

**2020-2021**

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***ASTORIA SCHOOLS***

*402 N. Jefferson St.  
Astoria, Illinois 61501*

**DISTRICT OFFICE (Tammie McCormick) 329-2111  
HIGH SCHOOL OFFICE (Jeanie Sager, Sec.) 329-2156  
ELEMENTARY OFFICE (Carri Bridges, Sec.) 329-2158**

***STUDENT/PARENT HANDBOOK***

**Emergency School Closings:**

**In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, School Reach, the automated calling system utilized by Astoria Schools, will be used to contact parents/guardians.**

**For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.**

**If we dismiss early for an emergency, all after-school functions are automatically cancelled.**

**2-hour Delayed Start Time**

**A 2-hour delay start time for school may be a possibility due to poor forecasted weather conditions or dangerous wind chill factors. If the 2-hour delay goes into effect, a School Reach will be sent out by 6:00 p.m. the prior evening. The school building will be open at regular time so that parents have the option to drop off students. If students are dropped off they will be supervised. There will be no A.M. Pre-K on 2- hour delay days. Teachers will be expected, to the best of their ability, to be at school at their regularly scheduled time. If the school day ends up being cancelled, a new School Reach will be sent out the morning of the delay. Students who have been dropped off at the school, will be bussed home unless contacted by parents.**

**School Web Address: [www.acusd1.org](http://www.acusd1.org)**

**This handbook belongs to: \_\_\_\_\_**

**This handbook is a summary of the school’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 or at the Board office, located at:**

**Board of Education Office  
402 N. Jefferson Street  
Astoria, IL 61501**

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

<b>Chris Shaw</b>	<b>President</b>
<b>Pete Egleton</b>	<b>Vice-President</b>
<b>Brady France</b>	<b>Secretary</b>
<b>Shannon Adkins</b>	<b>Member</b>
<b>Steve Musson</b>	<b>Member</b>
<b>Derek Prather</b>	<b>Member</b>
<b>Tim Stevens</b>	<b>Member</b>

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

<b>Don Willett,</b>	<b>Superintendent/High School Principal</b>
<b>David Crouse,</b>	<b>Junior High School/Elementary School Principal</b>
<b>Sadie Dabney,</b>	<b>Guidance Counselor</b>

## **DISTRICT VISION STATEMENT**

**The mission of Astoria Community Unit School District #1 is to provide the best possible learning environment for its students and to prepare these students to be life-long learners and productive members of society.**

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# WELCOME TO ASTORIA SCHOOLS!

## **I. Student Handbook**

This handbook is designed to help you become familiar with the rules and procedures of Astoria Schools. These rules and procedures have been established to create the best possible learning environment for all students.

\*Teachers and staff, as employees of Astoria CUSD #1, are required to enforce the rules and codes set forth in this handbook.

In addition to describing school rules and procedures, this handbook contains important information that will prove useful to you during the school year. Keep this handbook in a place where you and your parents can refer to it often.

Information about events, which take place in school, is routinely published in the South Fulton Argus. Announcements are read to students daily and are posted on the office window. High school students are adults and expected to be responsible for relaying information to their parents and to communicate necessary information.

### AN ASTORIA SCHOOL STUDENT IS EXPECTED TO:

1. Attend school regularly and be on time.
2. Do all schoolwork assigned to the best of his/her ability.
3. Show respect to other students and staff members.
4. Bring all materials, books, and supplies to class each day.
5. Treat school property with respect.
6. To know and abide by the school rules.

## **A. CONTACTING TEACHERS-CHAIN OF COMMAND**

All teachers are available to be contacted everyday during school hours. If you have questions or concerns as a parent you should first contact your child's teacher. Methods for contacting teachers are email, phone, or face-to-face meeting, by appointment. School policy dictates that teachers are not to talk about students outside of the school day unless otherwise arranged. All interactions with teachers will be conducted in a professional manner. If you are unable to contact the teacher please contact your school administrator and arrangements will be made to communicate with the teacher. We appreciate your understanding in this matter.

## **B. SCHOOL VISITORS**

1. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.
2. 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 attach 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.
3. 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. Our school policy is to accept only those visitors who have legitimate school business.

PARENTS ARE ALWAYS WELCOME. Class visitation by non-students is not permitted. Please do not embarrass your friends by bringing them to school and then have them refused permission to attend.

### **C. STUDENT RESPONSIBILITIES AND RIGHTS**

1. The Astoria CUSD #1, in support of the aims of public education, believes that behavior of students attending public school shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline (responsibility for one's actions) is one of the important ultimate goals of education. The Board of Education also believes that while education is a right of American youth, it is not an absolute right; it is qualified first by eligibility requirements. Our courts speak of education as a limited right or privilege. That is, students who fail to perform those duties required of them, upon attendance in public school, may be excluded from school.
2. Citizenship and moral responsibilities:  
Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law, which apply to the conduct of students. Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. Students' conduct shall reflect consideration of the rights and privileges of others. High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others shall be maintained. The student shall have respect for real and personal property, and take pride in one's work, and achievement. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit by the educational experiences provided will be given the opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.

### **D. DUE PROCESS**

The board will extend to students their full rights as provided by law. It is the board's desire that the exercise of authority necessary in a school setting be fair and that the students' rights be fully protected.

### **E. EQUAL OPPORTUNITY AND SEX EQUITY**

1. 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.
2. 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.
3. Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mr. Don Willett, Superintendent, 309-329-2111.

### **F. PARENTS RIGHT-TO-KNOW**

1. In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, the Astoria District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:
  - a. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- b. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
  - c. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
  - d. Whether the child is provided services by paraprofessionals and, if so, their qualifications.
2. If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you. If you have any questions, please feel free to contact your district superintendent Don Willett, at the following number 309-329-2111.

## **G. PARENT INVOLVEMENT STRATEGIES**

1. The district holds parent/child activity nights throughout the year in conjunction with Pre-K and the PTO. Topics have included reading strategies used in our elementary schools, technology integration into our classrooms, meet and greets, and brain-based research. Parents are also included in our planning strategies for Title I services. The district has developed a district-level parental involvement compact according to Title I requirements. The compact contains the district's expectations for parental involvement and specific strategies for effective parent activities improving student achievement and school performance. All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.
2. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## **H. STUDENT RECORDS**

1. School student records are confidential and information from them will not be released other than as provided by law. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws.
2. The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.
3. State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:
  - a. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
  - b. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
  - c. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no

student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.

- d. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

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

## **I. TEMPORARY AND SPECIAL EDUCATION RECORDS**

Notice is hereby given to parents and students that in accordance with the law, all special education and temporary records of any student will be destroyed five (5) years after the student permanently withdraws from Astoria schools or in the case of graduates, five (5) years after graduation. If the student has not attained the age of 18, records may be given to the parents upon written request and if the student is over 18 he/she may request the records. In no legal request is made within the five (5) year window (as outlined) Astoria Schools will destroy such records in accordance with existing laws.

## **J. VIDEO AND AUDIO MONITORING**

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

## **II. PROMOTION/GRADUATION**

The Illinois State Board of Education prohibits social promotion. “A student shall NOT be promoted based on any other social reason not related to academic performance”.

### **A. NO SOCIAL PROMOTION POLICY (Grades K-5)**

The administration and professional staff shall establish a system to determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Illinois Learning Standards and assessment program tests or other testing.

### **B. PHILOSOPHY**

It is the philosophy of Astoria CUSD#1 that children/students be placed where learning and success can occur and where developmental readiness and maturity allows this. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. The remedial assistance may include any or all of the following: a summer program, tutorial sessions, increased or concentrated instructional time, modifications to instructional materials and retention in grade level. Administration, professional staff, and parents will use the above overriding premise to recommend retention in the lower elementary grades. A policy for grades K-5 based upon academic proficiency has been developed. Failure of 2 or more core subjects



will result in retention (reading, math, social studies, science, language arts).

### **C. NO SOCIAL PROMOTION POLICY (Grades 6-8)**

The administration and professional staff shall establish a system to determine when the student meets promotion and graduation requirements. The system will identify students who have earned 2 or more failing cumulative grades in the school year from core subjects (language arts, reading, science, social studies, and math) to be retained in a grade level. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. The remedial assistance may include any or all of the following: tutorial sessions, increased or concentrated instructional time, modifications to instructional materials and retention in grade level.

### **D. GRADES 9 – 12**

High School GRADUATION REQUIREMENTS –28 Total Credits

1. 4 credits in Language Arts
2. 2 credits in Science
3. 3 credits in Math
4. 2 credits in U.S. History- (Includes state and federal constitutions and 1 semester of Civics)
5. 1/2 credit in Health
6. 1/2 credit in Consumer Education
7. 1/2 credit in Drivers Education
8. 1 credit in Art, Music, Foreign Language or a Vocational Course
9. 3 1/2 credits in PE

#### **Grade Classification:**

Sophomore-earned at least 6 credits

Junior-earned at least 13 credits

Senior-earned at least 20 credits

### **E. HIGH SCHOOL TRANSCRIPTS**

Copies of transcripts, which contain all-important information about a student's high school career, are available in the office. Copies are provided free of charge upon a receipt of a signed records release form. The student must sign all requests for records.

### **F. STUDENT REPORT CARDS**

Report cards will be issued at the end of each nine weeks. Incompletes not made up by the end of the second week of the next grading period become an "F".

#### 1. Grading Scale Grades 3-8

90% or above	A	Excellent
80% or above	B	Above Average
70% or above	C	Average
60% or above	D	Below Average
Below 60%	F	Unsatisfactory

#### 2. Grades 9-12 shall use the following grade designations:

GRADE	PERCENTAGES	GPA POINTS
A+	97.5% or above	4.0000

A	92.5% up to 97.4%	4.0000
A-	89.5% up to 92.4%	4.0000
B+	86.5% up to 89.4%	3.0000
B	82.5% up to 86.4%	3.0000
B-	79.5% up to 82.4%	3.0000
C+	76.5% up to 79.4%	2.0000
C	72.5% up to 76.4%	2.0000
C-	69.5% up to 72.4%	2.0000
D+	66.5% up to 69.4%	1.0000
D	62.5% up to 66.4%	1.0000
D-	59.5% up to 62.4%	1.0000
F	Below 59.4%	0.0000

## G. HONOR ROLLS

In order to be listed on the honor rolls, a student must meet the following requirements:

High Honor Roll – All A’s, but no more than 1 B per quarter.

Honor Roll – All A’s and B’s, but no more than 3 B’s per quarter.

Honorable Mention – “B” average but no grade lower than a C per quarter.

## H. EXTRA CURRICULAR ELIGIBILITY

ALL STUDENTS must maintain the same standards for any extra-curricular activities. This means that any school related activity requiring after school time would not be allowed if the student were ineligible. These may include and are not limited to sports, scholastic bowl, stats, managers, problem solving, gifted activities, FFA, etc. The Code of Conduct applies to all activities.

## I. SCHEDULE CHANGES

Our school policy is that adding and dropping classes certainly is allowed throughout the summer until the end of registration, but students are discouraged from dropping classes once the school year begins. The exceptions to this rule are when a student is obviously misplaced and is performing poorly with no hope to pass a particular class, when the student’s overall performance is declining due to carrying an over-load, or when graduation or college requirements necessitate a change. The reason for this policy is to insure that the maximum use can be made of our instructional time. Our experience has been that by persevering, many students cannot only succeed in the class, but also learn valuable lessons regarding following through on commitments and difficult challenges. We would have a difficult time truly promoting excellence if students were given the option to drop a class when they didn’t “like it any more”.

## J. VALEDICTORIAN/SALUTATORIAN

Valedictorian and Salutatorian will be determined after 7 semesters of coursework for those graduating in 2021, 2022, and 2023. Students graduating in 2024 will use 8 semesters of coursework to determine Valedictorian and Salutatorian.

## III. INTERNET ACCESS POLICY

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.

1. District Computer Use Policy will be strictly enforced.
2. Each student 6-12 must have a signed Computer/Internet Agreement on file to be eligible to use school computers for any purpose.
3. Game playing is only allowed with a teacher's permission and under direct supervision.
4. Printing from the computer must be kept to a minimum. Students may only print with the permission of their teacher.
5. No food or drinks near the computers.
6. Routine maintenance and monitoring may lead to discovery that a student has violated school policy or Federal/State laws.
7. An individual search will be conducted if there is reasonable suspicion that a student has violated school policy or Federal/State laws.

### **Students in grades 6-12 will be charged a mandatory \$15 technology fee.**

#### **A. UNACCEPTABLE USE**

Astoria CUSD #1 has the right to take disciplinary action, remove computer, and network privileges, or take legal action to report to proper authorities, any activity characterized as unethical, unacceptable, or unlawful. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Interferes with or disrupts other network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses or malware, distributing quantities of information that overwhelm the system (chain letters, network games, etc.) and/or using the network to make unauthorized entry into any other resource accessible via the network.
2. Attempts to disable, bypass, or otherwise circumvent the Astoria CUSD #1 content filter that has been installed in accordance with the federal Children's Internet Protection Act. This includes but is not limited to the use of proxy servers.
3. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
4. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information resources, whether on stand alone or networked computers.
5. Invades the privacy of individuals or entities.
6. Uses the network for commercial or political activity or personal or private gain.
7. Installs unauthorized software or material for use on District computers. This includes, but is not limited to, downloading music, pictures, images, games, and videos from either the internet or via portable drives.
8. Uses the network to access inappropriate materials.
9. Uses the District system to compromise its integrity (hacking software) or accesses, modifies, obtains copies of, or alters restricted or confidential records or files.
10. Submits, publishes, or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
11. Uses the District system for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities are defined as a violation of local, state, and/or federal laws. Cyber bullying and harassment are slurs, comments, jokes, innuendos, unwelcome comments, cartoons, pranks, and/or other verbal conduct relating to an individual which:  
(a) has the purpose or effect of unreasonably interfering with an individual's work or school

- performance; (b) interferes with school operations; (c) has the purpose or effect to cause undue emotional stress or fear in an individual.
12. Downloads, copies, stores, or plays computer games on District devices during school time without permission from a teacher.
  13. Violates the District 1:1 Technology Agreement.

## **B. 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:

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

## **C. NO WARRANTIES**

The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not 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 school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

## **D. INDEMNIFICATION**

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

## **E. 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. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

## **F. 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.

## **G. COPYRIGHT WEB PUBLISHING RULES**

Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site 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.

2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
3. 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 Web site displaying the material may not be considered a source of permission.
4. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

## **H. USE OF ELECTRONIC MAIL**

The E-mail system is owned and controlled by the school and district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The school and district reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain 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 and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. 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.
5. Students will not access personal email accounts during school time without permission from a teacher.
6. Parents have the right at any time to request to see the contents of student email files. Offending data will be removed.
7. Use of electronic mail system constitutes consent to these regulations.

## **I. NON-SCHOOL-SPONSORED PUBLICATIONS/WEBSITES**

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or

5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Students who violate Astoria CUSD #1's Internet access policy and/or signed technology agreement could face the following consequences:

Revocation of ACUSD #1 system access up to, and including, permanent loss of privileges and discipline up to and including expulsion.

Violation of law will be reported to law enforcement officials.

## **IV. SCHOOL POLICY**

### **A. ARRIVAL**

Students should not enter the building until 7:40 a.m. If students need extra help or need to be in the building before 7:40 they need to make arrangement with a teacher in advance so that they are supervised during that time. The school day is from 8:05 am to 3:00 pm.

### **B. ATTENDANCE**

1. State law requires that students attend an approved educational institution unless they have a valid excuse. Additionally, state law defines students absent without just cause more than 10% as a truant. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00. All students are expected to attend school regularly and to be on time for classes in order to benefit more fully from the educational instruction. The Astoria Schools attendance policies are designed to develop students' punctuality, self-discipline and responsibility.
2. Students must attend all classes after lunch prior to participating in any practice or activity. General exceptions to this are medical appointments, funeral absences, and school/career related pre-approved absences. School administrators make determinations.

### **C. ABSENCES**

Students are expected to develop self-responsibility for regular attendance. The school will work closely with students and parents to encourage regular attendance. When a student is absent, they will miss valuable instruction time, which can never be fully recovered.

In the event of any absence, the student's parent or guardian is ask to call the school before 8:00 a.m. to explain the reason for the absence. If the school has not received a call by 10:00 a.m., a call will be made by one of the building secretaries to the parent to inquire why the student is not at school. If the parent or guardian doesn't contact the school, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence the day they return to school. Failure to contact the school will result in an unexcused absence.

The Astoria School District has adopted an attendance point system for all students. Listed below

are the three categories of absences, the point's value that will be assigned for each category and the consequences for the points.

Every absence will fall into one of the following categories:

**School excused absence**, which result in zero (0) attendance points

- Doctor verified illness--must have a doctor's note
- Doctor or dental appointment--must provide note from doctor/dentist
- Observance of a religious holiday
- Death in immediate family
- College visit--see below
- A court appearance if called to testify
- Family emergency-situation beyond the control of the student.
- Other reason as approved by the building administrator

**All notes must be received in the office within 48 hours of the student's return to be considered a school excused absence.**

**Parental excused absence**, which results in one (1) attendance point.

- Illness without a doctor's note.
- Deer hunting
- Family vacation
- A court appearance caused by a student's misconduct

**Unexcused absence**, which results in two (2) attendance points

This occurs if there is no parent/guardian contact concerning the student's absence either by phone or through a note the following day.

Failure of a student to complete the required paperwork for a college visit.

UNEXCUSED ABSENCES will result in the loss of the daily grade points and all work due that day will receive a maximum of half credit and is due the next attendance day. If a student is gone for 3 consecutive unexcused days and no parent contact can be made, administration will conduct an investigation in to the absence and truancy may be contacted.

The daily grade each day will consist of the following twenty (20) points:

- Five (5) points for being in class on time
- Five (5) points for good attitude
- Five (5) points for bringing all materials needed for class
- Five (5) points for class participation

If a student missed less than five consecutive class periods, they will receive half of the points from the appropriate category. For example, if a parent calls a student in sick in the morning but the student returns for 5th period, the student will only receive half (1/2) a point. If they miss more than four periods they will receive all the points.

For in-school suspension, the student will not receive any attendance points, however they will lose all their daily points and all work completed that day will receive full credit as long as the work is turned in to the teacher in the prescribed time frame. Students suspended out of school will receive 1 attendance point for each day and will receive full credit as long as the work is turned in to the teacher in the prescribed time frame.

The attendance points are cumulated over the entire year. The consequences for the various point levels are as follows:

Once a student receives more than six (6) attendance points, they will be ineligible for field trips that are not part of a course requirement that occur during the school day.

Once a student receives eight (8) attendance points, they will no longer have parental excused absences--every absence will be a school excused absence or an unexcused absence.

Once a student receives ten (10) attendance points, the regional truancy officer will be contacted to assist in resolving the problem. The administration reserves the right to contact the truancy officer prior to the ten (10) points.

College visits must be scheduled through the guidance counselor three (3) days in advance of the visit and students must bring a note from the college visited upon returning to school. Seniors may have three (3) college days/military days/job interview and one (1) registration/placement testing day. Juniors may have three (3) college days/military days. Students should notify teachers and get assignments for the work that will be missed. The absent/pre-arranged homework policy will be in effect.

#### **D. ABSENT/PRE-ARRANGED HOMEWORK POLICY: GRADES 6-12**

1. Excused Absences (non pre-arranged):
  - a. Students are allowed 1 day for each day of absence to complete work assigned during the absence.
  - b. Homework due on the day of an absence is due upon your return. If not turned in on that day a ten (10) percent deduction for each day not turned in, up to five (5) days, will be assessed. After five (5) days the assignment is recorded as a zero (0) in the grade book and will not be accepted for credit. Homework due on the day of an unexcused absence is due upon your return for full credit based on the teacher's prescribed time frame. If not turned in on that day a ten (10) percent deduction for each day not turned in, up to five (5) days, will be assessed. After five (5) days the assignment is recorded as a zero (0) in the grade book and will not be accepted for credit.
  - c. Students who are absent on the day of a pre-assigned test should plan to take the test on the day of their return if they were not absent the day before the test. If not taken that day a ten (10) percent deduction for each day not taken, up to five (5) days, will be assessed. After five (5) days the test is recorded as a zero (0) in the grade book and will not be allowed for credit.
  - d. Major projects or long term projects are due immediately upon the student's return to school except in the case of a prolonged absence.
  - e. It is the student's responsibility to obtain assignments missed.
2. Pre-arranged absences:
  - a. Students must obtain all assignments prior to the absence.
  - b. All assignments must be handed in the date of return. If not handed in that day a ten (10) percent deduction for each day not turned in, up to five (5) days, will be assessed. After five (5) days the assignment is recorded as a zero (0) in the grade book and will not be accepted for credit.
  - c. All tests assigned during the absence must be taken on the day of the return. If not taken that day a ten (10) percent deduction for each day not taken, up to five (5) days, will be assessed. After five (5) days the test is recorded as a zero (0) in the grade book and will not be allowed for credit.
  - d. Major projects or long term projects are due immediately upon the student's return to



school.

3. The teacher has the option of requiring the student to have all required work turned in prior to the absence.
4. Any student receiving more than two unexcused absences per semester will become ineligible to attend field trips that occur on a school day for the remainder of that semester.

## **E. ASBESTOS**

You are hereby notified that ASBESTOS-containing building materials (A.C.B.M.) were used in the construction of the school building. Although most has been removed, some ACBMS both friable (crumbly) and non-friable are known to remain. Engineers inspect the building yearly for asbestos. The Asbestos Management plan is available in the Superintendent's office.

## **F. BULLYING, INTIMIDATION & SEXUAL HARASSMENT**

1. Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.
2. No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.
3. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. 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.
4. Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.
5. Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

### Nondiscrimination Coordinator:

Name: Don Willett

Address: 402 N. Jefferson St.; Astoria, IL 61501

Telephone: (309) 329-2111

### Complaint Managers:

1. Name: Don Willett  
Address: 402 N. Jefferson St.; Astoria, IL 61501  
Telephone (309) 329-2111
2. Name: Tammie McCormick  
Address: 402 N. Jefferson St.; Astoria, IL 61501  
Telephone (309) 329-2111

The Astoria CUSD 1 Bullying Policy can be found at [www.acusd1.org](http://www.acusd1.org) under the District drop down and click on Astoria CUSD 1.

## **G. CAFETERIA**

The services of the cafeteria are available to all students. A basic meal is prepared each day. Students will receive a lunch card, which resembles a charge card. This card may be used ONLY by the student to whom it is issued. Lost or damaged cards must be replaced at a cost of \$3. No 9-12 student will be allowed to purchase a meal from the cafeteria without his or her ID card. Any student whose lunch account has a negative balance in excess of \$10.00 and will not be allowed to eat the regular lunch or breakfast that day without depositing money into his/her account. If student does not pay the required amount the student will be offered an alternate meal. Payment of the cost of 1 lunch or breakfast will allow them to eat a regular meal that day. No pop or snacks shall be available to students during the school day. Student breakfast price for the 2019-20 year: \$1.00. Lunch prices for the 2019-20 school year: K-5= \$2.35; 6-12= \$2.60.

## **H. PHONES AND OTHER ELECTRONIC DEVICES**

Other electronic devices include: electronic games, CD players, MP3 players, IPODS, Kindle, Nook, radios, tape recorders, palm pilots, laptop computers, etc.

1. Possession and use of cell phones (including smart watches) and other electronic devices by elementary, junior high and high school students are prohibited from the time they enter the building until they leave the building at the end of the day.  
\*\*Students who ride the practice bus will be allowed to leave their phone in either the junior high office or high school office. Students will be required to leave phones in the office upon arriving at school.\*\*
2. Any cell phone or other electronic device that is seen, heard or that has been used during the day will result in the student in possession receiving 10 discipline points in addition to the following:
  - a. 1<sup>st</sup> time—Confiscated and given to office; device will be retrieved by a parent or guardian.
  - b. 2<sup>nd</sup> time—Confiscated and given to office; device will be retrieved by a parent or guardian.
  - c. Any further violations of this policy will result in confiscation until the device is retrieved by a parent AND 20 discipline points will be assigned per occurrence beyond 2 confiscations.
3. The district is not responsible for the loss or theft of any electronic device.

## **I. CLOSED CAMPUS**

1. Astoria Schools has a closed campus. Closed campus means that no one is to leave the school grounds after entering without permission from the office. No student will be allowed to leave the building at any time after arriving. Violation will result in an In School Suspension. Bus students must enter the building upon dismissal from the bus. Going

anywhere else on or off campus will result in an In School Suspension unless permission was granted previously by the administration.

2. No one is to be in the parking lot area at any time during the school day without permission. Violation of the above will result in an automatic In School Suspension. Second and third offenses will be treated more severely and will result in multiple suspensions.

## **J. COMMUNICABLE DISEASES**

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

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

## **K. COMPUTER LAB**

Computer lab is available for educational purposes to the students. Internet usage is monitored and signed consent forms should be on file with the Technology Coordinator. **THERE IS TO BE NO FOOD OR DRINK IN THE COMPUTER LAB.**

## **L. DISASTER DRILLS**

A flip chart has been furnished to each room. The professional staff will review procedures with all students.

## **M. FEES**

1. The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.
2. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:
  - a. 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
  - b. 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).
3. The building principal will give additional consideration where one or more of the following factors are present:
  - a. An illness in the family;
  - b. Unusual expenses such as fire, flood, storm damage, etc.;
  - c. Seasonal employment;
  - d. Emergency situations; or

- e. When one or more of the parents/guardians are involved in a work stoppage.
4. The building principal 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.

## N. FIELD TRIPS

All field trips must be applied for by the teacher/sponsor supervising the trip and approved by the principal and superintendent. Consideration for approval of an academic field trip will be given to the relationship of the trip to classroom studies, the availability of a bus and driver, and to the cost and length of the trip. According to Board Policy, any trip out-of-state or over 100 miles must be approved by the Board of Education.

Field trips are a privilege for students. Students must abide by all school rules during transportation as well as during the field trip activity. Failure to abide by school rules during a field trip may subject the student to discipline. **Students wishing to attend any fieldtrip must be passing all classes in order to be eligible to attend.** All students who wish to attend a field trip must receive written permission from a parent or guardian prior to the trip. Students may be prohibited from attending a field trip for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian
2. Failure to complete appropriate coursework as determined by ANY teacher
3. Behavioral or safety concerns
4. More than two (2) unexcused absences per semester will exclude a student from field trips for the remainder of that semester on a day that school is in session
5. More than six (6) attendance points will exclude a student from attending a field trip on a day that school is in session, however, this doesn't apply to field trips that are required for an academic class.
6. Any student who has accumulated fifty (50) or more discipline points at the time of the field trip will be excluded
7. Discipline problems on a field trip will eliminate a student from any further field trips for the remainder of the year.
8. The administration is the final authority on field trip participation.

**In addition, the following guidelines will apply for all trips:**

1. If there are to be any overnight field trips, students must have at least a "C" average in all classes to attend.
2. Students who miss any field trip without a valid excuse will be excluded from all field trips for the remainder of the school year.
3. A student unable to attend a scheduled educational field trip for class credit will be given an alternate assignment that must be completed for credit.
4. The senior class trip and 8<sup>th</sup> grade trips are subject to these same guidelines.

## O. HEAD LICE

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

1. Parents are required to notify the office if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by office personnel and the

child is determined to be free of the head lice and eggs (nits). If a student has dead nits they will not be sent home. Infested children are prohibited from riding the bus to school to be checked for head lice.

## **P. INDIVIDUALS WITH DISABILITIES**

1. 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.
2. Education of Children with Disabilities
  - a. 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.
  - b. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.
  - c. A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.
3. Discipline of Students with Disabilities: The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

## **Q. LEAVING SCHOOL**

1. If you become ill during the school day or must leave for other reasons, you must check out in the office. A parent/guardian must be notified before you are allowed to leave. Failure to follow this procedure will result in an automatic unexcused absence for each class period. Going out to the parking lot without first securing permission will be considered leaving the school.
2. Consequences for cutting classes or leaving the building without first securing permission will result in an automatic In School Suspension.

## **R. LOCKERS – GRADES 6 –12**

1. All students are issued an assigned locker with a lock for the school year. IT IS THE RESPONSIBILITY OF EACH STUDENT TO KEEP HIS LOCKER LOCKED AT ALL TIMES WHEN NOT IN USE. Lockers and locks are considered school property and must be used for the purpose intended. School officials may search lockers at any time, with or without the students’ consent or knowledge. If your locker fails to work, report it to the office for repair. Students that abuse their locker are subject to the cost of repair or replacement of the locker. Students are not to change lockers without approval from the office, nor are they to move into a locker with another person. Nothing may be hung on the

outside of student's locker. Birthday decorations may be put on a student's locker on the day of his/her birthday. Spirit decorations to support a school-sponsored activity will be permissible.

2. Students should not bring items that are not necessary for aiding in education to school. These trinkets and decorations tend to get damaged or stolen. Drink containers should not be kept in lockers. Students should not store large sums of money or expensive equipment in their lockers. The school is not responsible for lost or stolen items.

## **S. MEDICATIONS**

All prescription medications and non-prescription medications that are needed to be taken by a student during the school day MUST be delivered to the school office at the beginning of the school day. Students may not distribute any medication to any other student or discipline consequences will be carried out and parents will be notified. Prescription medication must be in the original container from the pharmacy and labeled appropriately. The school district and/or its personnel assume no responsibility for any unfavorable reaction of a student to medication given upon the request of a parent. In the event that the parent has given the school permission to administer aspirin or non-aspirin to the student upon request, the student may receive this medication in the school office. An accurate record will be kept indicating the time, date, and amount of medication administered. Parents may be notified if the student requests aspirin or non-aspirin on a recurring basis. Students who have asthma have the ability to self medicate when needed using their prescribed inhaler. Students who suffer from the potential of Anaphylaxis may also possess and use an EpiPen (epinephrine auto-injector) when required.

## **T. REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING**

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

## **U. SEARCH AND SEIZURE**

1. 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.
2. School Property and Equipment as well as Personal Effects Left There by Students
  - a. 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.
  - b. 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.
3. Students  
School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the

search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

4. 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.

## V. SEX OFFENDER NOTIFICATION

1. State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.
2. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.
3. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.
4. 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.
5. 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.
6. Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.
7. A violation of this law is a Class 4 felony.

## W. STUDENT BEHAVIOR AT HOME AND AWAY-SCHOOL SPONSORED ACTIVITIES

Students should be aware that all school rules pertaining to extra-curricular activities are in effect during both home and those sponsored activities away from our local school. Any student involved in unsportsmanlike conduct at a school extra-curricular activity may be removed from all such activities for the remainder of the current school term. Students will not be permitted to loiter in lobbies and hallways. They are expected to be seated when the contest is in session. We ask that all fans remain seated while the game is in progress and to not leave their seats while the events are in play. Parents are asked to make sure their children remain seated in the gym. Any children in the hallways while activities are in progress will be escorted to the gym to sit with their parents. This is to ensure the safest possible environment.

## X. STUDENT BUS CONDUCT

Bus transportation is provided for students who live outside the city limits of Astoria. No pick-ups or drop-offs will be made within the city limits. Students will be picked up and dropped off only at designated places unless the driver has a note from the office. The school reserves the

right to discipline students who violate the bus rules. The bus driver is bound by state regulations to enforce rules and by school regulations to maintain discipline. They realize their heavy responsibility of getting students to and from school safely, so your cooperation is important. Bus rules will be distributed to all students at the beginning of the school year. Students breaking bus rules will be issued a Bus Violation Report to Parents. The student may be issued a detention or suspended from riding the bus for one or more days for serious or repeated violations of bus rules. Parents will be responsible to see that the student suspended from the bus is brought to and taken home from school.

Parental complaints regarding bus problems and or violations should be directed to the building principal. Repeated violations could result in the student being suspended from riding the bus until the next board meeting at which time a parent/guardian must be present. All parental complaints regarding this type of bus suspension must be submitted in writing and presented to the superintendent one week prior to the regular board meeting in order to place the complaint on the agenda. Bus rules and guidelines:

1. The bus driver is in full charge of the bus and pupils
2. Students should remain seated at all times while the bus is moving
3. Students should be ready when the bus arrives so the bus may stay on schedule
4. Students are to load and unload in an orderly fashion at all times
5. All general school rules apply while riding the bus. Inappropriate behavior will be reported to the administration and the following guidelines will be used:
  - a. 1<sup>st</sup> offense: Meeting with driver/student/administration. Student will be assigned a seat.
  - b. 2<sup>nd</sup> offense: Meeting with driver/student//parent/ administration. Student will be removed from the bus for a number of days to be determined by the administration.
  - c. 3<sup>rd</sup> offense: Meeting with the driver/student/parent/administration Student will be removed from the bus for ten school days with the administrative option for a meeting with the school board. On return to the bus the student will be assigned a seat.
  - d. 4<sup>th</sup> offense: Student will be removed from the bus for the remainder of the school year with administrative option for a meeting with the school board.
5. A non-regular riding bus student may not ride the bus unless he/she has a note issued by the office with parental consent.
6. Students with disabilities who are transported to an alternative school shall follow the bus regulations of Astoria CUSD #1 as well as the transportation policy of the alternative school attended.
7. Students who are suspended from the bus and who do not have alternative transportation to school will be given the opportunity to make up all missed work for equivalent academic credit.

## **Y. STUDENT DRESS**

1. Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Dress and/or grooming that is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate. The administration is the final authority.
2. No policy can cover all possible situations when dealing with student dress. The following are some general guidelines, but are not meant to be all-inclusive.
  - a. Garments should cover the torso during normal activity. The torso is not to be visible through a loose fitting or see through garment. Some of the prohibited tops are as follows, but not limited to: Racerback, tank tops and cut off sleeved shirts.



- b. Deep necklines are not allowed. To test if a neckline is acceptable, form a fist and place your thumb pointing upwards and resting on the collarbone. If your fist doesn't touch the neckline, it is too low.
- c. Excessively short, shorts/skirts/dresses are not allowed. All shorts, skirts and dress hemlines will be no shorter than 1 inch from the top of the knees.
- d. Yoga pants, tights, leggings, spandex and any other excessively tight pant-wear will need to be worn with a top garment that covers the buttocks and extends around the entire front portion of the body. A guide used for appropriate wear will be the top garment will extend to fingertip length while arms and hands are to the side of the body.
- e. Clothing may not advertise drug products or companies (alcohol, tobacco, drugs, etc.).
- f. No chains may be worn.
- g. Decorations or printed words may not be suggestive or degrading.
- h. All shirts must be high enough on the side to touch the armpit of the student.
- i. Clothing that is written on, ripped, torn, or altered in ways that draw attention to the individual and away from the educational process is considered disruptive and unacceptable. Tears or openings in pants cannot be higher than 1 inch from the knees in the same manner as checking a hemline.
- j. Clothing should be worn that does not expose undergarments.
- k. No hats, headwear (administrative decision) or sunglasses are to be worn in the building
- l. Shoes and or footwear will be worn at all times.
- m. Backpacks are not allowed to be taken to class.
- n. Blankets are not allowed to be used during school hours.
- o. No hoodies will be worn with hoods up during the school day.
- p. No boots will be allowed on the gym floor during activity times.

Students failing to dress appropriately will be asked to change. Repeat offenders face a discipline referral and appropriate consequences.

## **Z. TARDIES**

Tardies are defined as arriving to class after the allotted amount of passing time has expired. A tardy is given to any student that is up to twenty (20) minutes late to class without having a pass from the office or another teacher stating a reason for being late. (If a student is absent from class more than 20 minutes, he/she will be considered absent for that class period.) A student who is tardy to school 5 times in a school year will be turned into truancy. For each tardy at the beginning of the day the student will earn 2 points. Once the student receives their 5<sup>th</sup> tardy the truancy office will be notified. The school office staff will send a parent warning letter prior to turning the student in to truancy.

ELEMENTARY AND JUNIOR HIGH STUDENTS: Students who are tardy to school 4 times in one month will serve a 7:15 a.m. detention in the office.

HIGH SCHOOL STUDENTS: The following action will be taken for tardies:

1. 1<sup>st</sup> tardy per class period: Five (5) point daily grade deduction
2. 2<sup>nd</sup> tardy per class period: Five (5) point daily grade deduction
3. EVERY tardy per class period after the 2<sup>nd</sup> tardy: Five (5)-point daily grade deduction and a disciplinary report will be sent to the office. Students will serve a 5 minute detention in the office for every tardy beyond 3 tardies in a class.

The tardy count will be cumulative for the entire school year.

## **AA. 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.

## **BB. OPEN LUNCH POLICY-SENIORS ONLY**

1. Permission slips will be required and signed by parents of all seniors who will go off campus for lunch.
2. Sign out will be required daily if student leaves for lunch. Sign out will be completed prior to the beginning of 5<sup>th</sup> period. If sign out isn't completed prior to 5<sup>th</sup> hour and student still leaves for lunch privilege will be lost. Students will also be required to sign back in upon return from lunch.
3. Students will not be tardy back from lunch period. If student is tardy, open lunch privilege will be lost.
4. If student does not return to school after lunch, privilege will be lost. The only way to keep the privilege will be a parent call during student lunchtime.
5. Weekly eligibility will be run for lunch privilege. If student earns an F they will be ineligible for the week.
6. More than 10 discipline points, student will be ineligible for lunch privilege until positive points are earned to fall below 10 discipline points.
7. If conditions persist such as poor weather or other extenuating circumstances, administration has the right to cancel open lunch for a particular day.
8. If any senior abuses the open lunch privilege, the administration will take measures to repeal open lunch for all seniors immediately. The board will take action to keep the open lunch privilege repealed or re-open lunch based on information provided at the earliest scheduled board meeting.

## **CC. REMOTE LEARNING DAYS**

The Astoria Schools will be utilizing the remote learning procedure as accepted by the Illinois State

School Board. We will be allowed to use up to 5 remote learning days during the school year for days that school will not be open due to reasons deemed necessary by school administration due to weather or other unforeseen reasons. On remote learning days, students will have access to materials via the Internet or paper copies of required schoolwork. Teachers will be available via email during these days from 8:00am to 3:00pm. Students will be required to complete the assignments provided by teachers in order to earn a grade for that assignment. Students will be given 5 days to complete the work assigned during remote learning days in order to have the opportunity to ask their teacher questions face to face upon returning to a regular school day. Again, teachers will be available via email to answer questions as well.

Elementary Students: will be given homework assignments by their teachers. These assignments will be aligned to what the students are currently doing in class. No quizzes, assessments or tests will be given on a remote learning day.

Junior High Students: will be given assignments that are directly tied to their core classes. For example science, language arts, and social studies may have a single assignment that is cross-curricular that would fulfill the requirement of those teacher's needs. Math may have an assignment that is separate from the other core classes. No quizzes, assessments or tests will be given on a remote learning day.

High School Students: first remote learning day will consist of a SAT review for all levels of high school; this assignment will be graded as a homework grade. After the first remote learning day, homework assignments will be given based on a schedule that includes 4 classes per remote learning day.

Remote Learning Day 2- 1, 3, 5, 8 periods

Remote Learning Day 3- 2, 4, 7, 9 periods

Remote Learning Day 4- 1, 3, 5, 8 periods

Remote Learning Day 5- 2, 4, 7, 9 periods

No quizzes, assessments or tests will be given on a remote learning day.

It is our hope that we do not need to use any of these remote learning days but if necessary, we will be prepared and ready to utilize them this school year.

## **V. STUDENT POLICIES**

- A. Teachers and other educational employees shall maintain discipline in the schools. In all matters relating to the discipline in and the conduct of the schools and the school children, they stand in for the parent and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents and guardians. In all disciplinary action, the staff should be mindful of the fact that they are dealing with individual personalities, and the fact that it is sometimes more important to discover the causes of misbehavior than merely to suppress it. Thoughtful disciplining can be a means of fostering growth toward maturity and responsibility.
- B. Cooperation among parents, teachers, and administrators is both necessary and desirable. In order for students to benefit from disciplinary procedures, it is more important that they understand the reason for such actions. Discipline should be fair and constructive, not arbitrary or excessive.
- C. A copy of the disciplinary policies of each attendance center shall be furnished to the student, who is to share it with the parent or guardian within fifteen (15) days after the beginning of the

school term, or in the case of transfer students, fifteen days after starting classes. Students shall be informed of the content of the policies for their school.

## **VI. STUDENT DISCIPLINE**

### **A. BASIC PROCESS RULES**

1. The Constitution of the State of Illinois states: “the fundamental goal of the people of the state is to educate all persons to the best of their capacities.” However, when citizens act irresponsibly, violate the rights of others, or present an actual or threatened danger to persons or property, they are subject to lose some of their rights. Such is the case with the right to an education. When a student commits acts of gross disobedience or misconduct, the right to an education may be temporarily forfeited. But, no governmental agency, such as a school may deprive a citizen (student) of rights without due process of law. Due process is afforded to guarantee that the accused person has a chance to present a defense, to explain the circumstances of the alleged improper actions, or to attempt to prove innocence. Procedures for depriving students of the right of attendance include suspension and/or expulsion.
  - a. A suspension is for a period of time not to exceed 10 school days; an expulsion is for a period of time not to exceed 24 months.
  - b. The principal or superintendent may suspend a student; only the board of education may expel a student.
  - c. A student may be suspended prior to a hearing; a student may not be expelled until after a hearing
2. In the interest of helping students, the school district may assist in providing or locating alternative educational opportunities for the suspended or expelled student. Prior to the imposition of a suspension, the following procedures shall be observed.
  - a. The suspending school official shall give the student oral or written notice of the reasons.
  - b. If the student disagrees, an opportunity shall be given to the student to present an explanation in a conference with the suspending school official. The school official shall then inform the student whether or not the suspension is to be imposed.
3. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the requirements of notice and hearing shall follow as soon as practicable. The student’s parents must be notified by the principal or superintendent of the reason for suspension, stating the rules and regulations allegedly violated; the number of days of the suspension (may not exceed 10 days at one time). Out-of-School suspension will be deemed an UNEXCUSED ABSENCE. In-school suspensions are during the school day from 8:05 a.m. to 3:00 p.m. If the student does not follow the rules or is disruptive in any way, the student will be sent home and it will be considered an Out-of-school suspension.

### **B. DUE PROCESS PROCEDURE FOR STUDENT**

1. All students are entitled to the following due process procedure. Should a grievance not be resolved between student (guardian) and teacher, the grievant must take his/her grievance through the following channels:
  - a. Principal or designee
  - b. Superintendent
  - c. Board of Education
2. The final recourse for the grievant locally is the Board of Education. Failure to follow this process will result in you being redirected to the proper level.

### C. GENERAL DISCIPLINE PROCEDURE

Any misconduct or discipline problem will result in any one or more of the following consequences:

1. Verbal Warnings from staff and/or administration
2. Notification of parents/guardians
3. Removal from classroom
4. Detentions
5. Withholding of privileges
6. Seizure of contraband
7. In School Suspensions
8. Out of School Suspensions
9. Expulsion from school
10. Notification of law enforcement authorities whenever the conduct involves illegal drugs, look-alikes, alcohol, weapon, or assault

Corporal punishment will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include, and certified personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property. Physical restraints may be used when necessary to protect the student or other individuals and/or property from harm.

### D. DISCIPLINE CONSEQUENCES

Astoria CUSD #1 has in place a point value system, which will be used for acts of misconduct. Following is a list of consequences for the accumulated discipline points that a student receives during the entire school year. The points DO NOT start over at the semester.

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

TOTAL ACCUMULATED POINTS	CONSEQUENCE
5	Verbal Warning
10	Verbal Warning
15	30 minute detention
20	30 minute detention
25	Two (2) 30 minute detentions
30	Two (2) 30 minute detentions
35	½ day ISS
40	½ day ISS
45	1 day ISS
50	1 day ISS
55	Late School
60	Late School
65	Late School

70	2 days ISS
75	2 days ISS
80	2 days ISS
85	3-5 days ISS
90	3-5 days ISS
95	3-5 days ISS
100	Recommendation for expulsion and/or alternative placement

### CHART OF CONSEQUENCES

Students with disciplinary points will be able to earn positive points to lower their points to zero (0), but will not be able to save positive points. Any student who has accrued disciplinary points will be awarded ten (10) positive points for each calendar month without a discipline referral.

#### E. DETENTIONS

1. Detentions will be served at the time and place of the teacher or office's choice. Students in detention must be on time and bring academic material with them.
2. Additional discipline points and consequences will be assigned for misconduct during a detention.
3. Failure to serve a detention will result in additional consequences.

#### F. LATE SCHOOL

1. Late school is assigned one day a week from 3:10-6:00 pm.
2. Parents will be responsible for transportation.
3. Students will be required to bring academic material with them.
4. Additional discipline points and consequences will be assigned for misconduct during late school.
5. Failure to serve late school will result in additional consequences.
6. Late School will take priority over all other school related activities.

#### G. SUSPENSION

**The following steps will be followed in the event of a suspension.**

1. The student will be informed by the principal of the charges and the evidence to support such charges.
2. The student will be given a verbal and/or written notice that will include
  - a. Reasons for suspension
  - b. Length of suspension
  - c. Days of suspension
  - d. Type of suspension
3. Students who wish to challenge the suspension have a right to a review hearing before the Board of Education at a time to be arraigned by the Superintendent. The suspension will be served when assigned, regardless of a student's desire for a hearing.
  - a. The hearing will be in closed session of the Board of Education, unless otherwise requested.
  - b. The student may
    - i. Be represented by legal counsel
    - ii. Present evidence and call witnesses

- c. If the suspension is found to be unjustified or unreasonable, the student's record will be expunged and all work may be made up within a reasonable time.
4. In School Suspensions
- a. In School suspensions take effect at 8:05 a.m. and end at 3:00 p.m. on the day assigned
  - b. The student is separated from other students for the duration of the suspension.
  - c. Schoolwork that is due on the day of the suspension will be turned in at the beginning of the day to receive full credit.
  - d. All work assigned on the day of the suspension will be completed during the suspension, unless otherwise directed by the teacher. This work is to be turned in at the end of the day.
  - e. While serving an In School suspension, a student will be counted as present and will not receive any attendance points.
  - f. Students will lose all of their daily points and all work completed that day will receive full credit as long as the work is turned in to the teacher in the prescribed time frame.
5. Out of School Suspensions
- a. Out of School suspensions are from 8:05 a.m. on the designated day to 8:05 a.m. the following day.
  - b. Students will not be allowed on school property or at school activities during the suspension period.
  - c. Students will receive one (1) attendance point for each day they are serving an out of school suspension.
  - d. Students serving an out of school suspension will get credit for all work for each day, as long as the work is turned in to the teacher in the prescribed timeframe.

## **H. EXPULSION**

- a. In cases where expulsion is recommended, the student will be suspended until the Board of Education can act upon the recommendation, but not to exceed ten (10) school days.
- b. The hearing before the Board of Education will be in closed session, unless otherwise requested.
- c. The student may:
  - i. Be represented by counsel
  - ii. Present evidence and call witnesses
  - iii. Cross examine the opposing witness
- d. The length of the expulsion will be determined by the Board of Education. Throughout the length of the expulsion, students may not be on campus or at school activities without Board approval. Any student who violates this rule will have charges filed against him/her with the local police.

## **I. DISCIPLINE POINTS**

Since not all situations can be foreseen, listed below are some disciplinary infractions and point values for such infraction. The administration reserves the right to assign points for other offenses that may occur that are not listed below. The administration also reserves the right to vary the amount of points assigned.

### **Category I (100 points—recommendation for expulsion)**

- 1. Physical assault on a teacher/staff member

2. Bomb Threat
3. Arson
4. Possession of a firearm or dangerous weapon at school
5. Using, possessing, distributing, purchasing, or selling of alcohol at school.
6. Using, possessing, distributing, purchasing, or selling of illegal drugs or controlled substances, look alike drugs, act alike drugs, and drug paraphernalia at school.
7. 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 in their possession.

**Category II (50-100 points)**

1. Gross disobedience or misconduct which may occur on school grounds, on a school bus or at a school function. Gross disobedience or misconduct shall include any conduct, behavior, or activity that causes substantial disruption or material interference with school activities or the rights of others. It shall further be defined to include, but not limited to: continuing to misbehave while in a disciplinary situation, repeated breaking of the rules with no effort made to improve.
2. Using, possessing, distributing, purchasing, or selling tobacco products.
3. Using, possessing, distributing, purchasing, or selling vaping products.
4. Dispensing any medication to other students.
5. Physical assault on another student will result in a minimum of fifty (50) discipline points and a minimum of two (2) days Out of School suspension.
6. Endangering the physical or psychological well-being of the school population by acts such as:
  - a. Improper release of school fire alarm or tampering with fire extinguishers
  - b. Setting off explosive devices in or on school property or attempting to do so

**Category III (15-45 Points) DISRESPECT**

1. Insubordination—disobeying directives from staff members or school officials and/or rules and regulations governing student conduct
2. Using violence, force, noise, coercion, threats, intimidation, fear, bullying, hazing, or other comparable conduct toward anyone, or urging other students to engage in such conduct
3. Causing, or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property or property of school personnel. Student and their parents are responsible for replacing or paying for lost or damaged equipment or property.
4. Being a member, joining or promising to join, pledging to join, or soliciting other person to join any public school fraternity, sorority or secret society will not be permitted. Involvement in any such group, including the display of symbols or paraphernalia is also unacceptable.
5. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores is prohibited.
6. Other behavior or conduct which is of such gross nature as to constitute a violation of the spirit or intent of these rules, though not explicitly stated above or which in itself is so gross as to constitute on its face gross disobedience or misconduct.
7. Violating any criminal law, including but not limited to, assault, battery, gambling, eavesdropping, hazing, vandalism, sexting or possession of pornography.



8. Students removed from class for disrespect will serve a 3-hour late school detention on their 2<sup>nd</sup> offense. For each additional offense during the 9 week quarter, students will be assigned a late school detention. 15 discipline points will be assessed for each offense. Points will not reset per 9 weeks but students with 30 days of good behavior, will have points removed from their total.

**Category IV (10 points)**

1. Use of profanity or inappropriate language.
2. Using or possessing cell phones or electronic devices. Further consequences are mentioned in the previous section.

**Category V (5 points)**

1. Public display of affection (PDA)—anything beyond holding hands is prohibited in school.
2. Engaging in general mischief.
3. Violation of dress code
4. Students are required to have a pass (written in planner) if they are in the hallways, library, bathroom, another teacher’s class, etc. and not directly supervised by their assigned teacher.
5. Any classroom tardy referral.
6. A student who arrives at school late or needs to leave early and does not use the “sign in” or “sign out” sheet in the office.
7. Students who are in a location, which is not properly supervised, will be held responsible
8. Food or drink in the hallways with the exception of lunchtime meetings.

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

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

## **VII. ATHLETICS**

### **A. PARTICIPATION REQUIREMENTS OF ATHLETICS**

1. Any student who participates in athletics must have the following on file with the school office:
  - a. written parental permission
  - b. proper documentation of a physical examination
  - c. proof of medical insurance
2. Students are not allowed to practice or participate until the above 3 requirements have been satisfied.

## **B. ATHLETIC ELIGIBILITY**

1. A no pass/no play policy has been adopted for the students of Astoria Schools. If you are failing any class at the time eligibility is checked (Thursday mornings), you are ineligible for all extra-curricular activities the following week. If you fail more than one class for the semester, receiving no credit, you will be ineligible for the entire following semester.
2. Passing work is defined as work of such quality that if on any given date, the student would transfer to another school, work of a passing grade would immediately be certified to the school which the athlete transfers.
3. Interscholastic participation, eligibility, and requirements are further delineated by the IESA and IHSA and the South Fulton Athletic Coop. The rules and regulations of these governing bodies are followed.

## **C. STUDENT ATHLETIC 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.

## **D. CODE OF CONDUCT**

When a student becomes a member of a team, it is both an honor and a privilege, and carries the responsibility of a leadership role. The student/athlete becomes very visible as a representative of the South Fulton Rebels, and must represent him or herself in an exemplary manner. The athlete is therefore responsible for following the rules listed under the Athletic Code.

1. **Attendance** - All student/athletes must attend all classes after lunch to participate in practice or the activity for that day. Exceptions to this would be a Dr. appointment or family emergency approved by administration.
2. **Practice** - Student/athletes are required to attend practice. The coach will handle the first two unexcused absences from practice. The third unexcused absence will cause the athlete to be dropped from the team for the remainder of the season. Whether a practice is excused or unexcused is the discretion of the coach.
3. **School Facilities/Equipment** - All student/athletes are expected to maintain facilities and equipment in an orderly manner, clean up after each use and leave the area as good or better than it was found. All equipment must be turned in before the athlete may begin practice for the next sport.
4. **Team Limitations** – A coach may cut rosters to the limits set by the state for state series competition. A coach, at their discretion may hold tryouts to determine rosters at the beginning of the season.
5. **Dress Code** - The student/athlete should be aware of his/her dress and health habits at all times so she/he will represent South Fulton Rebels in a positive manner.
6. **Eligibility** - Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the district's policies. In order to be eligible to participate in any school-sponsored athletic or co-curricular activity, a student must maintain a passing grade in all courses in which the student is enrolled. Student academic eligibility shall be determined on a weekly basis. A student

not passing all classes at the end of the school day on Wednesday, said student shall be ruled ineligible for participation in co-curricular activities the following week (Monday - Sunday). A student that is ineligible 3 different weeks during a season will be ineligible for the remainder of that season. A student may fail only one class at the end of a semester to be considered eligible to participate in any co-curricular activity the following semester.

7. **Coach Notification** – Administration has the authority to contact coaches pertaining to any student/athlete issues. These issues could include but are not limited to discipline issues, academic issues or conduct either while in school or out of school. If a coach is contacted the parents will be notified as well.
8. **Transportation** –Students/athletes are to be transported to all school day practices by transportation provided by the district unless they are a driver and have permission to drive themselves. High school students/athletes will be provided school transportation to all contests. Junior High busing for athletic contests for the 2020/2021-2022-23 school years will be provided by the COOP. Junior High busing needs will be reassessed at the end of the 2023 Junior High sports season. The COOP will not be transporting student/athletes after practices and on any non-school attendance days.
  - a. Signing Student/Athlete Out After Game
    - i. The parent/guardian has personally signed the athlete out with the bus driver/sponsor following the activity. The student/athlete is to leave the school premises with the parent.
    - ii. The student/athlete may leave with a brother, sister, or grandparents with proper approval of the administration. The brother, sister, or grandparent must personally sign the student athlete out with the bus driver/sponsor following the activity. The student/ athlete is to leave the school premises with the brother, sister, or grandparents.
    - iii. The student/athlete may leave with an adult designated by the parent with proper approval of the administration. The adult must personally sign the student athlete out with the bus driver/sponsor following the activity. The student/ athlete is to leave the school premises with the adult.
  - b. Proper Administrative Procedure
    - i. The student/athlete must bring a note to the office or a parent/guardian must call the office stating the name of the brother, sister, grandparent, or other adult with whom their student/athlete will be leaving the activity.
    - ii. The office will give each student/athlete and coach a permission slip stating permission has been given that the student/athlete may ride home with the designated brother, sister, grandparent, or another adult. This permission slip must be signed by a school administrator or it will be invalid.
    - iii. The student/athlete permission slip will be given to the bus driver when the student/athlete loads on the bus before the trip leaves the school. If the student/ athlete does not follow the above procedure he/she will not be allowed to leave unless they are with their parent.
  - c. Transporting To Games
    - i. The student/athlete may drive to all home games.
    - ii. The student/athlete must ride to away events on the transportation supplied. If the student/athlete has another school activity, doctor's appointment, or emergency he/she must use the proper administrative approval to allow their parent to transport he/she to the activity.

## 9. Irresponsible Conduct

- a. A student/athlete will be subject to disciplinary action if he/she commits any of the following violations:
  - i. Violate the school rules and district policies on student discipline;
  - ii. Theft of or vandalism to any school property or personal property.
  - iii. Theft of or vandalism to any private/ public business or personal property outside of the school.
  - iv. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look a-like weapon. This prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet;
  - v. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
  - vi. Drinking or possessing alcoholic beverages.
  - vii. Using or possessing tobacco in any form.
  - viii. Using or possessing vaping products.
  - ix. Using or possessing illegal drugs or look a-likes in any form.
  - x. Having in their possession drug paraphernalia
  - xi. Act in an unsportsmanlike manner;
  - xii. Haze or bully other students;
  - xiii. Violate the written rules for the activity or sport;
  - xiv. Behave in a manner that is detrimental to the good of the group or school;
  - xv. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
  - xvi. Falsify any information contained on any permit or permission form required by the activity or sport.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying is any physical or verbal act or conduct that has or can be reasonably predicted to place a student in reasonable fear of harm; cause a detrimental effect on a student's physical or mental health; interfere with a student's academic performance; or interfere with a student's ability to participate in or benefit from school activities.

- b. Penalties Any student/athlete team member breaking these training rules will be dealt with in the following manner:

First Offense -- If a student confesses to a school administrator or coach to any violation within 5 hours of school time:

- (a) Athlete will be suspended for the following contest in the sport they are currently in or the next sport that they participate in:
  - Football, Track, Cross Country - 1 contest
  - Basketball, volleyball, baseball, softball - 3 contests
- (b) If a student is also a participant in cheerleading and/or dance, athlete will also be suspended for a like number of performances in their activities.
- (c) If an infraction occurs so late in the season that the suspension period cannot be completed, disciplinary action will carry over into the next sport or activity in which the athlete participates.

First Offense—Without a student confession:

(a) Athlete will be suspended for the following contest in the sport they are currently in or the next sport that they participate in:

Football, Track, Cross Country - 2 contests  
Basketball, volleyball, baseball, softball - 6 contests

(b) If a student is also a participant in cheerleading and/or dance, athlete will also be suspended for a like number of performances in their activities.

(c) If an infraction occurs so late in the season that the suspension period cannot be completed, disciplinary action will carry over into the next sport or activity in which the athlete participates.

Second offense - Suspension for one calendar year from the date of the offense

Third offense - Suspension for the remainder of time the student is in high school or junior high school.

- Note - Students will practice with the South Fulton Rebel Athletic teams while he/she is suspended.
- Note - The student/athlete may have his/her case reviewed by the athletic committee. This committee consists of the Principal of the school the student attends, the Athletic Director, and two coaches. A request must be submitted in writing and signed by a parent or guardian stating the reasons the case should be reviewed.
- Note - All irresponsible conduct results in a meeting of the Principal of the school the student attends, two coaches, student and parent/guardian, and athletic director must be held to discuss the alleged misconduct before any disciplinary action is taken.
- Note – A student must complete the season for the suspension to be completed. If the student quits or is removed from the team before the end of that season, the entire suspension will be served in the next season the student competes.
- Note - This Code of Conduct is in force from August 1, 2020 until July 31, 2021. Any student/athlete who commits an infraction between seasons will be suspended from the appropriate number of contests/performances in the next activity/ies in which he/she participates.

## **E. CO-CURRICULAR ACTIVITIES**

Co-curricular activities also require time beyond the normal school day and must also be regulated. The requirements of the athletic code have been extended to include the following co-curricular organizations:

1. All class Officers- Senior, Junior, Sophomore and Freshman
2. FCCLA
3. SWAT/Prevention
4. Spanish Club
5. Art Club
6. Environmental Club
7. Student Council
8. Yearbook
9. NHS
10. FFA

11. Business Club
12. Elected to a “royalty” position such as Homecoming or Prom court.

## **F. CO-CURRICULAR ORGANIZATIONS**

Because co-curricular organizations sometimes compete in fewer activities than athletic teams, the following will also apply to infractions of the code of conduct:

1. 1<sup>st</sup> offense:
  - a. May not hold an office in any organization (co-curricular) for one (1) calendar year.
  - b. Will be suspended for 30 days from organizational field trips and activities (e.g Senior trip).
2. 2<sup>nd</sup> offense: suspension for 1 calendar year
3. 3<sup>rd</sup> offense:
  - a. suspension for the remainder of junior high (for junior high students)
  - b. suspension for the remainder of high school (for high school students)

## **G. NOTES**

1. The student will attend field trips that are a part of the class requirements.
2. The Board of Education will honor any rules/guidelines of a particular organization because of National or State affiliation or any rules/guidelines that a local organization has duly adopted and have been approved by the Board of Education.

Adopted 7/97                  Revised 6/17/15                  Revised 6/16                  Revised 6/17                  Revised 6/18

Revised 6/19                  Revised 5/20

Astoria CUSD #1  
2020-2021 Calendar  
6/23/2020

<b>August</b>	17 18 19	<b>No School - Teacher's Institute No School - Teacher's Institute First Day of Attendance ---Full Day 9 student attendance days</b>
<b>September</b>	7 18 25	<b>No School - Labor Day D/F Slips 11:30 Dismissal - SIP 21 student attendance days</b>
<b>October</b>	12 16 22 23	<b>No School - Columbus Day End of 1st 9 weeks 11:30 Dismissal- P/T Con. 12:30-7:00 No School 20 student attendance days</b>
<b>November</b>	3 6 11 20 25 26 27	<b>Election Day-No School 11:30 Dismissal - SIP No School - Veteran's Day D/F Slips No School - Thanksgiving Break No School - Thanksgiving Break No School - Thanksgiving Break 16 student attendance days</b>
<b>December</b>	18 21 - Jan 1	<b>SIP 11:30 Dismissal-End of Semester Christmas Break 14 student attendance days</b>
<b>January</b>	4 5 15 18	<b>No School - Teacher's Institute Classes Resume 11:30 Dismissal - SIP MLK Day - No School 18 student attendance days</b>
<b>February</b>	7 12 15	<b>D/F Slips 11:30 Dismissal - SIP No School-President's Day 19 student attendance days</b>
<b>March</b>	12 12	<b>End of 3rd 9 weeks 11:30 Dismissal - SIP  23 student attendance days</b>
<b>April</b>	1, 2 & 5 16	<b>Spring Break-No School 11:30 Dismissal &amp; D/F Slips  19 student attendance days</b>
<b>May</b>	25 26 27, 28, June 1	<b>Last Day of Student attendance- pending snow Teacher's Institute Snow Days  5 Remote learning days. 3 snow days 17 student attendance days</b>