

SOUTHEASTERN JUNIOR/SENIOR HIGH SCHOOL

2023-2024 STUDENT HANDBOOK

This handbook is only a summary of Southeastern Junior/Senior High School's policies and expectations and is not a comprehensive statement of school procedures. The Board of Education's complete policy manual is available for public inspection through the District's website at www.southeastern337.com or at the district office located at 90 West Green Street, Post Office Box 215, Augusta, Illinois 62311.

This handbook may be amended during the year without notice.

The Southeastern CUSD #337 Board of Education governs the school district and is elected by the community. Current school board members are:

Bobbi Smith, President
Greg Tippey, Vice-President
Julie Stevens, Secretary

Eric Bunnell, Member
Mark Hitz, Member
Grant Holst, Member
, Member

The Board of Education has hired the following administrative staff to operate the schools in the district:

Tecia Lantz, Superintendent
Brandon Gooding
Kimberly Harrison
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A. PHILOSOPHY

1. The mission of the Southeastern School District is to provide a quality education within a safe, orderly, and disciplined environment where every student will develop the academic and life skills to be independent, productive citizens.
2. We love you.
3. There is a time and place for almost everything.
4. Focus on grades, discipline, and attendance. There is a way for you to earn the privilege to not take semester finals. There is a way for you to be entered in a monetary drawing at the end of the year.
5. We believe you can do great things and we are here to help you.
6. Be kind because everyone you meet is fighting a battle you know nothing about.
7. There will be law and order.
8. If you truly care about the quality of your life, everything else becomes easier.
9. Polite your way to the top.
10. A mistake is only a mistake if you do not learn from it.
11. Be the best version of you possible.
12. This is your home, now and forever.
13. Refuse the victimization curse.
14. It is your life and you are capable of anything.
15. You will never regret being classier than the people you are dealing with.
16. The unofficial school song is "Living on a Prayer" by Bon Jovi.
17. Maintain eye contact when spoken to.
18. Our job is to help prepare you for life after graduation.
19. "Before you speak, let your words pass through three gates: Is it true? Is it necessary? Is it kind?"
20. 3 Ways to Fail at Everything in Life: 1) Complain about everything. 2) Blame others for your problems. 3) Never be grateful.

B. DISCIPLINE

ENFORCEMENT AND CONSEQUENCES

21. The grounds for disciplinary action 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; or
 - 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 reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
22. School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and where practicable and reasonable, shall consider forms on non-exclusionary discipline before using out-of-school suspensions or expulsions. This has always been the philosophy and practice at Southeastern Community Unit School District # 337. See Board Policy 7:190, 7:200, and 7:210 (Senate Bill 100).
23. Senate Bill 100 applies only to out-of-school suspensions and expulsions. Nothing in this bill applies to in-school suspensions, detentions, withholding of privileges, etc.
24. Modifications have been made to our progressive discipline system; however, our successful progressive discipline system will still be utilized in most discipline infractions.
25. The objective of progressive discipline is to communicate with parents and students what is expected of students and to assure the cohesive and consistent application of punishment for certain acts of misconduct. Discipline infractions are accumulated throughout the entire school year. They do not start over at the start of the new semester.
26. While the "discipline chart" 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 sanctions than called for by the "discipline chart" in situations where there is a major or particularly serious infraction, or when a series of repeated infractions warrant a more serious disciplinary action. Furthermore, the administration reserves the right to impose less severe disciplinary actions than called for as the situation warrants it.

DISCIPLINARY MEASURES

27. Disciplinary measures may include:
 - a. Disciplinary conference.
 - b. Withholding of privileges.
 - c. Seizure of contraband.
 - d. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
 - e. Suspension of bus riding privileges.
 - f. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
 - g. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
 - h. Notifying parents/guardians.
 - i. Temporary removal from the classroom.
 - j. In-school suspension for a period not to exceed 5 school days.
 - k. After-school study or Saturday study provided the student's parent/guardian has been notified.

TARDY / "NOT HERE, SHOULD BE" (NOT A CATEGORY INFRACTION)

28. Students who are late for school / leave early from school / leave during the school day for 44 minutes or less will be given an excused or unexcused tardy based on circumstances. For all students, the first two tardies are free. After your third you receive a lunch detention for one day. After your fourth you receive a weeks worth of lunch detentions. If you are a high school student, if you receive 5 or more tardies in one semester you will be required to take all finals. If you are a junior high student, if you receive 5 or more tardies in one semester you will be on the No Fun In The Sun list for the remainder of that semester.

BOOK BAGS, PURSES, LAPTOP CASES (CATEGORY 1 INFRACTION)

29. Students are not allowed to carry book bags, purses, laptop cases, etc. from class to class. Laptop sleeves are permitted.
30. Book bags, purses, and laptop cases must be secured in student lockers or designated areas.

CAFETERIA (CATEGORY 1 INFRACTION)

31. Only seven people at each breakfast/lunch table.
32. No "butting" in the lunch line.
33. No talking on cell phones in the lunch line.
34. No throwing food.
35. Cell phones must be silenced and muted. Headphones are allowed.
36. Students are required to clean up their mess and other people's messes.
37. Students are required to push chairs in at breakfast and lunch.
38. Nobody is allowed beyond the blue doors during lunch without a pass.

CLASSROOMS AND HALLWAYS (CATEGORY 1 INFRACTION)

39. All students must enter and exit the main lobby doors from 7:00 am until 3:15 pm.
40. Any student who arrives late or leaves early must sign in or sign out in the office.
41. Students are required to have a hall pass if they are in the hallways, library, student lounge, etc. during class time and are not directly supervised by a faculty member. The only times hall passes are not required, are in case of an emergency or a student has been called to the office.
42. Profanity is prohibited. Words or gestures used in obvious replacement of profanity are prohibited. Using the Lord's name in vain is also prohibited.
43. Lying is prohibited.
44. Loud and obnoxious behavior and horseplay are prohibited.
45. Being disrespectful to others is prohibited.
46. Running, skipping, or jumping in the halls and in classrooms is prohibited.
47. No sitting on desks or tables.
48. Keep all four legs of the chair on the floor.
49. During all announcements, students should be 100% attentive and quiet.

DISPLAY OF AFFECTION (CATEGORY 1 INFRACTION)

50. Anything beyond the holding of hands is prohibited at school.

FOOD AND DRINK (CATEGORY 1 INFRACTION)

51. No food and drink from the outside (unless packed for lunch and consumed in the cafeteria and/or with principal approval). Breakfast will be served until 8:15.
52. Food and drink from our vending machines are allowed in classrooms with teacher permission. All other food and drink must be approved by the principal.

53. Students are not allowed to use our vending machines during class time. Students who are late to class due to using our vending machines will be counted tardy.

PARKING LOT (CATEGORY 1 INFRACTION)

54. Loud music in the parking lot is prohibited.
55. All personal items must be locked and secured, including vehicles, lockers, and P.E. lockers.
56. Students are required to park in the graveled lot.
57. Students are required to park orderly.
58. Students are required to drive cautiously and safely.
59. School buses have the right of way.
60. Students are not allowed to loiter in the parking lot before school and after school. When arriving to school, students must come into the building immediately. Students are not allowed in the parking lot area during the school day UNLESS permission is granted from the office.

STUDY HALL (CATEGORY 1 INFRACTION)

61. Students must be studying or sleeping.
62. Students must be sitting in their desks.
63. Students must be in their assigned study hall unless given permission by both their study hall teacher and the teacher they are getting extra help from. Students may only ask to go to another classroom to get extra help from another teacher.
64. Food and drinks are allowed (from our vending machines or cafeteria).

CELL PHONES AND ELECTRONICS (CATEGORY 2 INFRACTION)

65. All cell phones or similar electronic devices must be silenced and not in use in all classrooms (including the gym and ag shop) during class time. Therefore, students can have their cell phones “on them,” but they cannot be used for anything, at any point once a student steps into a classroom. The only exceptions to this rule are before 8:15 and if given permission by a teacher for an educational activity.
66. Apple Watches and similar devices may be worn unless asked to take off by a faculty member.
67. No using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

CHEATING (CATEGORY 2 INFRACTION)

68. Engaging in academic dishonesty, including cheating, plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores. The first offense will be handled by the classroom teacher and all other offenses will be turned in to administration.

CLASSROOM EJECTION (CATEGORY 2 INFRACTION)

69. Engaging in any activity, on or off campus that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function.
70. Behavior that doesn’t allow a teacher to teach or that negatively affects the learning environment of the classroom or building is prohibited.
71. Leaving a classroom without permission is prohibited.

DRESS CODE (CATEGORY 2 INFRACTION)

72. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
73. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.

74. Hats, trench coats, bandannas, sweat bands, billfold chains, and sunglasses may not be worn in the building during the school day.
75. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
76. Clothing that shows undergarments may not be worn at school.
77. Leggings and yoga pants are allowed to be worn to school unless they are designed to show any skin above the knee.
78. The length of shorts or skirts must be appropriate for the school environment.
79. Appropriate footwear must be worn at all times.
80. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
81. All students must be covered from their shoulders to their mid-thighs.
82. Males are prohibited from wearing tank tops or sleeveless shirts. Females are prohibited from wearing halter tops and tube tops. Females are allowed to wear tank tops as long as the shoulder strap is at least 1 inch wide. Cleavage, waist, and all undergarments must be covered.
83. Tank tops, halter tops, or any other top that shows cleavage or waist areas are prohibited.
84. Pajama pants are prohibited.

DRILLS (CATEGORY 2 INFRACTION)

85. Students are required to take all safety drills seriously and follow all directions. Students are required to stay completely quiet during drills without needing to be told.

GYM FLOOR DURING GAME (CATEGORY 2 INFRACTION)

86. Students are to remain in their seats while an athletic contest is taking place. Students can exit the gym during timeouts, quarter breaks, and halftime. NOTE: This does NOT include dead balls, free throws, or when the ball is on the other side of the floor.

INTERNET USE (CATEGORY 2 INFRACTION)

87. All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users.
88. All internet usage must be school related and for educational purposes.
89. Please see #243- - #252 for more details.

RESPECT (CATEGORY 2 INFRACTION)

90. Disrespecting, mocking, or arguing with a staff member is prohibited.
91. Disobeying rules of student conduct or directives from staff members or school officials.
92. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

RUDE VS. MEAN VS. BULLYING (CATEGORY 1, 2, 3 INFRACTIONS)

93. Defining the differences:
 Rude (Category 1 Infraction): Inadvertently saying or doing something that hurts someone else. Mean (Category 2 Infraction): Purposely saying or doing something to hurt someone once (or maybe twice).
 Bullying (Category 3 Infraction): Intentionally aggressive behavior, repeated over time, that involves an imbalance of power. Examples: Physical Aggression, Verbal Aggression, Relational Aggression, Cyberbullying.

BULLYING (CATEGORY 3 INFRACTION)

94. Bullying, hazing, or any kind of aggressive behavior that does physical or psychological harm to a staff member or another student or encouraging other students to engage in such behavior.
95. Prohibited behavior includes without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft, or destruction of school property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or similar electronic school equipment, or other comparable conduct.

CRIMINAL LAW (CATEGORY 3 INFRACTION)

96. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
97. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

PHYSICAL ALTERCATIONS (CATEGORY 3 INFRACTION)

98. A confrontation, tussle or physical aggression that may or may not result in injury.

THREATS (CATEGORY 3 INFRACTION)

99. Engaging in an activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
100. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

VANDALISM (CATEGORY 3 INFRACTION)

101. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

WEAPONS (CATEGORY 3 INFRACTION)

102. Using, possessing, controlling, or transferring a firearm or "look alike," knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.

ALCOHOL (CATEGORY 3 INFRACTION)

103. Using, possessing, distributing, purchasing, or selling alcoholic beverages.

DRUGS (CATEGORY 3 INFRACTION)

104. Using, possessing, distributing, purchasing, or selling:
 - a. Illegal drugs, controlled substances, or cannabis.
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.

- d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- e. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- g. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
- h. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association’s most current banned substance list, unless administered in accordance with a prescription.
- i. For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s body; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school- sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

TOBACCO (CATEGORY 3 INFRACTION)

105. Using, possessing, distributing, purchasing, or selling tobacco or tobacco materials.

VAPING (CATEGORY 3 INFRACTION)

106. Using, possessing, distributing, purchasing, or selling an electronic cigarette or vaping materials.

UNDER THE INFLUENCE (CATEGORY 3 INFRACTION)

107. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

MAJOR INFRACTIONS

108. **All severe and major Category 3 Infractions will be classified as Category 4 Infractions at the Administrations discretion.**

DISCIPLINE INFRACTIONS AND CONSEQUENCES

109. Discipline Chart

Category	1	2	3	4
Strike #1	Verbal Warning	Verbal Warning	3-10 Days of ISS or OSS	No Fun in the Sun & 3-10 Days of ISS or OSS
Strike #2	Verbal Warning	Atonement	No Fun in the Sun & 3-10 Days of ISS or OSS	No Fun in the Sun & 3-10 Days of ISS or OSS
Strike #3	Atonement	No Fun in the Sun	3-10 Days of ISS or OSS	Expulsion or Change of Placement

110. Discipline Chart Progression Examples:

- a. A student violates the cell phone policy. This is a Category 2 Infraction. It is the student's first Category 2 Infraction. The student will receive Strike #1 of Category 2 = Verbal Warning. (See chart above.)
- b. A student violates the book bag policy. This is a Category 1 Infraction. The student has already accumulated Strike #1, Strike #2, and Strike #3 of Category 1 Infractions. The student will now receive Strike #1 of Category 2 = Verbal Warning for breaking the book bag policy. (See chart above.)
- c. A student violates the parking lot policy. This is a Category 1 Infraction. The student has already accumulated Strike #1, Strike #2, and Strike #3 of Category 1 Infractions. The student has also already accumulated Strike #1 of Category 2 Infractions. The student will now receive Strike #2 of Category 2 = Atonement for breaking the parking lot policy. (See chart above.)

111. **Atonement:** Principal's choice. Examples: assisting cooks, custodial/maintenance, school service, etc.

112. **In School Suspension (ISS):** The temporary termination of the student's rights to attend class for no more than 10 consecutive days. Students who serve an in-school suspension will receive credit for work done while in ISS. ISS does not count as a day absent.

113. **Out of School Suspension (OSS):** The temporary termination of the student's rights to attend school for no more than 10 consecutive days. OSS days are counted as unexcused absences and students will receive credit for any completed work while serving OSS. Completed work must be turned in the day after an OSS. Students assigned OSS are not allowed to attend any school function during the assigned period of suspension.

114. **NO FUN IN THE SUN** status means the student is not allowed to attend the following:

- a. Non-educational assemblies and field trips
- b. Homecoming dance and homecoming activities
- c. Prom, promenade, after prom
- d. End of the year trip
- e. Vocational classes
- f. Work Study Program
- g. School picnics
- h. Dances

C. ATTENDANCE

BELL SCHEDULE

115.

Dismissal Schedule - Monday, Tuesday, & Friday.		
1st Period	8:15 - 9:00	45 Minutes
2nd Period	9:05 - 9:45	40 Minutes
3rd Period	9:50 - 10:30	40 Minutes
Period 4A/Lunch A	10:35 - 11:10	35 Minutes
Period 4B/Lunch B	11:15 - 11:50	35 Minutes
Period 4C/Lunch C	11:55 - 12:30	35 Minutes
5th Period	12:35 - 1:15	40 Minutes
6th Period	1:20 - 2:00	40 Minutes
7th Period	2:05 - 2:45	40 Minutes

Dismissal Schedule - Wednesday/Thursday		
Study Hall	8:15 - 8:50	35 Minutes
1st/2nd Period	8:55 - 9:55	60 Minutes
Study Hall	10:00 - 10:30	30 Minutes
Period 4A/Lunch A	10:35 - 11:10	35 Minutes
Period 4B/Lunch B	11:15 - 11:50	35 Minutes
Period 4C/Lunch C	11:55 - 12:30	35 Minutes
3rd/6th Period	12:35 - 1:35	60 Minutes
5th/7th Period	1:40 - 2:45	65 Minutes

HOW DAYS AND MINUTES ARE DETERMINED

116.

Half Days/Full Days	
301-345	Tardy
300-345	Full Day Present
150-299	Half Day Absent
0-149	Full Day Absent

EXCUSED AND UNEXCUSED ABSENCES

117. Attendance is a vital part to a student's success. We take attendance very seriously at Southeastern and review chronic absence data and support systems in place annually.. Some support systems in place include letters and phone calls to parents, student conferences with administrators, attendance contracts, parent conferences, home visits, schedule changes, incentives, social work, counseling, ROE truancy officer and related programs.

118. To simplify the attendance policy, students will either be counted present or absent. Here or not here. Being counted present means a student is physically in the classroom. If a student is absent, remote learning is not an option.

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

120. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion,

may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

121. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.
122. In the event of any absence, the student's parent/guardian is required to call the school at (217) 392-2125 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 8:30 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence within 3 school days upon returning to school. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.
123. Students are allowed to take up to five mental or behavioral health days per year. A student is not required to provide a medical note and must be given the opportunity to make up any schoolwork missed during such absences. Following the second mental health day, a student may be referred to the appropriate school personnel.
124. There is a limit of 3 bereavement days per death. Proof must be provided to the office in order for an absence to be classified as bereavement.
125. Attendance Incentives

These attendance incentives will be based upon overall attendance percentage rates. Both excused and unexcused absences count against the overall attendance rates. College visits, bereavement days, and school related absences do not count against the overall attendance rates.

- a. All high school students are required to take finals unless they accomplish one of the following:
 - i. Earn an "A" (94% or above) in the class; OR
 - ii. Pass the class AND have a 94% overall daily attendance rate.
- b. Students that meet these requirements for all of their classes get the last 2 days of each semester off completely.
- c. All junior high students who have a 94% overall daily attendance rate AND are passing all of their classes will also get the last 2 days of each semester off completely.
- d. All students with a 97% overall daily attendance rate will have 2% added to each of their semester grades.
- e. All students with a 94% overall daily attendance rate will have 1% added to each of their semester grades.
- f. All students with a 100% overall daily attendance rate will have 3 names added to the End of the Year Incentive \$500 drawing.
- g. All students with a 97% overall daily attendance rate will have 2 names added to the End of the Year Incentive \$500 drawing.
- h. All students with a 94% overall daily attendance rate will have 1 name added to the End of the Year Incentive \$500 drawing.
- i. Students must have an 80% overall daily attendance rate to attend dances. This includes all high school and junior high dances, including prom.

126. Accumulated Absences Game Plan

The following steps will be taken after accumulated absences:

- a. Step 1: If a student accumulates 3 unexcused or 9 excused absences the following steps will be taken:
 - i. A letter sent home with a breakdown of the number of absences.
 - ii. Meet with student to create an attendance success plan.
 - iii. Phone call to parents.
- b. Step 2: If a student accumulates 5 unexcused or 11 excused absences the following steps will be taken.
 - i. 1st Referral form will be sent to the ROE Truancy Officer.

- ii. A letter sent home with a breakdown of the number of absences.
- iii. Meet with student to discuss their attendance success plan.
- iv. Phone call to parents.
- c. Step 3: If a student accumulates 7 unexcused or 13 excused absences the following steps will be taken.
 - i. 2nd Referral form will be sent to the ROE Truancy Officer.
 - ii. A letter sent home with a breakdown of the number of absences.
 - iii. Meet with student to discuss their attendance success plan.
 - iv. Phone call to parents.
- d. Step 4: If a student accumulates 9 unexcused or 15 excused absences the following steps will be taken.
 - i. 3rd Referral form will be sent to the ROE Truancy Officer.
 - ii. Meeting with Regional Office of Education Truancy Officer.
 - iii. A letter sent home with a breakdown of the number of absences.
 - iv. Meet with student to discuss their attendance success plan.
 - v. Phone call to parents.

127. Attendance rate:

- a. $(\text{Days Present} + \text{Bereavement Day Absences} + \text{College Visit Day Absences} + \text{School Related Absences}) \div \text{Total Number of Attendance Days Possible}$
- b. Yes, excused absences are used as part of the attendance rate.

128. Successful Appeals Process: The Appeals Committee will consist of representation from Administration, Teachers, and the Student Body. A successful appeal must include a "Qualifying Event" that led to the below standard attendance percentage. An example of a "Qualifying Event" might be a surgery that requires the student to be out of school for a week. A "Qualifying Event" would not be a series of appointments or other events that caused sporadic attendance over the course of the semester. If the appeal is successful, the student would not be required to take final exams. They would not, however, be eligible for the 2% attendance incentive.

129. Students that have a semester grade of an "F" in a class are required to take the class final regardless of overall daily attendance rate.

130. Both excused and unexcused absences count against the overall daily attendance rate. College visits, bereavement days, and school related absences do not count against the overall daily attendance rate.

131. A student who is taking a class final will be required to stay the entire class period (bell to bell).

132. Students are allowed to take a final and leave after that class period is over IF that is his or her last final of the day. However, a student is not allowed to leave in between finals and come back.

133. Finals must be taken on the day that the student has that class.

134. Students will go to the Online Learning Center if they are not taking a final.

135. If a student chooses to take a final, it is the teacher's discretion if the final grade will be averaged into the semester grade. If a student is required to take a final, the final grade must count 20% of the student's semester grade.

ILLINOIS LAW

136. Illinois law requires that whoever has custody or control of any child between 7 and 17 years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

137. According to state law, a child must attend school until the age of 17. When a child reaches the age of 17, the child's parent or guardian can permanently withdraw the child from school. However, when a student reaches 18 years of age, and is therefore an adult, the student can withdraw himself or herself from school.

D. GRADES

CERTIFICATE OF HIGH SCHOOL COMPLETION

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

CLASS PROGRESSION FOR HIGH SCHOOL STUDENTS

139. Class Progression: Freshman = 0-5. Sophomore = 5.25-10.5. Junior = 10.75-16.5. Senior = 16.75-25+.

140. Honor roll will be determined by semester grades. Students will receive two types of recognition as honor students at Southeastern Junior/Senior High. High honors will be given to those with a grade point average of 3.65 or better. Honors will be given to those with a grade point average of at least 3.30.

141. Students who will have successfully completed all graduation requirements after seven (7) semesters may petition to graduate early (after the first semester of their senior year). Students who are granted early graduation will retain the right to: go through the May graduation ceremony if they so choose, be awarded honor chords if they have the appropriate grade point average, attend prom provided that they meet all eligibility requirements, be included in the class composite and yearbook as a graduating senior. Students who are granted early graduation forfeit the opportunity to: be named either valedictorian or salutatorian as both of those honors are based on grades through eight semesters, attend Homecoming (unless they are a guest of a current Southeastern student), participate in Class of the Year benefits (trips, awards, etc.), receive End of the Year incentives, participate in extracurricular activities.

142. Students who have successfully completed all graduation requirements after six (6) semesters may petition to graduate early (after the end of their junior year). Students who are granted early graduation will forfeit all of the following: going through the May graduation ceremony, be awarded honor cords if they have the appropriate grade point average, attend prom, be named either valedictorian or salutatorian as both of those honors are based on grades through eight semesters, attend homecoming, participate in Class of the Year benefits, receive End of the Year incentives, or participate in extracurricular activities.

CLASS PROMOTION FOR JUNIOR HIGH STUDENTS

143. For a student to be promoted from one grade to the next, the student must earn at least a 55% in reading and mathematics and may have no more than two failing grades in total. In addition, the student must have passed the Illinois and United States Constitution tests. If these requirements are not met, a student may be eligible to attend summer school provided that they have earned a minimum of 40% in each of their classes.

CLASS RANK

144. Class rank is figured on semester grades using the student's grade point average. Quarter grades do not have any bearing on grade point averages.

DRIVERS EDUCATION

145. The course of instruction required of each eligible student at the high school level shall consist of a minimum of 30 clock hours of classroom instruction and minimum of 6 clock hours of behind-the-wheel instruction in a dual control car on public roadways taught by a certified driver education instructor.

146. Student Eligibility: Each student must be enrolled in high school and receive a passing grade in at least eight courses during the previous two semesters prior to enrolling in a driver education course. If a student is a freshman, school districts may count passing grades from the student's eighth-grade school year.
147. In the event that a home-schooled child that resides in the Southeastern School District wishes to enroll in Drivers Education, they will be allowed to do so and will be responsible for paying all of the same fees that registered students are required to pay.
148. In the event that an out-of-district student (home-schooled or otherwise) wishes to enroll in Drivers Education, he/she will not be allowed to enroll until permission is given to do so by the Superintendent of the school district where the student resides. If this permission is granted, the student will be allowed to enroll in the course and will be responsible for paying all of the same fees that registered students are required to pay. Behind-the-wheel hours will not be offered to out-of- district students.
149. A student may be allowed to commence the classroom instruction part of a driver education course prior to reaching age 15 if the student then will be eligible to complete the entire course within 12 months after being allowed to commence classroom instruction. A permit shall not be issued to a student more than 30 days before the student begins participating in an approved education course.

DROP POLICY

150. At the beginning of each semester, students will have 5 school days to determine whether or not they want to change their schedule. Approved schedule changes will only be allowed during these first 5 school days of each semester. Students will not be allowed to drop any course beyond the 5 day grace period unless specifically given permission by Southeastern Administration. This permission will only be granted in extreme circumstances: Course is too difficult, getting a bad grade, losing my 4.0, too much homework, don't like the teacher, upset with my classmates, etc. are just a few of many examples that **will not** be considered extreme circumstances.
151. The Drop Policy applies to all "in-house" courses: whether they are taught by Southeastern teachers or through our online learning curriculum.
152. JWCC Dual-enrollment courses and Quincy Vocational courses will have their own drop policy established by JWCC and QAVTC, respectively. Southeastern students must adhere to these drop policies.

GRADE POINT AVERAGES

153. The following points will be used in figuring grade point averages. Grade point averages are figured only on semester grades.

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

GRADING SCALE

154.

A	94-100
A-	92-93
B+	90-91
B	85-89
B-	83-84
C+	81-82
C	76-80
C-	74-75
D+	72-73
D	67-71
D-	65-66
F	0-64

GRADUATION REQUIREMENTS

155. In order to graduate from Southeastern High School, a student graduating in 2024 must accumulate 25 total credits plus meet the following specific requirements:

English (See 156)	4.0 Credits
Mathematics (See 157)	4.0 Credits
Science (See 158)	3.0 Credits
Civics	1.0 Credit
U.S. History	1.0 Credit
Computers	1.0 Credit
Driver's Education- Classroom Portion	0.5 Credit
Health	0.5 Credit
Resource Management	0.5 Credit
Physical Education (See 159)	3.0 Credits

A student graduating in 2025 must accumulate 26 total credits plus meet the specific requirements above with the exception of 3.5 math credits. A student graduating in 2026 or after must accumulate 27 total credits plus meet the specific requirements above with the exception of 3.0 math credits.

156. All students are required to take English 100, English 200, and English 300.

157. All students are required to take Math 1, Math 2, and Math 3. The only exception is to replace Math 3 with an equivalent dual credit course (College Algebra, College Trig, College Statistics).

158. All students are required to take Global Science.

159. The physical education requirement could be adjusted because of academic classes and/or medical excuses.

160. All students are required to pass the United States and Illinois Constitution and the Flag Examinations.

161. The credit value for teacher's aide, tutor, and yearbook will be 0.5 credit for the year.

HONOR ROLL

162. Honor roll will be determined by semester grades. Students will receive two types of recognition as honor students at Southeastern Junior/Senior High. High honors will be given to those with a grade point average of 3.65 or better. Honors will be given to those with a grade point average of at least 3.30.

REPORT CARDS

163. Report cards are issued at the end of each nine-week period. Two quarters make up a semester and each year is made up of two semesters. At the mid-point of each quarter “D” and “F” slips will be sent home to parents of students doing work in these grade categories.
164. An incomplete grade, issued at the discretion of the teacher, will be considered as an “F” if the work is not completed in a designated time.
165. Report cards will be withheld if a student owes money to the school. However, parents may come in and pick up a copy of their student’s grades.

SALUTATORIAN / VALEDICTORIAN

166. Salutatorian(s) and valedictorian(s) will be determined by the .000 grade point average.

STUDY TIPS

167. It is more effective to study in three or four short (10-20 minutes) sessions than to “cram” the night before. Do not study while watching TV or listening to music. Use a planner or calendar to keep track of assignments and due dates. Be active, not passive. The more you use and interact with new information the more likely you will be to remember it. Use charts, diagrams, lists, and graphic organizers to help make sense of complex ideas. Vocabulary – Rewrite dictionary definitions in your own words. Use flash cards to help with vocabulary and/or facts. Make your own practice tests (websites such as easytestmaker.com make this easy). Ask questions when you don’t understand.

E. SPORTS / EXTRA-CURRICULAR ACTIVITIES

CONSEQUENCES FOR INAPPROPRIATE FAN BEHAVIOR

168. The following will be the process by which a person is denied admission due to a violation of the Board of Education policy for Extra-Curricular Conduct Code for Participants, Parents/Guardians and Spectators.
169. Any person who disrupts a school event or is ejected by a game official/judge/administrator or otherwise violates the School Board policy concerning the Extra-Curricular Conduct Code for Participants, Parents/Guardians and Spectators will be directed to leave the event site and not return to any school event until an administrative hearing with the violator is held to determine the appropriate consequences. The administrative hearing will be conducted by the District Superintendent and/or their designee and is recommended to be held within 5 school days of the violation in question. In the event that the District Superintendent recommends that the violator not be allowed to attend school events beyond the date of the administrative hearing, the Board will be officially notified of the length of consequences.
170. The violator may appeal the consequences to the Board; however, the consequences will remain in place until such time as the appeal may be heard at the next regularly scheduled Board Meeting.
171. Any fans, including adult fans, who behave in an inappropriate manner or who are ejected from an event by a game official/judge/administrator during Southeastern School athletic or extracurricular activities, whether the activity is home or away, will be denied admission to, and participation in, extracurricular activities or school events. The penalty for the offense could result in additional days depending on the severity of the incident.
- First Offense: 8 game suspension from all extracurricular activities.
 - Second Offense: 1 full year suspension from all extracurricular activities.

COOPERATIVE ATHLETIC TRANSPORTATION

172. Transportation to and from practices, games, and meets WILL BE PROVIDED. Athletes are allowed to transport themselves if they have permission from their parents or legal guardian.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

173. All students must have a passing semester grade for all classes that they are enrolled in (with the exception of the first two weeks of each quarter).
174. Each period of ineligibility will begin the following Monday and extend through Saturday of the next week. All IHSA and IESA eligibility rules will be followed. A student will not be allowed to participate the week they are ruled ineligible even if their grade is raised during that week. If a student is ineligible, the student will continue to practice and attend games, but NOT participate in games with the team and must not be in uniform.

HOLIDAYS/SUNDAYS/EMERGENCY DAYS

175. Regular practices may be held on holidays except for Christmas Day and Thanksgiving Day. All varsity athletes are expected to attend regularly scheduled practices and games on all holidays, during Thanksgiving vacation, winter vacation and spring (Easter) break.
176. Practices will not be held when school is canceled or dismissed early for any circumstances with the exception of a possible post season practice. The decision to have practice will still be made by Administration before it is allowed to take place.
177. Administration will determine whether practices can be held on days when school is canceled due to weather-related reasons. These practices must not be made mandatory.
178. Sunday practices are discouraged.

PARENT/GUARDIAN CONCERNS REGARDING EXTRA-CURRICULAR ACTIVITIES

179. The coaches have the final decision in all game situations and management of team play.

Confrontational situations of unsportsmanlike conduct by parent/guardian will not be tolerated by this school district. This behavior is detrimental to the players, coaches, and parents. A phone call will be made to the offender(s) by the administration reminding them of the *Code of Conduct* agreement. If a second offense occurs, a letter will be sent to the offender(s). In this letter, two options will be suggested:

- a. If any parent/guardian is unhappy with the team, the parent/guardian may remove their daughter/son from the team; or
- b. The Board of Education has the authority to ban the parent(s)/legal guardian(s) from any number of future events.

180. The Administration/Board of Education has the right to suspend or remove an athlete and/or parent/guardian for gross misconduct. The Administration/Board of Education will review the testimony of the player, coach, and other person(s) deemed pertinent to the issue.

181. If a problem should arise and a parent/player wishes to speak to a coach, please call and make an appointment. **DO NOT APPROACH A COACH WITH A PROBLEM OR CONCERN AT ANY TIME BEFORE, DURING, OR AFTER A GAME.** The conference will be held with all coaches in a professional manner. If this does not resolve the matter, then it should be presented to the Administration.

PHYSICALS

182. A current physical completed within the last 395 days must be on file in the school office before the student may participate in practices or games.

SCHOOL ATTENDANCE AND EXTRA-CURRICULAR PARTICIPATION

183. A student must be in attendance at least half the school day (four of seven class periods) on the date of a contest in order to participate in contests or practices. Students who have a professional appointment that requires them to be gone for more than half of the school day must get approval from the Administration that allows them to participate in practices and games. This approval must be given prior to the day of the absence.

184. Students may participate in a Saturday or holiday event if they were absent on the last preceding school day.

185. In case of an out-of-school suspension, the student will not attend practices or attend games during those days.

SCHOOL RULES

186. All handbook and school rules apply to all extra-curricular activity participants. Coaches will give all athletes the complete version of the Extra-Curricular Code.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

187. The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

- a. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - i. The Board must appoint or approve members of a Concussion Oversight Team for the District.
 - ii. The Concussion Oversight Team shall establish each of the following based on peer reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 1. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a

concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.

2. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
- b. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
 - i. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - ii. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - iii. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
- c. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
- d. Require all student athletes to view the Illinois High School Association's video about concussions.
- e. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
- f. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

- g. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

STUDENT CONDUCT DURING EXTRA-CURRICULAR ACTIVITIES

- 188. Our school rules apply during the school day, before school, after school, and during extra-curricular events. This includes school activities at other locations. The following rules and procedures will be enforced during extra-curricular activities. Failure to follow these rules and procedures will result in disciplinary actions.
- 189. Students must remain inside the school facility when attending sporting events. Students are not to be in the parking lot, outside lobby, or circle drive when attending a sport event.
- 190. Students are not to be “hanging out” in the cafeteria, hallways, lobby, or restrooms during sporting events. The only exception to this is if they are working for an organization, getting food at the concession stand, or accompanied by a staff member.
- 191. Students are to remain in their seats while an athletic contest is taking place. Students can exit the gym during timeouts, quarter breaks, and halftime. NOTE: This does NOT include dead balls, free throws, or when the ball is on the other side of the floor.
- 192. Students are not allowed to go to their lockers unless they have permission from a faculty member.

TRANSPORTATION TO AND FROM CONTESTS

- 193. Every athlete must ride the bus to the contest unless they are given permission by an administrator and have other arrangements for transportation.
- 194. In order for a student to ride home with another adult, the bus load list form must be signed by a parent or signed by an adult who has been given permission by a note from the students’ parents stating who they can ride home with.
- 195. Students are not allowed to go home with other students.

F. MISCELLANEOUS

ANIMALS ON SCHOOL PROPERTY

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

ASBESTOS NOTIFICATION 2019-2020

197. Notification to the Public Concerning Asbestos within the School District: The following information is provided in accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the Southeastern CUSD #337 Board of Education. This notification has the intent to inform workers, building occupants and their legal guardians of activities related to asbestos-containing building materials in the school. Copies of the inspection reports and the management plans are available for the inspection during normal office hours in each school in the district. Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the building(s). The District will continue its efforts to maintain all remaining asbestos-containing materials in an intact state and undamaged condition. School maintenance and custodial personnel have received the required asbestos awareness training.

198. FACILITIES INCLUDED: Southeastern Elementary School
Southeastern Junior/Senior High School

BULLYING, INTIMIDATION, AND (SEXUAL) HARASSMENT

199. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

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

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

- a. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- b. Causing a substantially detrimental effect on the student's or students' physical or mental health;
- c. Substantially interfering with the student's or students' academic performance; or

- d. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

- 201. Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.
- 202. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.
- 203. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.
- 204. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
- 205. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

CORPORAL PUNISHMENT

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

DANCES

- 208. Southeastern Junior/Senior High will sponsor two high school dances and two junior high dances.
- 209. All school rules apply and will be enforced.
- 210. For students to attend dances they must have an 80% overall daily attendance rate.
- 211. Only Southeastern Junior High students are allowed to attend Southeastern Junior High dances.
- 212. If a high school student's date is not a current Southeastern student, your date must be officially approved by the administration.
- 213. Junior high students are not allowed at high school dances. High school students are not allowed at junior high dances.
- 214. Students are not allowed to leave dances early, unless it is an emergency situation. Parents will be contacted.
- 215. All guests attending a high school dance must be under the age of 22.
- 216. Law enforcement will be present at all high school dances.

DELAYED START

217. At the October 2015 Board Meeting, the Board of Education "approved the use of a two-hour delayed start procedure when deemed necessary by the administration." In a nutshell, this two-hour delayed start will give us another option when dealing with weather conditions. Over the past three years, we have canceled school several times because at the time of travel (6:30-8:30), conditions were not considered safe for students and staff. Usually this was due to wind chill temperatures, but could also be for dense fog, light freezing rain, etc. On several of these days, if school would have started two hours later, we could have had school. Therefore, a two-hour delayed start will be an option. It is the district's plan to primarily use the two-hour delayed start to battle dangerous wind chill temperatures AND to make the announcement the night before. This gives everyone a chance to prepare and make the necessary and appropriate arrangements. Obviously, it could be used for other scenarios, but for the most part it will have a very targeted purpose.

- a. *Why is this important?* 1) A day of teaching/learning in February is not the same as a day of teaching/learning in May/June. 2) Missing multiple days of school prior to state testing and then adding multiple days after state testing does not help state testing.
- b. *How will parents be notified of a two-hour delayed start?* Parents will be notified by School Messenger, television, and radio.
- c. *What time does school start on a two-hour delayed start?* Everything will be two hours later. Southeastern Junior/Senior High classes will begin at 10:15 (Students will report to their third period class which starts at 10:20). Southeastern Elementary classes will start at 10:00.
- d. *What time will the bus pick up my child?* Everything will be two hours later. If the bus usually picks your child up at 7:25, then the bus will pick up your child at 9:25.
- e. *What time do employees start?* Everything will be two hours later. If an employee usually has to be at school at 7:55 regularly, then they will have to be at school at 9:55.
- f. *Will there be Pre-K on a two-hour delayed start?* There will be **NO** Pre-K (morning or afternoon).
- g. *Will breakfast be served on a two-hour delayed start?* Only cereal or pop tart, milk, and juice will be served.
- h. *Can parents drop their children off early?* No. Parents should make the necessary arrangements to ensure their children arrive at school at the appropriate time. Please do not leave younger children home alone or drop children off early.

EDUCATION OF CHILDREN WITH DISABILITIES

218. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

EMERGENCY SCHOOL CLOSINGS

219. 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, please listen to local media stations for possible early dismissal information. In addition, Southeastern will be using the School Reach Phone Messaging System.

ENGLISH LANGUAGE LEARNERS

220. The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.
221. For questions related to this program or to express input in the school's English Learners program, contact Tim Kerr at 217-392-2125.

EQUAL OPPORTUNITY AND SEX EQUITY

222. 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, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact: D. Todd Fox, Superintendent.

EVERY STUDENT SUCCEEDS ACT

223. The Southeastern District receives the following funding:
- a. Title I, Part A, Improving the Academic Achievement of the Disadvantaged
 - b. Title II, Part A, Teacher and Principal Training and Recruitment Fund (Teacher Quality)
224. The funds are used to pay the salaries and benefits of highly qualified teachers and specialists in language arts and reading, to pay for supplementary reading materials, technology, professional development, and community service activities. Southeastern Elementary is a school wide Title I Program in grades K-6, which means that we serve ALL students. A school wide program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title I school; its primary goal is to ensure that all students, particularly those who are low achieving, demonstrate proficient and advanced levels of achievement on State academic achievement standards. (Funding may be used to purchase leveled readers or phonics library readers for all students to use or to pay the salary of a teacher who serves to reduce the group size during reading instruction). Whereas Title I targeted assistance programs only provide educational services to identified individual students, school wide programs allow staff in schools with high concentrations of students from low income families to redesign their entire educational program to serve all students. The emphasis in school wide programs is on serving all students, improving all structures that support student learning, and combining all resources, as allowed, to achieve a common goal.
225. **Note:** Southeastern Junior-Senior High School is *not* a Title I school, because the district feels services may be most effective if focused on students at the earliest grades. The district will disseminate, free of charge, information about the complaint and appeal procedure with respect to these federal programs.

FEES

226.

Registration	\$0.00
Driver's Education	\$50.00
Driver's Education - Reduced	\$25.00
Breakfast	\$0.00
Lunch	\$0.00
Additional Milk	\$0.40

227. Students will not be denied educational services or academic credit due to the inability of their parent/guardian to pay fees or charges. Students whose parent/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.
228. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free and reduced meals program. Within 30 days, the school district will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process or would like to pick up an application waiver, you may contact the district office at 217-392- 2172.

FIELD TRIPS

229. Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Cell phone use on field trips will be at the discretion of the teacher/chaperone. Students may be prohibited from attending field trips for any of the following reasons:
- a. Failure to receive appropriate permission from parent/guardian or teacher.
 - b. Failure to complete appropriate coursework.
 - c. Behavioral or safety concerns.
 - d. Denial of permission from administration.
 - e. The student does not meet the required dress code.
 - f. No Fun in the Sun List.
230. Other reasons as determined by the school (including but not limited to excessive absences or insufficient grades).

GANG AND GANG ACTIVITY

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

GUIDANCE AND COUNSELING

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

HEARING OR VISUALLY IMPAIRED STUDENTS

233. Special state schools are available for students who are deaf, hard of hearing, blind, or visually impaired. The services of the Illinois School for the Deaf or the Illinois School for the Visually Impaired are available as needed. Please contact the building principal for additional information.

HOMELESS CHILD'S RIGHT TO EDUCATION

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

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

235. Assistance and support for homeless families includes: Educational organizations and schools, food bank and meal programs, local service organizations (Goodwill, Salvation Army, etc.), family shelters, medical services.

236. Policy of the Illinois State Board of Education on the Education of Homeless Children and Youth Overview: The Illinois State Board of Education considers the school enrollment, attendance and success of homeless children and youth throughout Illinois as a high priority. It is the policy of the ISBE that every homeless child and youth be sensitively identified as required by the federal McKinney-Vento Homeless Assistance Act, that every such child or youth be enrolled in and attend the appropriate school on every school day, and that school admission for such children and youth be immediate and handled sensitively and in a child and family-centered manner in accordance with McKinney-Vento and the Illinois Education for Homeless Children Act (IEHCA). This policy is promulgated with the intention of minimizing educational disruption for homeless children and youth and promoting stability and continuity in education as well as providing social support during a period of housing instability.

237. The Southeastern District 337 Homeless liaison is Junior / Senior High Principal – Kimberly Harrison (217-392-2125)

INDIVIDUAL AND SMALL GROUP COUNSELING

238. Any student 12 years of age or older may seek school counseling services. The consent of the student's parent/guardian shall not be necessary. The parent/guardian of the student shall not be informed without consent of the student unless the person providing the counseling service believes that such disclosure is necessary. If the person providing counseling intends to disclose the fact of counseling to the parent/guardian, the student shall be so informed. Counseling shall be limited to 5 sessions, with a session lasting not more than 45 minutes. Parental/guardian consent must be obtained if any additional counseling is to be provided. (405 ILCS 5/Sec. 3-501)

239. For students under 12 years of age, parental consent must be obtained before counseling is provided.

240. In any case, counseling services may be given without consent of the parent/guardian when it is necessary to prevent the student from causing serious harm to self or others.

241. A one-time conference with a student shall be considered part of a child find screening process, not counseling. See the Illinois Administrative Code (IAC) 226.110c)2).

INDIVIDUALS WITH DISABILITIES

242. 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.

INSTRUCTIONAL MATERIAL

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

INTERNET ACCEPTABLE USE

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

245. Terms and Conditions

- a. The term *electronic networks* includes all of the District's technology resources, including, but not limited to:
- b. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
- c. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
- d. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

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

247. Privileges – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

248. Unacceptable Use – The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
 - i. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;

- p. Misrepresenting the user's identity or the identity of others; and
 - q. Using the electronic networks while access privileges are suspended or revoked.
249. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate Language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the networks in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the electronic networks to be private property.
250. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
251. Indemnification – By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
252. Security – Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.
253. 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 malware, such as viruses and spyware.
254. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
255. Copyright Web Publishing Rules – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.
- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
 - b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
 - d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

- e. Student work may only be published if there is written permission from both the parent/guardian and student.

256. Use of Email – The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

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

257. Internet Safety

- a. Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.
- b. Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.
- c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.
- d. The system administrator and Building Principals shall monitor student Internet access.

LAW ENFORCEMENT AGENCIES—COOPERATION POLICY

258. Southeastern CUSD 337 maintains an excellent working relationship with the various law enforcement agencies that serve our district. At times, it may become necessary for law enforcement officers to interview our students.

259. When this occurs the following procedure will be followed:

- a. The student will be called to the office.
- b. A staff member will remain with the student during the entire process including the interview.
- c. An attempt will be made to notify parent(s) of the student being interviewed as soon as possible.

MAKE-UP WORK

260. If a student’s absence is excused, the student will be permitted to make up any missed work, including homework and texts. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

MANDATED REPORTING OF CHILD ABUSE AND NEGLECT

261. School employees are considered mandated reporters under the Abused and Neglected Child Reporting Act (Ill. Rev. Stat. 1985, Ch. 23, para. 2051 et sq.) meaning they are required to report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE) whenever they have reasonable cause to believe that a child may be abused or neglected. Additional language of the Abused and Neglected Child Reporting Act regards the reporting process and quality of communication as privileged information.

NATIONAL HONOR SOCIETY

262. The purpose of this organization is to create enthusiasm for scholarship, to stimulate service, to promote leadership, and to assist character development of high school students. In the first semester, NHS membership will be offered to juniors and seniors with a minimum cumulative grade point average of 3.5. Upon invitation, these students may complete an application form and write an essay in which he/she explains his/her qualifications for membership. A five-member faculty council appointed by the principal will evaluate evidence of service, leadership in school and community, and character. After review of the application and essay, the five-member council will determine NHS membership by voting. A majority vote will be necessary for inclusion to NHS. A formal induction ceremony will be conducted soon thereafter.

NON-SCHOOL-SPONSORED PUBLICATIONS/WEBSITES

263. 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:

- a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- b. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
- c. 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;
- d. Is primarily intended for the immediate solicitation of funds; or
- e. 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.

264. 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.

OBJECTS USED OR ATTEMPTED TO BE USED TO CAUSE HARM

265. A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year:

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

- b. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above the expulsion requirement may be modified by the superintendent, and the superintendent’s determination may be modified by the board on a case-by-case basis.

ONLINE COURSES

266. Southeastern students have the opportunity to enroll in online classes in the following three categories:
- Enhanced Curriculum: Students may elect or, in some cases, may be required to take online courses that are not available with a teacher on campus at Southeastern. Enhanced Curriculum courses are subject to the Southeastern Drop Course Policy.
 - Credit Recovery: High school students who have previously failed a course may have the opportunity to retake that course through our online learning center. In most cases, these credit recovery courses will be built in to the student’s class schedule.
 - Concurrent Enrollment: High school students are eligible to take concurrent enrollment classes with an approved Post-Secondary institution. Tuition is paid by the student directly to the college or university. Concurrent Enrollment courses are subject to the drop policy of the college/university.
267. Online courses are subject to the Southeastern Drop Course policy or, when applicable, the drop policy of the college or university offering the course(s) for dual enrollment. Students will be allowed to switch online courses during the first 10 school days of each semester.
268. Online course tuition will be paid by Southeastern except for dual enrollment and summer school. In those cases, students/parents will be required to pay for the course(s).
269. All online coursework eligible for Southeastern credit must be approved by an administrator as part of our online learning program.
270. Students enrolled in an online learning course(s) will have the opportunity to work on their courses in the Online Learning Center during one or more of our regular class periods.
271. Students will be able to access their courses on their own time to complete assignments, homework, projects, and quizzes. However, all tests and exams must be unlocked by an Online Learning Supervisor and must be taken during the school day in the Online Learning Test Center supervised by school personnel.
272. Final Exams and 2% Incentive: All students will be required to complete their online course(s) to receive credit by the final day of the semester. This includes all online course final exams. There is no exemption from taking the final exam in online learning classes. The 2% incentive; however, will apply to online learning courses. In addition to the 2% attendance incentive, the online course instructor may give up to 3% on the semester grade for time on task and behavior.
273. Students enrolled in online courses will be held accountable for making adequate academic progress by our extra-curricular eligibility policy. Any student who is not within 10% of the “on pace goal” for the class or who currently has an F will be ineligible for extra-curricular activities.

OUT OF DISTRICT

274. As Southeastern students, those who attend any of our various Out of District programs are eligible to participate in extra-curricular activities, attend dances, etc. These students will, however, be subject to ineligibility for such events/activities based on equivalent Academic, Behavior, and Attendance standards that have been set forth by this handbook and/or the supervisors of a given event/activity.
275. Southeastern administration will be involved in determining equivalent standards and making rulings on student eligibility.
276. Credits earned by Academy students will be accepted by Southeastern High School.
277. Academy students who successfully complete the graduation requirements of Southeastern High School will be allowed to go through graduation ceremonies
278. Students who complete graduation requirements early will be allowed to petition for graduation no earlier than one semester before their graduating class.

PERMISSIONS

279. Student Pictures. From time to time, your student's picture may appear in various in-district and out-of-district publications such as newsletters, school newspapers, yearbooks, web pages, etc.
280. Military Recruiters. Federal Law requires the district to relate directory information, including a student's name, address, and telephone number to military recruiters unless the parents object in writing.
281. The district maintains a registry of parents/guardians of students who wish to have their names removed from the list above. If you wish to have your student's name removed please contact the building principal.

PESTICIDE APPLICATION NOTICE

282. The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the district office at 217-392-2172. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

283. A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

RULES AND PROCEDURES

284. Our school rules apply during the school day, before school, after school, and extra-curricular events. This includes school activities at other locations. It is the responsibility of every staff member to enforce our school rules.

REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING

285. 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.

SAFETY DRILL PROCEDURES AND CONDUCT

286. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

SEARCH AND SEIZURE

287. Search and Seizure - In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.
288. School Property and Equipment as well as Personal Effects Left There by Students - School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.
289. 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.

290. Students Searches - School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.
291. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
292. 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.
293. Questioning of Students Suspected of Committing Criminal Activity - Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

SEX OFFENDER NOTIFICATION LAW

294. Legislation requires principals/teachers of public and private elementary or secondary schools to notify parents that information about sex offenders is available to the public. The sex offender information is available at www.isp.state.il.us/sor. 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.
295. In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property - including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

SOCIAL NETWORKING WEBSITES

296. State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website only to cooperate in an investigation. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

STATE TESTING INFORMATION

297. The LEA and schools have provided, as required, information and school reports in a format and language, to the extent practical, understandable to the child's parents.

STUDENT BIOMETRIC INFORMATION

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

STUDENT PRIVACY PROTECTIONS

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

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

STUDENT RECORDS

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

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

- a. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
- b. The right to have one or more scores received on college entrance examinations included on the student's academic transcript. 1 Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

- c. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- d. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
- e. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.
- f. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
- g. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
- h. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding • Name • Address • Grade level • Birthdate • Parent/guardian names, addresses, electronic mail addresses, and telephone numbers • Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-students, • limited sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs • Academic awards, degrees, and honors • Information in relation to school-sponsored

activities, organizations, and athletics • Major field of study • Period of attendance in school Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

- i. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent. 2 Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
- j. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
- k. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
U.S. Department of Education Student Privacy Policy Office
400 Maryland Avenue, SW Washington DC 20202-8520

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

303. Suicide and depression awareness and prevention are important Board goals. Please refer to Board Policy 7:290 located on the district website.

SURVEYS REQUESTING PERSONAL INFORMATION

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

- a. Political affiliations or beliefs of the student or the student's parent/guardian.
- b. Mental or psychological problems of the student or the student's family.
- c. Sexual behaviors or attitudes.
- d. Illegal, anti-social, self-incriminating, or demeaning behavior.
- e. Critical appraisals of other individuals with whom students have close family relationships.
- f. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- g. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- h. Income other than that required by law to determine program eligibility.

305. The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

TEACHER QUALIFICATIONS

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

- a. Whether the teacher has met State certification requirements;
- b. Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- c. The teacher's college major;
- d. Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and

- e. Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.
- f. If you would like to receive any of this information, please contact the school office.

TEEN DATING VIOLENCE

307.Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation, is prohibited. Teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. The Board of Education adopted *7:185 Teen Dating Violence Prohibited* in March 2014.

TRANSFER TO ANOTHER SCHOOL

308.If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent /guardian may request a transfer to another public school within the district.

TRUANCY

309.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.

VIDEO MONITORING SYSTEM

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

VISITORS

311.All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct 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. A visitor that is currently a student at another school district that wishes to visit the school with another student must be pre approved by the principals at least one day in advance.

VOCATIONAL CLASSES

312.Juniors and Seniors will have the opportunity to enroll in STP (vocational) courses through the Quincy Area Vocational Technical Center (QAVTC).

313.Students will be able to enroll in one of two different programs:

Wednesday Afternoon/Evening Courses: Students will leave Southeastern at 1:00 pm on Wednesday afternoons and travel to QAVTC for Wednesday afternoon STP courses. Southeastern will provide transportation to QAVTC, if desired by one or more students. However, all students will be required to provide their own transportation home when classes are finished (usually at 6:30 pm.) First semester STP courses earn 0.5 graduation credits. If a student completes both semesters in the same course, they will received an additional 0.75 graduation credits for the 2nd semester. Students will be subject to the QAVTC drop policy as well as their attendance policy.

Tuesday School-Day Courses: Students participating in the Tuesday school-day courses will attend class every other

Tuesday throughout the school year. These classes will meet from 9:00 am - 2:00 pm at QAVTC. Southeastern will provide transportation, if desired, to QAVTC in the morning as well as back to Southeastern in the afternoon. Students will leave from Southeastern at 8:15 am and will return by 3:15 pm. First semester STP courses earn 0.5 graduation credits. If a student completes both semesters in the same course, they will receive an additional 0.75 graduation credits for the 2nd semester. Students will be subject to the QAVTC drop policy as well as their attendance policy.

314. Students will not be counted absent when they are gone to attend STP classes.

315. Students will be required to make up any work that is missed in their Southeastern courses while attending STP courses.

VOLUNTEERS

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

WEAPONS

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

- a. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
- b. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including a "look alike" of any firearm as defined above.

318. The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

319. This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area. Adopted July 2014.

WORK STUDY PROGRAM

320. Seniors with enough credits will be allowed "early out/late in" for work if they can meet the following guidelines:

- a. Must have a job that is approved by the program director.
- b. Students will be monitored and will receive credit for their work experience.
- c. Must have a signed training agreement.
- d. Must follow all responsibilities on training agreement.
- e. Must be enrolled in Job Skills.
- f. Work study students are required to serve all discipline consequences regardless of their work schedule. For example, if a work study student is given a lunch detention and the student usually leaves before lunch; the work study student is required to make arrangements and serve the lunch detention during lunch.

321. Failure to meet the above guidelines could result in the dismissal from the work study program. With such a dismissal students will not receive credit or be allowed to make up credit.

G. HEALTH

COMMUNICABLE DISEASES AND MISCELLANEOUS HEALTH

322. The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.
323. Parents are required to notify the building principal or school nurse if they suspect their child has a communicable disease.
324. 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.
325. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.
326. Any student with a fever of 100.0 or higher, vomiting, or diarrhea, will be sent home upon notification of the parent. The student must be fever free (off fever reducing medication) for 24 hours before returning to school. The student must be vomiting and diarrhea free for 24 hours prior to returning to school.
327. Students must present a written excuse from a physician in order to be excused from PE class. The excuse must define the length of time the student is to be excused.
328. All parents/guardians and staff are encouraged to view the video posted on the Illinois High School Association's website on hands-only cardiopulmonary resuscitation and automated external defibrillators.
329. Students will be required to exhibit healthy personal hygiene.
330. Chronic hygiene issues:
- First incident: Conversation between student and administrator. Personal hygiene resources offered.
 - Second incident: Conversation between student and administrator. Administrator will the contact parent/guardian. Personal hygiene resources offered.
 - Third incident: The student will be sent home following notification of parent/guardian.

DIABETES, ASTHMA, SEIZURES, OR SEVERE ALLERGIES

331. If your child has diabetes, asthma, seizures, or severe allergies (requiring an epinephrine auto injector) and requires assistance with managing these conditions while at school and school functions, an action plan must be completed and signed by the student's physician/provider and submitted to the school nurse and principal. Parents/guardians are responsible for and must:
- a. Inform the school in a timely manner of any change which needs to be made to the action plan on file with the school for their child.
 - b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
 - c. Sign the action plans.
 - d. Grant consent for and authorize the school nurse and/or the designated school district representatives to communicate directly with the health care provider whose instructions are included in the action plan.
332. For further information, please contact the Building Principal.

STUDENTS WITH FOOD ALLERGIES

333. State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, and individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities. Not all

students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

HEAD LICE

- 334. Parents are required to notify the school nurse if they suspect their child has head lice.
- 335. Lice infested students will be sent home following notification of the parent or guardian.
- 336. The school will provide written instructions and treatment if needed to the parent or guardian regarding appropriate treatment for the lice infestation.
- 337. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

HEALTH EXAMINATIONS AND IMMUNIZATIONS

- 338. A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:
 - a. Entering kindergarten or the first grade;
 - b. Entering the sixth and ninth grades; and
 - c. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).
- 339. As required by State law:
 - a. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
 - b. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
 - c. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
 - d. All students entering 12th grade must show proof of receiving a 2nd dose of meningitis vaccine.
- 340. Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.
- 341. A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

EYE AND DENTAL EXAMINATIONS

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

VISION AND HEARING SCREENING

344. In conjunction with the Regional Office of Education, Southeastern School District provides annual vision and hearing screenings for students in certain grades. Hearing screenings are done on all Kindergarten through 3rd grade students, all special education students, and all new students. Vision screenings are done on all Kindergarten, 2nd grade, and 8th grade students as well as those in special education and all new students.

EXEMPTIONS

345. A student will be exempted from this policy's requirements for:
- Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection on the Illinois certificate of religious exemption form
 - Health examination or immunization requirements on medical grounds if a physician provides written verification; or
 - Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.

MEDICATION

346. Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a medication authorization form, signed by both the parent/guardian and the prescribing physician or provider. No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed medication authorization form is submitted by the student's parent/guardian. A new/current medication authorization form needs to be completed each year.
347. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure. A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a medication authorization form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

348. Students recovering from temporary illness or students on permanent medication who require medication during the school day may bring medication to school following these guidelines:
- a. The parent/guardian shall personally deliver, give medication to the bus driver, or have the pharmacy deliver the medication directly to the school, administered to the school nurse, building principal or designee. Medicine should never be sent to the school with the student.
 - b. A written request and permission from the parent to administer the medication shall be required. All medication shall be brought to the school in appropriately labeled containers. The name of the student and the names and phone numbers of the physician and the pharmacy shall be indicated on the containers. Instructions for administering the medicine should be written out and be specific for school hours. Over the counter medications must be brought in, in the original bottle.
 - c. Medication shall only be administered by the school nurse, superintendent, principal, or his/her designee. All medicines, including over the counter products, must be stored in the school office.
 - d. Prescription asthma inhalers or epi-pens may be kept in the classroom, if deemed appropriate.
 - e. In all cases the school retains the discretion to reject a request for administering medicine. Except as permitted in accordance with this policy, no medication shall be used or possessed by students on school grounds.
 - f. The parent(s)/guardian(s) will be responsible, at the end of the treatment, and/or at the end of the school year, for removing from the school any unused medication which was prescribed for their child. If the medication is not picked up by the end of the school year, it will be discarded by the school in the presence of a witness.
349. Use of Undesignated/Emergency Medication - The school nurse or other trained staff may administer emergency medication to any student felt to be having a life threatening health issue. This includes administering an Albuterol Inhaler to any student thought to be in respiratory distress; administering an epinephrine auto injector (Epi Pen) to any student thought to be having an anaphylactic reaction; or administering Naloxone (Narcan) to any student thought to be having an opioid overdose. The parents shall notify the school in writing if they DO NOT want these medications administered to their child. The school district and its employees and agents are to incur no liability, except for willful or wanton conduct, as a result of any injury arising from the administration of an emergency medication. This policy shall not prohibit any school employee from providing emergency assistance to students thought to be having a life threatening issue.

HOME AND HOSPITAL INSTRUCTION

350. A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction contact: Mrs. Tecia Lantz.

H. MEALS

UNPAID MEAL CHARGES POLICY

351. The U.S. Department of Agriculture requires all School Food Authorities (SFAs) operating federal school meal programs to have a written and clearly communicated policy to address unpaid meal charges by July 1, 2017.
352. The Southeastern School District's free and reduced meal rate is 62%. The Southeastern School District's role in determining eligibility for free and reduced meals is based on guidelines established by the U.S. Department of Agriculture.
353. The following procedures will be used to address unpaid meal charges:
- a. Parents/guardians will be notified on a daily basis if their child's account has a negative balance. The communication will be a text message and the approximate time of the text will be 6:00 p.m. daily. There will be no phone calls; however, any amount of deficit will prompt a daily text message.
 - b. All students (including students eligible for free and reduced meals) will not be allowed to charge extra milk or seconds on their account. Only cash will be accepted for extra milk and seconds.
 - c. Parents/guardians who are not eligible for free and reduced meals, but are struggling to pay for their child's meals, should contact the district superintendent to set up an acceptable payment plan. All unpaid meal charges must be paid completely by June 30. This option should be initiated by the parent.
 - d. If a student has unpaid meals charges, amounting to \$50 or more, AND the parent/guardian has not set up an acceptable payment plan with the superintendent, the student will be declared ineligible for extra-curricular activities.
 - e. If a student has a negative account balance, amounting to \$50 or more, at the end of the fiscal year (June 30), the charges will be turned over to the collection agency.

FOOD ALLERGIES

354. State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217.392.2125).
355. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

I. TRANSPORTATION

356. The district shall provide free transportation for any student in the district who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing.
357. Homeless students shall be transported in accordance with Section 45/1- 15 of the Education for Homeless Children Act.
358. If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the one and one-half miles from the school attended.
359. A list of bus stops will be provided at the beginning of the school year. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.
360. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.
361. A video and/or audio monitoring system may be in use on school buses. 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.
362. In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:
- a. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
 - b. Do not move from one seat to another while on the bus.
 - c. Keep all parts of the body and all objects inside the bus.
 - d. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
 - e. Enter and exit the bus only when the bus is fully stopped.
 - f. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
 - g. Use emergency door only in an emergency.
 - h. In the event of emergency, stay on the bus and await instructions from the bus driver.
 - i. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
 - j. Do not open windows.
 - k. Keep the bus neat and clean.
 - l. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
 - m. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
 - n. Be waiting at your bus stop on time.
 - o. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
 - p. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
 - q. Eating is not permitted on the bus.
 - r. Parents will be liable for any defacing or damage students do to the bus.

363. Students who violate the above rules and expectations will be subject to the school's discipline point system. In addition, students may be suspended from riding the school bus for up to ten consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of ten days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Video and audio cameras may be active on buses to record student conduct and may be used for the purpose of investigation into misconduct or accidents on the bus.

J. STAFF

Tecia Lantz	Superintendent
Kimberly Harrison	Principal
Tim Kerr	Principal
Cyle Rigg	Athletic Director/Transportation Director
Gretchen Cole	Secretary
Kyle Cooper	Custodian
Shanna Drake	Family and Consumer Science
Sara Eifert	Paraprofessional
Kathy Ferguson	Paraprofessional/Media Specialist
Chad Griswold	Special Education
Sara Guymon	Science
Linda Hartweg	Music
Kaley Havel	English
Jan Holst	Secretary
Debra Hurt	Mathematics
Cole Jensen	Electives
Sarah Kearby	Mathematics
Julie Kerker	Cook
Lisa Knorr	Bookkeeper/Board Secretary
Lisa Lacoursiere	Custodian
Stephanie Mencil	Music
Kayla Neisen	Psychologist
Cheryl Perry	Paraprofessional
Donna Pflum	Cook
Sherri Post	Art
Mary Quigle	Science
Jordan Rauch	Agriculture
Andy Redenius	District Maintenance
Sheila Roberts	Paraprofessional
Carrie Shaffer	District Administrative Assistant
KaDee Shutwell	Nurse
Terri Tobias	Science
Julie Twaddell	Paraprofessional
Cindy Twidwell	English
Alison Schwagmeyer-Belger	Physical Education
Trisha Weese	Paraprofessional
Keela Whewell	Social Studies
Matt Zaehring	Social Studies/Driver's Education