student's participation ceases.
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.

2.80 Exemption from Physical Education Requirement [K-8]

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.¹

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

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:²

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

2.90 Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the district:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep.
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Accelerated Placement

In accordance with Public Act 100-0421, effective July 1, 2018, Southwestern CUSD 9 has adopted a policy regarding early entrance, subject area acceleration and whole-grade acceleration. The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. Contact your child's respective building Principal for additional information regarding referring your child for possible evaluation for accelerated placement and the methods used to determine whether a student is eligible for accelerated placement.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempt from participation in certain courses in accordance with State law.

Chapter III – Student Fees and Meal Costs

3.10 Fines, Fees, and Charges; Waiver of Student Fees

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

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

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).
 - Students who are enrolled with Southwestern School District but attend school in out of district special education or safe school programs are required to pay registration fees in accordance with their grade level. Other fees (such as PE uniforms, lock fees and technology fees, etc.) are not applicable if a student does not attend in-district.

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

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

The district will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

3.20 School Breakfast & Lunch Program

Breakfast and Lunch are served every day in our buildings. Please contact your building for times.

Free or reduced-price meals are available for qualifying students. For an application, contact the building principal.

Cafeteria Prices	
Breakfast Prices	
Students & Staff	\$1.90
Lunch Prices	
Elementary	\$2.60
H.S./M.S.	\$2.90
Staff	\$3.60
Reduced Prices	
Breakfast	\$0.30
Lunch	\$0.40

Registration and Activity/Sports Fees:

Southwestern CUSD 9 Fees	
Registration Fees	
*K-8	\$75.00
*9-12	\$100.00
Laptop Fee	
	\$75.00/\$65.00
Technology Fee	
	\$10.00
Lock Fee	
	\$3.00
PE Uniform 7th-12th	
	\$20.00
Band	
	\$50.00
Extracurricular Sports Fees	
	\$75.00

Athletic Admissions	
Student	\$2.00
Adult	\$4.00
Senior Citizens	Free
Family Pass	\$75.00
Activity Club (After School)	
*4th-8th Grade	\$10.00
FFA Fees 9th -12th	\$50.00
High School Course Fees	
ANATOMY/PHYSIOLOGY A	\$16.00
ANATOMY/PHYSIOLOGY B	\$16.00
AP BIOLOGY A	\$16.00
AP BIOLOGY B	\$16.00
AP CHEMISTRY A	\$16.00
AP CHEMISTRY B	\$16.00
BAND	\$50.00
BIOLOGY A	\$16.00
BIOLOGY B	\$16.00
BIOLOGY HONORS A	\$16.00
BIOLOGY HONORS B	\$16.00
CERAMICS II	\$30.00
BASIC CERAMICS	\$30.00
CHEMISTRY 1	\$32.00
CHEMISTRY HONORS A	\$16.00
CHEMISTRY HONORS B	\$16.00
DRAWING I	\$30.00
DRAWING II	\$30.00
DRIVERS EDUCATION CLASS	\$250.00
EARTH & SPACE SCIENCE	\$16.00
ENVIRONMENTAL BIOLOGY A	\$16.00
FORENSIC CHEMISTRY	\$16.00
INTRO VISUAL DESIGN 2D	\$30.00
INTRO TO VISUAL DESIGN 3D	\$30.00
PAINTING I	\$40.00
PAINTING II	\$40.00
INTRO TO PHOTOGRAPHY	\$40.00
PHYSICS A	\$16.00
PHYSICS B	\$16.00
PUBLICATIONS 1	\$10.00
PUBLICATIONS 2	\$10.00
PUBLICATIONS 3	\$10.00
STEM ENERGY TECHNOLOGY	\$16.00

Chapter IV – Transportation & Parking

4.10 Bus Transportation

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

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

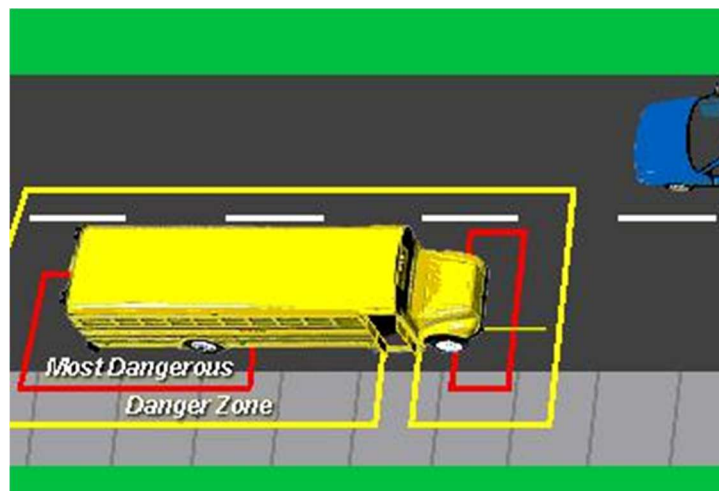
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school 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.
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 buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the transportation office @ 618-372-3813 ext. 1126.

4.15 Bus Conduct

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

- Violating any school rule or school district policy.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.

- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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

4.20 Student Parking

Students may only park their vehicles in their designated space during the school day. Vehicles must be parked between the painted lines and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots designated for school staff, personnel, and others designated by administration **MAY NOT** be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

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

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Students who have been reported to the office by school personnel for driving offenses either on school property or in route to or from school or school activities may lose their driving privileges. Students who violate the suspension of their driving privileges may have their car towed at the owner's expense, be suspended from school, and/or recommended to the Board of Education for expulsion from school.

The student parking lot is located on the northwest section for seniors and the southwest section behind the faculty lot for underclassmen. These are the only lots for student parking. Student parking is not permitted behind the gym at any time. Students will be required to register all vehicles they might drive, and they will be issued a parking tag. The cost of the parking tag will be \$25.00 per semester. Parking tags will not be issued if any outstanding fees are owed to the district. Parking privileges can be revoked, by school administration, for students who develop a debt of \$20.00 or more for any fees owed to the district. Disciplinary action may result if a student is parking in the lot with an invalid parking permit or no permit. Parking privileges may be suspended for failure to serve an assigned detention, until such time as the detention is served.

4.20 Visitor Parking

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

Bringing Students to and From School

- **Brighton North:** Parents should use the drive on the west side of the school and back parking lot when picking up and letting children out of cars. Both bus loading areas in front of the school must be kept open.
- **Medora:** Busses will load and unload children on Water Street on the south side of the school. Parents will drop off and pick up students at the front of the building on Elm Street. Parents must enter Elm Street from the north side, it is a one-way street.
- **Shipman:** The drive in the front of Shipman school is one way from west to east. Parents must enter from Shipman Cutoff Road and drop off/pick up their students at the sidewalk that runs the length of the building. Parents must exit on the east end of the parking lot on highway #16.
- **SHS/SMS:** The circle drive in front of the west end of the building is for the loading and unloading of school bus traffic only. Student drop-off/pickup procedures are subject to change at the discretion of the building principal.

Students being dropped off/picked up at the HS/MS complex need to be delivered to the main office of their building.

Chapter V – Health and Safety

5.10 Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

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

- Entering kindergarten or the first grade for the first time
 - Kindergarten & 1st grade students who have had a physical on file from the previous year are good to go.
- Entering the sixth and ninth grades; and
- Enrolling in an Illinois school for the first time, regardless of the student's grade.

All students must have their immunizations up to date every school year.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

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. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

School Health Requirements for 2023-2024 School Year

***Note: Students will be excluded by Oct. 15, 2023, if proof of physical and immunization requirements are not provided. **Vision exams are due by Oct. 15, 2023. **Dental exams are due by May 15, 2024.*

Pre-K: New Physical

- DTP: 4 doses
- Polio: 3 doses of same type of vaccine or 4 doses of the combination.
- Hepatitis B: 3 doses
- Haemophiles influenza type b (Hib): 1 dose
- Pneumococcal (PCV): 1 dose
- MMR: 1 dose
- Varicella: 1 dose

Kindergarten: New Physical, Eye Exam, Dental Exam

**Physical exam must be on Illinois Child Health Examination Form with the Health History section completed and signed by the parent/guardian.*

- DTP: 4 doses. 4th dose after age 4.
- Polio: 3 or more doses of same type of vaccine, or 4 or more doses of the combination. 4th dose after age 4.
- Measles, Mumps, Rubella (MMR): 2 doses. Last dose after age 4.
- Hepatitis B (Hep B): 3 doses
- Varicella: 2 doses. Last dose after age 4.

Second Grade: Dental Exam

Sixth Grade: New Physical, Dental Exam

**Physical Exam must be on the Illinois Child Health Examination Form with the Health History section completed and signed by the parent/guardian. This will also serve as a sports physical. No IESA/IHSA forms will be accepted for the 6th grade physical.*

- Immunizations up to date plus;
- Meningococcal Conjugate (MCV4): 1 dose, given after age 11.
- Tdap: 1 dose
- Varicella: 2 doses

Ninth Grade: New Physical Exam, Dental Exam

- *Physical Exam must be on the Illinois Child Health Examination Form with the Health History section completed and signed by the parent/guardian. This will also serve as a sports physical. IHSA/IESA forms will not be accepted for the 9th grade physical.
- Dental Exam
- Immunizations up to date.

Twelfth Grade:

- Immunizations up to date, plus;
 - Meningococcal Conjugate (MCV4), two doses (if first dose of MCV4 administered at age 16 or older; then only one dose required for entry to 12th grade).
- ❖ *Sports physicals are valid for 395 days.*
- ❖ *New Students to the district from out of state must have Illinois physical and up to date immunizations within 30 days of school entry and a comprehensive eye exam.*

5.20 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 from their health care provider.

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 School Medication Authorization Form is submitted by the student's parent/guardian. This form must be signed by a health care provider. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

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 that is signed by a health care provider.

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 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.

Emergency Aid to Students

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

When to Keep Your Child Home

If your child shows evidence of any of the following symptoms, he/she should be kept home:

- Upset stomach (includes vomiting) (May return to school after 24 hours of being symptom free)
- Diarrhea (May return to school after 24 hours of being symptom free)
- Acute conjunctivitis (red or pink eye, watery, sensitive to light, "matted")
- Students must be fever free for 24 hours without fever reducing medication before returning to school.

5.30 Guidance Counseling K-12

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

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

5.40 Safety Drill Procedures and Conduct

Safety drills will occur at times established by the district. Students are required to be silent and shall comply with the directives of school officials during safety 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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration.

5.50 Communicable Diseases

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

5.60 Head Lice

The school nurse will determine an active case of head lice based on the presence of live lice in the hair. If students are found to have live lice in their hair, parents will be notified per standards set by the American Academy of Pediatrics and National Association of School Nurses. Siblings of those with an active case of head lice may also be checked. The school nurse or administrative designee may examine those students that have had an active case of head lice upon return to school and 7-10 days after the initial finding. In accordance with the law, school personnel are unable to divulge information concerning students with active cases of head lice. We encourage parents to check their children weekly at home throughout the school year.

Chapter VI – Discipline and Conduct

6.10 General Building Conduct

The following rules shall apply, and failure to abide by the rules may result in discipline:

Students attending Southwestern schools are expected to reflect the standards of good citizenship by conducting themselves properly at all times. School and classroom rules have been established to provide all students with an atmosphere in which they can be successful in reaching their academic potentials. Behavior which creates an environment that interferes with school learning shall be cause for disciplinary action.

Positive Behavior Interventions and Supports

Southwestern School District has adopted a district wide behavior program that helps create and maintain positive school climates. The program, PBIS (Positive Behavior Interventions & Supports), is supported by the Illinois State Board of Education. It is a three-tiered series of strategies designed to promote behavioral competence which will in turn increase academic achievement.

As part of the PBIS program, each school has established clear rules, or expectations, for behaviors that are expected in all school settings including buses. The expectations will be explicitly taught to students.

Bringing Objects to School

Students should bring to school only those things that are necessary for academic learning. Students must not bring objects to school that might endanger or threaten to endanger the health and welfare of other students. Students should leave those non-academic things that are valuable or important to them at home. Except for specific school purposes, they should not bring money to school.

6.20 School Dress Code / Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. The Board of Education has directed the administration to determine if student dress interferes with the instructional process. Specifically, the following items of clothing are not permitted:

1. Hats, caps, bandanas, and other forms of headdress. (This includes hoodie's worn over the head)
2. Clothing which promotes the use of alcohol, drugs, or tobacco
3. Clothing which promotes violence, gangs, or gang related activity.
4. Clothing with inappropriate language, pictures, or symbols. (This includes but not limited to racially and/or culturally insensitive symbols.)
5. No excessively baggy pants, bondage pants, or pants with chains or long straps. Pants must remain at the waist without the use of a belt.
6. Coats and jackets are to be kept in the student's lockers or assigned areas. Students are not to wear their coats or jackets in the classroom without permission.
7. Pocket or other types of chains
8. Colored hair that is deemed disruptive to the learning environment
9. All shirts worn by students must cover the shoulder.
10. Students' neckline may not exceed any lower than their arm pits.
11. Short shorts, short skirts, and jeans with holes. (The length of shorts and skirts must exceed the palm of the student's hand when in a standing position with the shoulders and arms dangling in a relaxed position at their side.) The same test will be used for jeans with holes.
12. Clothing that exposes a student's skin or undergarments (Mesh shirts, short shirts exposing midriffs, shirts exposing bra straps, pants exposing boxers or briefs)

13. Necklaces, bracelets, etc., with spikes or other objects that could cause injury
14. Safety pins as part of jewelry or in a body piercing.
15. No pajamas or slippers permitted except for special days as designated by the building administration
16. Shoes with wheels are not permitted.
17. Students are to wear closed toed shoes at the elementary schools (K-4th Grade)
18. Sunglasses are not to be worn inside the school building.

If there is any doubt about dress and appearance, the building principal will make the final decision. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

6.30 Student Behavior

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, 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 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.
4. 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.
5. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under

- the Weapons Prohibition section of this handbook procedure.
6. Using or possessing an electronic paging device.
 7. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
 8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 9. 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.
 10. 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.
 11. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
 12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
 13. Engaging in teen dating violence.
 14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
 15. Entering school property or a school facility without proper authorization.
 16. 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.
 17. Being absent without a recognized excuse.
 18. Being involved with any public-school fraternity, sorority, or secret society.
 19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
 21. 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.
 22. 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.
 23. 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.

Recommend Disciplinary Practices

***A detention is defined is a consequence that occurs before or after school in each building.**

The following administrative code is meant as a guide for imposing consequences for discipline offenses. Depending on the severity of the offense, consequences will not necessarily be given in the order listed. This guide is designed to be age appropriate. In imposing the consequences for the offenses, the nature of the offense, the circumstances surrounding the incident, the effect on others and ultimately the student's welfare must be considered. Situations may vary and efforts should always be made to be consistent. A disciplinary hearing may result in an expulsion from school.

Discipline Offenses

Possible Consequences

Acts of Defiance.....	Warning, detention, 1 to 3- day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Acts that endanger the safety and well-being of students and district employees.....	Detention, 1 to 3- day In-School Suspension, 1 to 10- day Suspension, Discipline Hearing
Alcohol.....	1 to 3-day In- School Suspension, 1 to 10-day Suspension, Discipline Hearing
Arson/Bomb Threat.....	1 to 3-day In- School Suspension, 1 to 10-day Suspension, Discipline Hearing
Bullying/Intimidation.....	Detention, 1 to 3- day In-School

	Suspension, 1 to 10-day Suspension, Discipline Hearing, Referral to district specialist
Bus Violations.....	Detention, 1 to 3-day In-School Suspension, 1 to 10- day Suspension, Discipline Hearing
Driving illegally/Recklessly.....	1 to 3-day In-School Suspension, 1 to 10- day Suspension, Discipline Hearing, Possible notification of law enforcement
Cell Phone/Photo/Video Recording Violations/Lack of Computer Charging.....	Confiscation of phone and notification to parent/guardian and detention, 1 to 3-day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Drugs/Selling/Delivery/Look-A-Like/Paraphernalia/Possession/Use or buying.....	Detention, 1 to 3-day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Explosives.....	Detention, 1 to 3-day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
False Alarms.....	Warning, detention, 1 to 3-day In-School Suspension, 1 to 10-day

	Suspension, Discipline Hearing
Fighting at school or at a school related function.....	Detention, 1 to 3-day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Fireworks/Use or Possession.....	Warning, detention, 1 to 3-day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Academic Cheating/Dishonesty Forgery.....	Warning, detention, 1 to 3-day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing, Parent Notification, Loss of Credit
Horseplay at school or at a school related function.....	Warning, detention, 1 to 3-day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Inappropriate Language.....	Warning, detention, 1 to 3-day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Inciting Violence.....	Warning, detention, 1 to 3-day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Indecent/Inappropriate Conduct.....	Warning, detention, 1 to 3-day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing

Insubordination.....	Warning, detention, 1 to 3- day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Lighters/Fire.....	Warning, detention, 1 to 3- day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Persistent Disobedience/Gross Misconduct.....	Warning, detention, 1 to 3- day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Physical Attack on student or district employee.....	Detention, 1 to 3- day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Planned Physical Attack.....	Detention, 1 to 3- day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Threat of Physical Attack.....	Warning, detention, 1 to 3-day In- School Suspension, 1 to 10-day Suspension, Discipline Hearing
Property Destruction.....	Warning, detention, 1 to 3-day In- School Suspension, 1 to 10-day Suspension, Discipline Hearing, Restitution and possible notification of law- enforcement

Public Display of Affection.....	Warning, detention, 1 to 3- day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Racial/Ethnic Slur.....	Detention, 1 to 3- day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Sexual Harassment (written or verbal)	Referral to District Hearing Officer, possible notification of law enforcement, warning, detention, 1 to 3- day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Shakedown.....	Warning, detention, 1 to 3- day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Tardy.....	Warning, detention, 1 to 3- day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing, Truancy Officer referral
Technology Policy Violation.....	Restriction or Loss of privileges; restitution, referral to law enforcement, warning, detention, 1 to 3- day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Theft.....	Restitution,

	warning, detention, 1 to 3- day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Tobacco Products.....	Detention, 1 to 3- day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Truancy	Referral to the truancy officer
Verbal abuse towards students or employees.....	Warning, detention, 1 to 3- day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Weapons (look alike or anything that can be used as a weapon).....	Possible notification of law enforcement, warning, detention, 1 to 3- day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Expressions of alarming behavior (verbal, physical or written).....	Possible notification of law enforcement, counseling, warning, detention, 1 to 3- day In-School Suspension, 1 to 10-day Suspension, Discipline Hearing
Violation of Lab Safety Rules.....	Warning, detention, loss of lab privileges, 1-3 day In-School Suspension, 1 to 10-day Suspension

6.40 Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call (618-372-3817) or in writing.

Nondiscrimination Coordinator:

Dr. Kevin Bowman
201 E. City Limits Rd.
Brighton, IL 62012
618-372-3813
Kbowman@piasabirds.net

Complaint Managers:

Mr. Jon Baumberger
Medora Intermediate School
618-372-3813
jbaumberger@piasabirds.net

Mrs. Kim Reed
Brighton North Primary
618-372-3813
kreed@piasabirds.net

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

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

6.45 Sexual Harassment & Teen Dating Violence Prohibited

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

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

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

6.50 Cafeteria Rules MS/HS

Southwestern Middle/High School is a closed campus. This means that no student is to leave the school grounds once they arrive until school is dismissed or with the approval from a parent/guardian.

All students K-12 will be provided a 4-digit pin number in order for a student to be served a lunch in the cafeteria. This pin number will remain with the student for the remainder of the student's career at Southwestern. If a student forgets his/her pin number, the student should report to the office to be given their number. This process ensures that all students are charged only for the meal/food that they have purchased.

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines.
- Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

6.50 Cafeteria Rules K-6

Kindergarten students will be served each menu item as they go through the lunch line.

1st– 6th Grade, Middle School and High School students are required by federal regulation to take three items from those items being served on the menu each day.

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

Misbehavior may result in disciplinary action.

6.60 Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during fieldtrip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

Chaperones are expected to adhere to school and building guidelines at all times during field trips. All chaperones need to notify their child's teacher that they will be attending the fieldtrip 48 hours in advance of the fieldtrip. The only guests allowed on field trips are school approved chaperones.

If a student is to be absent from class due to such things as field trips, participation in athletic activities, drama, music, or other school activities, the student will be responsible for obtaining and completing class assignments prior to absence. Any High School student who has exceeded ten (10) absences will not be allowed to attend any field trip unless approved by the administration. High school students must be passing all classes in order to attend a field trip. High School students need approval from each teacher 24 hours in advance of the fieldtrip.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

6.70 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.

6.80 Student Use of Electronic Devices (Including Cell Phones)

Students may possess but may not display or use electronic signaling and/or cellular phones while on the grounds of the Southwestern Schools. Such devices must be turned off and remain off during the instructional day, unless approved by appropriate school personnel (7:15 a.m. – 3:05 p.m.). Students who violate this policy will be subject to Board Policy 7.190. If a student displays or uses a cell phone, the cell phone will be confiscated. The district and the district's individual schools take no responsibility for the damage, improper usage, or theft of these items. These items remain the sole responsibility of their owner

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.

Chapter VII – Internet, Technology & Publications

7.10 Internet Acceptable Use

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

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

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

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law.
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use.
- d. Using the network for private financial or commercial gain.
- e. Wastefully using resources, such as file space.
- f. Hacking or gaining unauthorized access to files, resources, or entities.
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph.
- h. Using another user's account or password.
- i. Posting material authored or created by another without his/her consent.
- j. Posting anonymous messages.
- k. Using the network for commercial or private advertising.
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

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

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

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

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any violation of these procedures.

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

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

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

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

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

B. **Use of Email** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

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

7.20 Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute/display posters to students must comply with the following guidelines:

- a. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. Prior approval of the material is required.
- b. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
- c. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school endorsed.
- d. Distribution must be done in an orderly and peaceful manner and may not be coercive.
- e. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
- f. Students must not distribute material that:
 - i. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.
 - ii. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright.
 - iii. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook.
 - iv. Is reasonably viewed as promoting illegal drug use; or
 - v. Is primarily prepared by non-students and distributed in elementary and/or middle schools.

A student may use the School District's Uniform Grievance Procedure to resolve a complaint.

Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

7.25 Guidelines for School-Sponsored Publications, Productions and Websites

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school-sponsored media in a way that:

1. Is libelous, slanderous, or obscene.
2. Constitutes an unwarranted invasion of privacy.
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

Bring Your Own Technology (BYOT) Program.

7.30 Bring Your Own Device Program

Since Southwestern CUSD9 provides one-to-one technology in grades K-12 no outside devices will be allowed by students.

7.40 Annual Notice to Parents about Educational Technology

Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial k-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number

- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for k-12 purposes, which are purposes that aid in the

administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Chapter VIII – Search and Seizure

8.10 Search and Seizure

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

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

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

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

Students Searches

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.

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Chapter 9 – Extracurricular and Athletic Activities

9.10 Extracurricular and Athletic Activities Code of Conduct

It is our belief that participation in Southwestern extracurricular activities is a privilege and not an absolute right of Southwestern students. Students who elect to represent Southwestern School District by taking part in extracurricular activities must also accept the responsibility of conducting themselves in a manner that exemplifies the behavior of law-abiding citizens of the community. Students must adhere to the following extracurricular code for the duration of their attendance at Southwestern. These rules, approved by the Southwestern Community Unit School District #9 Board of Education, have been set forth to guide students toward a better understanding of their responsibilities as representatives of Southwestern School District.

Once the student has signed the extracurricular code, it will go into effect and will be enforced on a year-round basis. The code must be signed before a student participates in their first practice.

Activities covered under the Extracurricular Code are:

HS/MS Basketball	Jazz Band
HS/MS Band	Astronomy Club
HS/MS Weightlifters	Community Service Club
HS/MS Cheerleading	Art Club
Student Government	Creative Writing Club
HS/MS Track	Piasa Pride
HS/MS Volleyball	Sign Language Club
HS/MS Science Olympiad	
DC Field Trip (8th grade)	
HS/MS Baseball	
HS Soccer	
HS/MS Scholastic Bowl	
HS/MS Managers	
HS/MS Chorus	
History Club	
Homecoming Dance Court	
Bowling	
Drama	
National Honor Society	
Cross Country	
FFA	
Prom Dance Court	
Spanish Club	
Football	
Trap Shooting Club	
MS Student Council	
SMS River Watch Discovery	
High School Softball	
Middle School Softball Club	
Golf	

Requirements for Participation in Athletic Activities

All coaches/sponsors will explain these requirements to their players/members prior to the start of practice/rehearsals.

1. Students who participate in extracurricular activities will have a signed "Extracurricular Code" on file in the office or with the sponsor.
2. Each year, students who participate in competitive athletics will have an Emergency Consent & Administer Medical Treatment form, Proof of Insurance form, Transportation form, Concussion form, and physical on file with the head coach of the in-season sport.
3. Students who participate in extracurricular activities will maintain passing grades in all credited courses.
4. Eligibility will be checked on a weekly basis and reflects his/her cumulative average per quarter. Students who are not passing all courses as of Thursday morning at 8:00am will be declared ineligible for the following week (Monday through Saturday).
5. Three weeks of academic ineligibility will result in the forfeiting of extracurricular privileges for the remainder of that season/activity. Eligibility will be based on a semester system.
6. If a student is removed from an extracurricular activity due to three weeks of academic ineligibility, the student must become and remain academically eligible before participating in another extracurricular activity during that same season.
7. Students must be in attendance at school for at least $\frac{1}{2}$ the school day in order to participate that afternoon or evening in any extracurricular activity (the principal may waive this requirement in special situations). Students may not leave school due to illness or injury and participate in an extracurricular activity later that same day. Once a participant has signed the code, it will remain on file in the school office and will be in effect for the calendar year.

Code Violations

- Use or possession of tobacco products. (to include but not be limited to cigarettes, smokeless tobacco, cigars, vaping and pipes).
- Use or possession of or under the influence of alcohol.
- Use, possession, or distribution of illegal drugs, performance enhancing drugs, drug paraphernalia, look alike, or other banned substances.
- Theft/possession of stolen property or destruction of school property on school grounds or at a school sponsored event.
- Criminal or serious acts which are detrimental to the individual, sponsor, coach, the team or school.

Any participant committing one or more of the above infractions (whether the source of information comes from Southwestern School District #9 employees, from law enforcement agencies, a parent/legal guardian of the participant, or self-admission) is subject to the following:

Right after Athletic Code Consequences

A student who violates any of the above code violations will be suspended based upon the following schedule:

First Offense

- Suspended twenty-five (25%) of the current season in which the student is participating. If the student is not currently participating in an activity, the 25% suspension will be applied to the next season in which the student participates. Participation for the entire season is required for the 25% suspension to count.

Second Offense

- Suspended for one full season and the remainder of the season the student is currently participating in. If the student is not participating in an extracurricular activity during the time of the suspension, the suspension would count for the next full season the student does participate in. Participation for the entire season is required for the suspension to count.

Third Offense

- Suspended from all activities for the student's middle school or high school career.

Students will be expected to practice, attend meetings and banquets, stand on sidelines or sit on the bench with a team. Students may not play, participate, compete, or be in uniform in any manner while serving a suspension. A student must be present for the entire event during the time of an athletic code violation in order for the athletic code suspension to count.

Out of School Suspension

Any out of school suspension (OSS) will count as 1 unexcused absence from practice.

- If a student receives 2 out of school suspensions (OSS) in a season, the student will be removed from the sport/activity.
- A 10-day out of school suspension (OSS) is an automatic dismissal from the sport/activity.

Review Hearing

- Any student accused of a violation will be informed of the charges by administration and given the opportunity to explain or respond.
- A certified letter or other appropriate notification stating the violation and the action taken will be sent to the parent/guardian of the participant, and a copy will be forwarded to the administration, coach(es) and sponsor(s).
- If a student chooses to appeal the decision, he/she must write a letter to the principal stating the reason for the appeal. The principal will assign the appeal to the athletic director and a district administrator.
- Appeal results must be turned in to the principal within five days of receipt of written request for appeal.

Travel of Teams

All team members must travel by school contracted transportation to and from all athletic contests. The coaches are responsible for the supervision of their players from the time they leave the school until they return to the school. If the head coach allows sign-outs, a parent/guardian must have a letter on file with the principal prior to the first event of the season. Permission may be granted to parents/guardians attending the contest to take their Athlete home. During the week (M-F), students are allowed to ride home with parents, or those individuals that parents have approved to transport their children to Saturday Activities. Sign-out is done in front of a coach.

Golf, Cross Country, Bowling, Soccer, Trap Club. MS softball and Saturday Contest exception: Parents will be responsible for providing transportation to away contests. Proper paperwork must be on file in the High School and Middle School office.

Additional Rules

Head coaches or advisors may have additional rules or conditions, but the Principal and athletic director must approve them.

Parent/Coach Communication

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to our student- athletes. As parents, when your son/daughter becomes involved in our programs, you have a right to understand what the expectations are. This begins with clear communication from the coach about your son's/daughter's program.

Communication you should expect from your child's coach:

- Philosophy of the coach
- Expectations the coach has for your son/daughter as well as the team
- Location and times of all practices and contests

- Team requirements, fees, special equipment, off-season conditioning, etc.
- Procedure should your son/daughter be injured during participation
- Discipline that results in denial of your son's/daughter's participation

There are situations that may require a conference between that coach and the parent. These are to be encouraged. It is important that both parties have a clear understanding of the other's position. When these conferences are necessary, the procedure below should be followed to help promote a resolution of the issue or concern.

Procedure to discuss a concern with a coach

- Call the HS/MS and leave a message for the coach to set up an appointment.
- If the coach cannot be reached, call the School Principal at the HS/MS.
- Do not confront a coach before or after a practice or contest. Follow the 24 hour rule.
- The parent or coach may request to have a school administrator present at a meeting.

Communication coaches expect from parent(s)

- **Concerns expressed to the coach - see four examples in the next section**
- Notifications of any schedule conflicts well in advance
- Specific concern in regard to a coach's philosophy or expectations

Appropriate concerns to discuss with coaches

- Academic support - college opportunities
- A concern for your child's mental and physical well-being
- Ways for your child to improve
- Concerns about your child's behavior

As your child becomes involved in the programs at Southwestern, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your son/daughter wish they would.

It is very difficult to accept that your child is not playing as much as you may like. Coaches are professionals and they make their decisions based on what they believe to be best for all the students involved. As with the list of appropriate items to discuss above, certain things, such as those listed below must be left to the discretion of the coach, who is the professional.

Issues not appropriate to discuss with coaches

- Playing time
- Team Strategy
- Play calling
- Other student-athletes

Administrative Action

Approaching coaches at inappropriate times or with inappropriate subject matter may result in the parent(s) not being able to attend a game, games, or the rest of the season activities.

The Next Step

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the principal to discuss the situation.
2. At this meeting the appropriate next step can be determined.

Since research indicates a student involved in extracurricular activities has a greater chance for success in adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after your child's school career is over. Please keep in mind that participation is a privilege that a student earns through his/her efforts. We hope the information provided makes both you and your child's experience with the Southwestern programs an enjoyable experience.

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

9.20 Attendance at School Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate."

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

9.30 Student Athlete Concussions and Head Injuries

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

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

Chapter 10 Special Education

10.10 Education of Children with Disabilities

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

The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year.

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

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Stephanie Renken
Special Education Coordinator
201 E. City Limits Rd.
Brighton, Illinois 62012
618-372-3813
Srenken@piasabirds.net

10.20 Discipline of Students with Disabilities

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

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

10.30 Exemption from Physical Education Requirement

A student who is eligible for special education may be excused from physical education courses (Not exceeding 2 days per week) in either of the following situations:

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

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

10.40 Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

10.50 Request to access classroom or personnel for special education evaluation or observation

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

For further information, please contact the building administrator.

10.60 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.

Chapter 11 – Student Records & Privacy

11.10 Student Privacy Protections

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request. **Selling or Marketing Students' Personal Information Is Prohibited.**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

11.20 Student Records

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

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

1. The right to inspect and copy the student's education records within 10 business days of the day the district receives a request for access.

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

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The district will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

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

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

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance

committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,³ any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

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

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

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

8. The right contained in this statement:

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

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

11.30 Student Biometric Information

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

11.40 Requests from Military or Institutions of Higher Learning

Upon student request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers.

Chapter 12 – Parental Right Notifications

12.20 Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/guardians can assist their students achieve their best performance by doing the following:

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

12.30 Homeless Child's Right to Education

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

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

12.40 Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene, or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

12.60 English Learners

Our schools offer opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact your building principal.

12.70 School Visitation Rights

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

12.80 Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact your child's school office.

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

12.90 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.

12.100 Unsafe School Choice Option

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

12.105 Student Privacy

The district has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

12.110 Sex Offender Notification Law

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

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

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

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

12.120 Sex Offender & Violent Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, www.isp.state.il.us/sor/
Illinois Murderer and Violent Offender Against Youth Registry,
www.isp.state.il.us/cmvo/
Frequently Asked Questions Concerning Sex Offenders,
www.isp.state.il.us/sor/faq.cfm

12.130 Parent Notices Required by The Every Student Succeeds Act

I. Teacher Qualifications

A parent/guardian may request, and the district will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. The teacher is teaching under emergency or other provisional status.
- c. The teacher is teaching in the field of discipline of the certification of the teacher.
- d. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The state and district requires students to take certain standardized tests. For additional information, see

handbook procedure 12:20 on standardized testing.

A parent/guardian may request, and the district will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card

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

IV. Parent & Family Engagement Compact

This information will be placed on the district's website at www.piasabirds.net.

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another district school or to a public charter school within the district under certain circumstances. For additional information, see handbook procedure 12:100.

VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.

VII. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60.

VIII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure 12:30.

For further information on any of the above matters, please go to www.Piasabirds.net or contact the building principal.

Public Notice on Asbestos Testing

This notice will serve to inform the school staff, building occupants, or their legal guardians that the inspection reports and management plans for asbestos containing material found in each of the school buildings can be reviewed in the school Administration Office from the hours of 8:30 A.M. to 3:00 P.M. each day, Monday-Friday, excluding holidays during the school year and Monday-Thursday during the summer. Every six months periodic inspections are conducted and every three years a re-inspection is conducted by a licensed inspector to determine any changes in the condition of asbestos containing building materials in each building owned, leased or otherwise used as a school building by the designated person responsible for asbestos. Conditions of materials found to contain asbestos are duly noted and logged in the management plans. The three-year re-inspection was carried out February 2016.

Public Notice on Lead Testing

In accordance with 65 ILCS, Section 5, Article 1 1, Southwestern CUDS 9 lead in the drinking water results have been submitted to: the Illinois Department of Public Health. Sampling was performed by Environmental consultants, LLC during September 2016. A minimum of one (1) first draw sample was collected from each potable water source in the district. Additional samples were collected as warranted based on results of the initial testing.

Based on the district's actions, the district is in compliance with the school code. In addition, the district has implemented a preventative maintenance plan to manage the lead in our drinking water.

Appendices:
SOUTHWESTERN ELEMENTARY SCHOOLS

Brighton North Primary School

Shipman Elementary School

Medora Intermediate School

Elementary Lunch Visitors

Parents wishing to eat lunch with their child or children must call into the office to be added to the lunch count by 9 a.m. Parents who plan to bring their child or children lunch cannot bring food for students other than their own. The [Southwestern Journal](#), [District Web Page](#) and [Facebook](#) list breakfast and lunch information. Occasionally, it is necessary to change the menu after publication.

Outdoor Recess

If a child cannot go outside for recess due to illness, a note should be sent to the teacher stating the reason the child should be kept inside. A doctor's excuse is required if the child is to be kept in for a period of three consecutive days. Parents need to be aware that if the wind chill is **20** degrees or above, their child will be going outside for recess. Students need to be sent to school dressed accordingly.

Parties

The PIASA TEAM parent group organizes three parties each year, Fall, Winter and Spring, for all elementary students. The Room Coordinators are in charge of these parties. Parents should not send treats to school on those days unless they are asked to do so by the Room Coordinators.

Sending Treats to School

On non-party days, parents should notify the teacher at least one day in advance. Only store-bought treats are allowed, and we ask that all treats be individually wrapped. (No cakes that need to be cut and served) We ask that before treats are sent, please contact the classroom teacher to check for allergies or other health concerns before sending treats to school.

After-School Care of Children

The school wants to ensure the safety of all students. Therefore, each day, students will be placed on their assigned bus, sent home with parents/guardians, or allowed to walk according to parents' instructions at the beginning of the school year. If there is any change in these arrangements, it is necessary that the child bring a note signed by his/her parent/guardian. Otherwise, the student will be sent home in the usual way.

Bringing Students To and From School

- Brighton North: Parents should use the drive on the west side of the school and back parking lot when picking up and letting children out of cars. Both bus loading areas in front of the school must be kept open.
- Medora: Busses will load and unload children on Water Street on the south side of the school. Parents will drop off and pick up students at the front of the building on Elm Street. Parents must enter Elm Street from the north side, it is a one-way street.
- Shipman: The drive-in front of Shipman is one way from west to east. Parents must enter from Shipman Cutoff Road and drop off/pick up their students at the sidewalk that runs the length of the building. Parents must exit on the east end of the parking lot on highway #16. The circle drive in front of the west end of the building is for the loading and unloading of school bus traffic only.
- Students drop off / pickup procedures are subject to change at the discretion of the building principal.

Appendices: SOUTHWESTERN MIDDLE SCHOOL

Mission Statement

Our mission for the Southwestern Middle School is to provide a supportive environment, to cultivate knowledge, to build strengths and talents, and to encourage respect for all people.

Guiding Principles

- We believe that the best educational environment includes students, teachers, parents, and the community.
- We believe that all students should be encouraged to achieve their highest potential.
- We believe that a varied presentation of educational practices will increase the learning opportunities for all students.
- We believe that a safe environment in which all students are treated respectfully is necessary in developing a desire for lifelong learning.

Closed Campus

Southwestern Middle School is a closed campus. This means that no student is to leave the school grounds once they arrive until school is dismissed. Students are not to leave campus at any time without proper permission from the main office or school principal.

Lost and Found

Articles which are found on the school premises should be turned in to the office. If you lose an item during the school year, please check the lost and found. It is strongly suggested that students register their electronic devices with the School Regional Officer in case of theft or loss. Southwestern Middle School students are encouraged to leave electronic devices at home or locked in their personally assigned lockers; otherwise, the items are at the personal risk of the owner to be lost or stolen.

Halls

Students should be in the hallways only at the beginning and close of the school day or while moving from one class to another. A student may have special permission or special duties that require them to be in the hallway during class periods; in these cases, students must have a hallway pass from a teacher. Students should always be courteous and keep to the right when moving in the halls or on the stairs. Running and shouting in the halls is never permitted. Eighth graders should not be in the seventh-grade hall unless there is an academic need.

Candy, Food Items, Drinks

No candy of any kind is permitted in the building unless distributed by a teacher for use in that classroom. No food, drinks, or outside containers are permitted in lockers or classrooms. Clear/capped drinking containers can be filled at water fountains and taken to classes. Sack lunches may be kept in lockers until lunch time. If a student has a need to keep these items with them due to a health problem, it should be noted on a medication form and the items will be stored in the office until needed. On special occasions when food is permitted in the Middle School, specific guidelines will be outlined and must be followed by every student.

Display of Affection

No public display of affection is permitted by students in the Middle School. This includes handholding, hugging, kissing, or any inappropriate touching.

Sale of Products

The sale of products for any organization other than the school or the solicitation of money for anything other than a school related function is not permitted.

Physical Education

Physical education is a course required by all students at Southwestern Middle School. Additionally, the State of Illinois requires all students to participate in a planned and organized physical education program. The only exemption to this may occur due to a medical release. Even in medical situations, students are required to

participate in physical education activities as their doctor's excuse may deem appropriate.

Tardies

Students are required to report to class on time with all necessary materials. If a student is late, he/she will be marked tardy. Students may receive disciplinary action should tardiness become an issue. (See Discipline Matrix)

Lockers

Lockers are school property and are provided as a convenience to students for storage. Lockers will be assigned and are under the jurisdiction of the school. Students should not share or exchange lockers without permission of the Principal or Counselor. Students will be issued a lock to put on the locker. Students are always expected to keep their locker secured with a school issued padlock. Students are cautioned against giving their combination to other students, or they cannot expect their property to be safe. Each student is responsible for keeping their assigned locker clean inside and outside. Damages caused by the misuse of tape, etc. will be charged to the student responsible. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. Such items should be taken to the office for safe keeping if they cannot be kept on the person. Backpacks, coats, purses, and book bags should be stored in hall lockers during the school day. These items are not to be carried from class to class.

Lockers may be searched if school authorities have a reason to believe the locker contains any item that would be disruptive to the educational process or contain illegal items.

All SMS/SHS students will be charged a non-refundable \$3.00 locker fee.

Extracurricular Activities and Attendance

If a student is not present a minimum of half of their classes or leaves school early due to illness on the day of an extracurricular activity, they are not eligible to participate in these activities on that day. There are special circumstances that may be approved by the principal. Students must be passing in all classes to be eligible to participate in extracurricular activities. An eligibility check is made every Friday during the season of the activity.

Intercom Use

The intercom system in the Middle School is for emergency use only. Students should only use the intercoms with permission from their teacher or in an emergency.

Extra-Curricular Activities

Southwestern Middle School offers a wide variety of sports and activities. It is our hope that every student will find an extra-curricular activity to participate in or enjoy. Students who attend extra-curricular activities at Southwestern Middle School or Southwestern High School **must** arrange transportation home **prior** to coming to the event. As a common courtesy, please have your ride arrive ahead of time to pick you up from the extra-curricular activities.

Attendance at School Dances

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate."

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Any middle school student who has exceeded ten (10) excused and/or unexcused absences will not be permitted to attend dances unless approved by the administration.

Appendices: **SOUTHWESTERN HIGH SCHOOL**

Closed Campus-

Southwestern High School is a closed campus. This means that no student is to leave the school grounds once they arrive until school is dismissed or with the approval from a parent/guardian.

Attendance-

Final Exams and the Gold/Silver/Bronze will be tied in with a student's attendance.

Honors Recognition-

Students who obtain the following grade point averages will be recognized as follows at graduation:

- 4.0-3.75 Summa Cum Laude
- 3.74-3.50 Magna Cum Laude
- 3.49-3.25 Cum Laude

Starting for the Class of 2023, students will only receive academic recognition through the honors program. The class of 2023 and following graduating classes will not have a valedictorian or salutatorian.

High School Honor Roll

Students who obtain the following grade point averages will be recognized each quarter as follows:

- 4.0-3.75 High Honor Roll
- 3.749-3.250 Honor Roll

Final Exam Policy-

Students who have met the following criteria will be exempted from final exams:

- A. At least a C- in the class
- B. Four (4) or fewer excused absences and no more than one (1) unexcused absence. Out of school and in school suspensions count as missed days of excused attendance. At no point can unexcused and excused absences exceed (4).
- C. Three (3) or fewer tardies in the class.
 - i. If a student is not required to take final exams and would like to take the final to improve their grade or practice taking a final exam, they will be allowed to take the final without it hurting their grade.
 - ii. Once a student is at school to take a required final exam, they will be required to stay until the end of the final exam.
 - iii. The final exam exemption does not apply to LCCC or AP courses when final exams are required.
 - iv. Absences and tardies will start back at zero at the start of each semester.
- D. All students who are required to take final exams will NOT be excused from school on final exam days unless there is a family emergency or crisis. Parents are encouraged to see that on final exam days students are well prepared for exams, well rested, and on time for school.
- E. All final exams will be counted at 15% of a student's semester grade. Final exams will be given only during the designated days and times. No final exams will be given prior to the assigned date and time.

College Days

Juniors may take two (2) "college days" during the year. Any visit to a college or trade school must be set up two (2) days in advance with the high school administration. If the procedure is followed, it will count as a field trip. If the procedure is not followed, the visit will count as an absence. Documentation of the visit must be turned into the office upon return. No visitations are allowed in December or May unless approved by the administration. Excused college visit days will still count toward a dual credit absence (LCCC policy).

Seniors are provided three (3) “college days” during the year. Any visit to a college or trade school must be set up two (2) days in advance with the high school administration. If the procedure is followed, it will count as a field trip. If the procedure is not followed, the visit will count as an absence. Documentation of the visit must be turned into the office upon return. No visitations are allowed in December or May unless approved by the administration. All seniors will be provided a college visit day/job shadow day on the day of the SAT in April. Any additional days for seniors must be approved two days in advance by the administration. Excused college visit days will still count toward a dual credit absence (LCCC policy).

LCCC Program

Eligible seniors may participate in this college attendance program. Regulations and the application are available in the guidance office. Juniors must register for the program in the spring before their senior year. All fees and material costs associated with this program are solely the responsibility of the student and parents and must be paid in full to LCCC prior to the student taking advantage of this opportunity. Fee waivers do not apply to this program.

Requirements for Class Standing

Class	Number of credits must have at the end of the academic year.
9th	6
10th	12
11 th	18
12th	25

Graduation

Commencement invitations are selected by a class committee. Ordering of invitations is optional, but they may be ordered only by seniors in good standing. Gowns, caps, and tassels for graduation events are purchased by the individual students.

Articulation Credit

Southwestern High School has agreements with Lewis & Clark Community College and Southwestern Illinois College, which award competency credit for students who enroll in dual credit college/high school classes. These agreements allow students to receive credits at Lewis & Clark Community College and Southwestern Illinois College, for participation in their formally recognized courses while attending classes at Southwestern High School. If you are interested in receiving college credit for these classes, please see the Guidance & Counseling Department for more information. These courses are articulated:

LCCC

- Anatomy/Physiology- BIOL 132
- AP Bio- BIOL 131
- Computer Maintenance- ITEC 154
- Digital Web Graphics – ART 151
- Drafting I & II (CAD) – DRFT 125 and 146
- English III Honors/English IV – CDEV 130
- English IV Honors– ENGL 131/132
- Horticulture- ECOL 101
- Spanish III - SPAN 131 and 132
- Spanish IV-SPAN 231 and 232
- Speech II – SPCH 131
- Public and Private Communication- SPCH 145
- Productions- CGRD 142
- Foundations of Education - EDUC 250
- Practical Education – EDUC 251
- Tech Math- MATH 122/MATH125
- Web Page Design – WEB 135
- Welding III – WELD 191
- Welding IV – WELD 193

SWIC

Computer Concepts

*Articulated courses carry additional tuition charged to Southwestern by LCCC. The fee for these courses is \$10.00 per credit hour. District fee waivers do not cover the courses listed above.

Honors Courses

Students are encouraged to enroll in honors level courses. To qualify for these courses, a student must have earned an A or B in the previous honors class or receive a teacher recommendation from the previous honors teacher.

Driver's Education

Illinois law P.A. 88-188 (HB418) requires that a student must have passed at least eight courses in the previous two semesters to be eligible to enroll in Driver Education. Fees for driver's education will only be charged for the driving portion of the class. All fees must be paid in full before any driver's education paperwork will be sent to the Secretary of State's Office.

Southwestern National Honor Society Membership Requirements

Membership in the Southwestern Chapter of the National Honor Society is an honor bestowed upon a student. Membership is not a right or an elective position, but a privilege enjoyed by students who demonstrate and maintain outstanding scholarship, character, leadership and service.

- To be eligible for membership, candidates must be a Sophomore, Junior or Senior.
- Candidates must have a cumulative GPA of at least 3.5 on a 4.0 scale (not rounded).
- The Chapter Advisor will notify students and give eligible students the application form.
- Candidates will be evaluated by a Faculty Council on scholarship, character, leadership, and service.
- Candidates must document evidence of a minimum of 10 hours of community service performed during the 18 months prior to consideration for membership,
- Service hours should be verified by signatures by the sponsor.
- Member selection shall be based on decision of the Faculty Council.
- Members will abide by the Southwestern Extracurricular code as set forth by Board of Education.
- Members are expected to attend chapter meetings and functions. Failure to do so will lead to a review of the member's status, possible probation, and dismissal from NHS.
- The Advisor maintains the chapter bylaws, which provide additional detail.

Raffles

All raffles and fundraisers need to be approved by the building administrator/BOE

Dances/Prom

The high school sponsors various dances and a junior/senior prom during the course of the school year. Students are allowed to bring a guest to these dances. Guests **must be** high school students or older, but not exceeding twenty (20) years of age. No Middle School or Junior High students will be admitted. Students bringing a guest who is not currently attending Southwestern High School must have a dance permission slip signed by that guest's current principal. All guests must present a picture ID along with the permission slip. Breath alcohol tests may be used at dances. All guests may be subject to background checks.

Any high school student who has exceeded ten (10) excused and/or unexcused absences will not be permitted to attend dances/prom unless approved by the administration.

Nomination for Court Members

Anyone in the Senior Class may nominate court members. Prior to nominations all Senior Class members will be subject to eligibility requirements for their names to appear on the nomination ballot. Eligibility requirements are specified in the Extra-Curricular Code written in this handbook. Any Senior, who is ineligible, will have his or her name removed from the ballot. Seniors may nominate three eligible males and three eligible females. The court will be comprised of the six males with the most nominations and the six girls with the most nominations. In the event of a tie, another couple will be added to the court. Any court member who becomes ineligible the week of the dance will be removed from the court.

Election of King and Queen

All King and Queen candidates must meet eligibility requirements for the week of the dance. Voting for the King and Queen will occur during lunch hours, supervised by school personnel, prior to the dance. All Southwestern High School students who purchased a ticket will be allowed to vote.

Lockers

Each student is assigned a locker at the beginning of the school year. Lockers are the property of the school and are subject to search at any time. Students should have no expectation of a right to privacy regarding lockers. Students are responsible for their lockers. Students will not go to their lockers other than before/after school and during 4th period passing period. All students will be charged a \$3.00 non-refundable locker fee. All lockers will come with a district issued combination lock. Students are expected to use the school issued pad lock. There will be no sharing or exchanging of lockers by students. Backpacks, coats, purses, and book bags should be stored in hall lockers during the school day. These items are not to be carried from class to class.

SAS (8thhour)

Attendance- any student who is not exempt from SAS attendance because of Gold/Silver/Bronze and has more than 4 absences in SAS will be required to take final exams for all courses. An absence will not count against finals if a note is returned to the HS Office from a medical professional within 7 days of the absence. Students must remain in SAS the entire period for it to count for attendance.