



# Student/Parent Handbook

2023-2024

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Welcome to The Academy,

This handbook consists of requirements for the students placed at The Academy (Regional Safe School Program). It shall be posted online, and a hard copy shall be offered to the parents and student at the time of placement. Additional copies are available upon request. All State and Federal laws, rules, regulations, requirements, code of conduct, etc., in effect at the student's home school, will remain in effect during the student's enrollment in the alternative placement.

The Academy provides social emotional and academic curriculum that is delivered in a small, supportive, structured setting.

**Academic:** The Academy utilizes alternative teaching strategies in a small environment with no more than a 10:1 student teacher ratio. Student's individual academic needs are addressed using teacher led instruction, on-line computer instruction or a combination of the two.

**Social Emotional:** We participate in PBIS (Positive Behavior Interventions and Supports). As a part of PBIS, The Academy will teach behavior expectations throughout the entire building and throughout the year while utilizing connect conversations and specific universal curriculum. The behavior expectations are as follows: "Be Respectful, Be Responsible, Be Engaged." PBIS provides positive acknowledgments of students displaying positive behavior.

The Academy staff members are dedicated to each student's academic and behavioral success, as well as each student's post-secondary success. Staff, parents, and community members will work together to provide the best educational opportunities for all students.

We strongly encourage you to read this student/parent handbook and become familiar with our programs and assistance offered. We ask that every student follow the rules, policies, and guidelines outlined in this handbook.

On behalf of our staff, we would like to extend a warm welcome to all students for the 2022-2023 school year. We look forward to an exciting year and for every student to achieve their goals.

Sincerely,

Ms. Marcey Wells, Director  
Ms. Mindy Jackson, Assistant Director



## The Academy



### **Vision Statement**

Every Academy student will become a lifelong learner capable of achieving personal excellence.

### **Mission Statement**

The Academy staff will nurture students to achieve personal excellence through individual, flexible, and structured educational experiences.

## **BELIEF STATEMENTS**

### **Regarding what we believe about STUDENTS:**

- Students may come to school for something other than academics (sense of belonging, safety, food, love, caring).
- Students need and want structure and consistency.
- All students have the ability to succeed with the right support. (Success looks different for each student.)
- Students feelings drive their behavior-behavior is communication.

### **Regarding what we believe about LEARNING:**

- Learning is impacted by internal/external needs being met.
- Learning can be fun.
- Learning is a lifelong process.

### **Regarding what we believe about TEACHERS:**

- Wear many hats (mentor, confident, role model, teacher, etc.)
- Facilitate achievement
- Set the example for lifelong learning

### **Regarding what we believe about TEACHING:**

- Challenging and rewarding
- Constantly changes to meet the individual needs
- Requires building relationships

## THE ACADEMY COMMITMENT STATEMENTS

### Regarding what We Believe About Students:

#### As staff, we will.....

- Provide a safe, secure, and caring environment with structure and consistency
- Support positive behavior
- Look beyond the behavior
- Have and hold high expectations
- Refresh each day: Every day is a new day

### Regarding what We Believe About Learning:

#### As staff, we will.....

##### Be Flexible

- meet students where they are
- teach and reteach to meet individual needs
- provide fun and engaging activities
- seize teachable moments

##### Build Community

- show personality & love of subject matter
- model love of learning
- be creative

## Acknowledgement & Pledge of The Academy Student/Parent Handbook

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the district's website ([www.qps.org](http://www.qps.org)) or at the Board Office.

### Changes in Student Handbook

A building principal may amend the Student Handbook for the building by the hand delivery to students of written notice of such change(s). Such notice shall include verbal and written instruction to the student to deliver such notice to parent(s). Students in attendance on the date of distribution of notice are presumed to have received the notice. Principal shall adopt procedures to ensure that absent students receive copies of the notice.

For the latest updated information, please refer to the online version of the handbook at: [www.qps.org](http://www.qps.org) on The Academy website.

### Student Acknowledgement and Pledge

Name of Student: \_\_\_\_\_

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities, and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **ACCEPTABLE USE PROCEDURE (AUP):**

### *AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS AND COMPUTER USAGE*

**'Electronic Network(s)' or 'Network(s)' is defined as the District's network (including the wireless network), servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, Internet access, email, digital accounts, and any other technology designated for use by students and staff, including all new technologies as they become available.**

All use of Electronic Networks, including the Internet, shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules 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 the terms of the *Authorization for Electronic Network Access and Computer Usage* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document indicates the party who signed has read the terms and conditions carefully and understands their significance.

#### Terms and Conditions

1. Acceptable Use - Access to the District's network and Internet must be for the purpose of education or research and be consistent with the educational objectives of the District.
2. Privileges - The use of the District's network and Internet is a privilege, not a right, and inappropriate use will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The Superintendent (or his/her designee) will make all decisions regarding whether or not a user has violated these rules and will make the appropriate recommendations. **Students and staff should have no expectations of privacy regarding use of the network. Intrinsic to network administration, system administrators have access to all information associated with electronic communication.**
3. Unacceptable Use – Users are responsible for their actions and activities involving the network. Some examples of unacceptable uses include but are not limited to the following:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation.
  - b. Unauthorized uploading or downloading of software, regardless of whether it is copyrighted or de-virused.
  - c. Downloading copyrighted material for other than personal use.
  - d. Using the computer system for private financial or commercial gain (this includes buying or selling on the Web).
  - e. Wastefully using resources, such as file space, personal multimedia, chain letters, flaming, etc.
  - f. Gaining unauthorized access to resources or entities.
  - g. Trespassing in others' folders, work, files or changing computer files not belonging to the user.
  - h. Invading the privacy of individuals.
  - i. **Using another user's account or password or sharing passwords with others.**
  - j. Posting material authored or created by another without his/her consent.
  - k. Posting anonymous messages.
  - l. Using the network for commercial or private advertising.
  - m. **Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening (including weapons & bombs), racially offensive, harassing, or illegal messages, pictures, or other material.**
  - n. Using the network or Internet while access privileges are suspended or revoked.
  - o. Using chat rooms and/or social networking sites without permission.

4. Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Being polite. Not becoming abusive in messages to others.
  - b. Using appropriate language. Not swearing or using vulgarities or any other inappropriate language.
  - c. **Not revealing ANY personal addresses or telephone numbers.**
  - d. Recognizing that electronic mail (E-mail) is not private. Administrators of the system have access to all mail, files, and activity logs. Messages relating to or in support of illegal activities must be reported to the authorities.
  - e. Not using the network in any way that would disrupt its use by other users.
  - f. Considering all communications and information of others accessible via the network to be private property.
5. Instructional Resources - Users may be granted access to online instructional resources to create a collaborative online environment. The purpose of this access is to create an online environment where users can display and share what they have created. Users will have the opportunity to create websites, multimedia posters, podcasts (audio recording), and videos utilizing educational resources, including but not limited to, learning platforms, blogs, wikis, and podcasts. Users understand that their work may be viewed by others as a public digital format; therefore, users will not reveal personal information. Participation in these resources may require individual digital accounts. Student accounts will be controlled by the district staff.
6. Bring Your Own Device - It is our goal that students and teachers will collaborate in rich, engaging learning experiences using technology. Students may bring their own technology and utilize personal electronic communication devices at school and at school activities. Students may use these devices in the classroom when the teacher deems them appropriate for educational purposes. All devices must remain silent or be put away unless being used within a lesson during class time. Devices should be clearly labeled with student's full name. Students are responsible for personal property brought to school and should keep personal items with self or in a locked space. Devices should be charged prior to bringing them to school. In the event the technology is used inappropriately, disciplinary consequences may occur. The purpose of the District's BYOD program is to extend and enrich the learning environment. The following guidelines apply to students who participate in the program:
  - a. Access only the District's Internet gateway. The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate at school pursuant to policy 6:235, Access to Electronic Networks. Make no attempts to bypass the District's Internet gateway.
  - b. Similar to when a filter is disabled or malfunctions, it is impossible to control all Internet material, and a BYOD participant may discover inappropriate material. It may also be discovered if and/or when sharing a BYOD device with another student. Report inappropriate content and conduct to your classroom teacher.
  - c. Follow the standards of your parent/guardians. The District respects each family's right to decide whether or not to participate. District-provided technology may be an alternative.
  - d. Access only authorized data or files on the computer or Internet sites that are relevant to the classroom curriculum and suggested by a teacher. Students are strictly prohibited from infecting the District's network(s) with a virus or malware program designed to damage, alter, or destroy the network, and hacking, altering, or bypassing security policies. Using anti-virus and anti-malware software on BYOD devices is encouraged. The District may examine any BYOD device that it suspects is causing network problems or may be the source of an attack or virus infection.
  - e. Use of a BYOD device is subject to policy 7:190, Student Discipline. That means BYOD



devices are for curriculum-based instruction only. Students must follow any additional guidelines a classroom teacher or the school might impose. The use of BYOD devices may in no way disturb the learning environment. Students are not allowed to use BYOD devices during test administration. When permitted by school rules, students may use BYOD devices before and after school, during lunch break, during after-school activities, and at school-related functions. BYOD devices may be used while riding to and from school on a school bus or on a school-sponsored activity, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach.

- f. Transmit only appropriate content while using the District's electronic network. Students may not use BYOD devices to record, transmit, or post photos or audio/video recordings of any person on school property or school-sponsored events without express permission of a teacher or administrator. Any reasonable suspicion of an activity that violates law or Board policies will be treated according to policy 7:140, Search and Seizure. Bullying or sexual material will not be tolerated and will be managed pursuant to policy 7:180, Preventing Bullying, Intimidation, and Harassment. Retrieval of devices that become involved in a law enforcement investigation is the student and parent/guardian's responsibility.
  - g. Turn off and keep BYOD devices in the sight of the teacher during assessments, unless otherwise directed by a teacher. Immediately follow any teacher's instruction to shut down BYOD devices or close the screen. All BYOD devices must be in the silent mode and put away when directed by teachers.
  - h. Charge all BYOD devices prior to school every day.
  - i. Sharing BYOD devices with other students is not a requirement for participation in the BYOD program. From time to time, an assignment may have a collaborative component in which students work together in partners or small groups. In this learning situation, students maintain individual control over their device.
7. 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 suffered by the user. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or user errors or omissions. **Students and staff are responsible for backup of their personal files.** The District specifically denies any responsibility for the accuracy or quality of information obtained via the Internet.
  8. Indemnification - To the extent permitted by law, the user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of these rules.
  9. Security - Network security is a high priority. If the user can identify a security problem on the network or on the Internet, he/she must notify the system administrator, the building technology facilitator or building principal. The problem should not be described or demonstrated to other users. **Accounts and passwords should be kept confidential. Users should not use another individual's account.** 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 network.
  10. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy hardware or data of another user, the Internet, or any computer system. This includes, but is not limited to, the uploading or creating of computer viruses and any attempts to disrupt network resources or communication.
  11. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
  12. **These rules may be amended from time to time by posting amendments in the main office**

of the school. Amendments become binding upon posting. No further signature is required.

Students and employees need only sign this *Authorization for Electronic Network Access and Computer Usage* once while enrolled or employed by the School District.

**Agreement to *Authorization for Electronic Network Access and Computer Usage*:**

I understand and will abide by the above *Authorization for Electronic Network Access and Computer Usage*. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's network and Internet connection and having access to public networks, I hereby release to the extent permitted by law the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the network or the Internet.

DATE: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
USER NUMBER (Student id / Employee number)

\_\_\_\_\_  
USERNAME (please print)

\_\_\_\_\_  
*The Academy*

\_\_\_\_\_  
USER SIGNATURE

**PARENTAL CONSENT FOR STUDENTS**

*Please assist your child to read and comprehend the Quincy Public Schools Authorization for Electronic Network Access and Computer Usage. The purpose of the Authorization for Electronic Network Access and Computer Usage is to provide information on responsible use of technology.*

Signing below indicates that I have read the Quincy Public Schools' Authorization for Electronic Network Access and Computer Usage and I understand the policies outlined in the document. Quincy Public Schools has my permission to allow my child to access the Quincy Public Schools networks and access technology for educational purposes, including the Internet. I authorize my student to participate in collaborative online environments that require individual digital accounts. I give permission for sharing of my student's works and performances on/with educational resources, including but not limited to learning platforms, blogs, wikis, and podcasts. I understand that there will be no identifying information (last names) posted. Work may be used by the teacher for future reference as examples of student work. I grant permission to the teacher to create an account for free educational related websites for students under 13 years of age. I have read and explained the Quincy Public Schools Acceptable Use Policy to my child.

I hereby release to the extent permitted by law the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the network or the Internet. In addition, I will accept full responsibility and liability for the results of my child's actions with regard to the use of this technology. I release Quincy Public Schools and any related organizations from any liability relating to consequences resulting from my child's use of the technology.

DATE: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
PARENT/GUARDIAN NAME (please print)

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

## **ACADEMY ONLINE PROGRAM**

### **Overview**

The Academy Online Program allows students to complete high school graduation requirements mostly online. Edgenuity, a third-party software program will be the primary method for students to take classes in the Academy Online Program. Students will be required to attend The Academy or be proctored virtually through Microsoft TEAMS to take tests. Students will be eligible for extra-curriculars and all QHS events. Enrollment in The Academy Online Program is not guaranteed, and it will be an Academy decision as to whether it is the right fit for the student. Student and parent feedback, teacher feedback, grades, credits, attendance, referrals, and individual student strengths and needs will all be considered in the decision-making process.

### **Requirements**

- Access to a laptop or tablet. A smart phone is **not** recommended. A laptop may be borrowed from The Academy.
- Access to Wi-Fi
- Students will only be allowed to transition to online learning and in-person learning at the beginning of each Quarter.
- Testing and assessments must be completed on site or virtual video at the pre-determined time set by instructor during the first week of attendance.
- A minimum of 5 working hours per school attendance day will be required.
- Students should complete 4 semester length courses each quarter to stay on track for graduation (unless credit deficient).
- Pre-Testing will not be enabled for new courses.
- Weekly check-in with the Academy Online Program Teacher (virtual or in-person).
- Most students will be enrolled in 5 courses at a time.
- Students not making satisfactory progress (see above requirements):
  - Step One – Student contact or meeting with student
  - Step Two – Parent contact or meeting with student & parent
  - Step Three – Student may be removed from The Academy Online Program and placed in an in-person schedule (at Quarter only).

## **ACCIDENTS AND ILLNESS**

Every accident in the school building, on the school ground, or at school-related activities must be reported immediately to the teacher in charge. Teachers must fill out an accident report form secured from the Nurse's Office and return this completed form to the nurse by the end of the school day. The school will make every effort to inform the parents of any accident or illness occurring at school that may need care or observation at home. However, for safety reasons, no student will be sent home unless a responsible adult is contacted, and arrangements are made. If a serious injury or illness occurs at school, we will make all efforts to contact the parents. In extreme emergency situations, students would be taken to the emergency room for treatment.

## **AEP**

**AEP** stands for Alternative Education Plan. Each student enrolled in a Regional Safe School Program throughout the State of Illinois is **required** to have an AEP. Since each student's placement eligibility is for different and various reasons, this plan specifies what the program will entail for each student. An intake planning and orientation meeting **must** occur before a student will be enrolled at The Academy.

The student, parent, SSFL must be present. A member of administration may also be involved. Specific academic and behavioral goals are created for each student at this planning meeting. These goals are expected to be met while at The Academy. At the close of the planning meeting, the director, assistant director, SSFL, student, and parent will sign off on the AEP. This becomes the student's contract for a successful completion of the program. A SSFL will meet with all students quarterly to discuss progress and create goals for the new quarter. Quarterly reports will be shared with the student's home school in effort to track growth and progress toward a successful transition for possible future return. A new AEP will be written each year a student attends The Academy.

## **ALCOHOL AND OTHER DRUGS**

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials: including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana, and hashish).
  - Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
  - "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.
  - 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.

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. Any student who is determined, after an investigation, to be under the influence or in possession of alcohol or other drugs will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. The student may also be recommended for arrest. Parents of students who have engaged in the above behavior will be notified.

## **AMERICANS WITH DISABILITIES ACT**

The Quincy Public School District #172 does not discriminate on the basis of the disability in admission to, access to or operations of its programs. This notice is provided by Title II of the Americans with Disabilities Act 1990. Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the District's designated ADA Compliance Coordinator.

Title: Director of Special Education  
Office Address: 1416 Maine St., Quincy IL 62301  
Phone #: Voice or TDD 217/223-8700

Days/Hours Available: Monday-Friday 8:00 a.m.-4:30 p.m.

Individuals who need auxiliary aids for effective communication in programs and services of the Public Schools are invited to make their needs and preferences known to the ADA Compliance Coordinator. This notice can be made in large print, on audiotape and in Braille from the ADA Compliance Coordinator.

### **ANIMALS ON SCHOOL PROPERTY**

To ensure 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 director 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.

### **ATHLETIC ELIGIBILITY (Grades 6-8)**

#### **Academic Concerns/ Follow-Up Process**

##### **Students Earning an "F" During Season:**

- Teachers update Skyward Gradebook weekly. Grades are pulled from teachers' Skyward gradebooks each Wednesday at 7 p.m. Teachers should provide a weekly opportunity for students to improve their grades.
- Home School Counseling Office secretary informs coaches via e-mail of failing grades each Thursday by the end of the school day.
- Coaches inform student/parent of failing grade.
- 7<sup>th</sup> and 8<sup>th</sup> grade, I.E.S.A. requires student to be passing all classes at all times.
- Eligibility will be checked each week as mandated by the IESA. Students, who are declared ineligible, will serve an ineligibility period of one week.
- Please contact Rick Owsley for any clarification regarding athletic eligibility.

### **ATHLETIC ELIGIBILITY (Grades 9-12)**

1. Eligibility will be checked each week (as mandated by the IHSA)
2. All athletes must be enrolled in at least 6 credit-bearing courses
3. All athletes must have completed and passed 5 full semester courses of work the previous semester of school to be eligible for the following semester (i.e. two quarters would be equivalent to one semester course)
4. Athletes must be doing passing work in 5 credit-bearing courses per week (25 hours per week)
5. The ineligibility period begins the Monday following the eligibility checks and runs through the next Monday
6. The ineligibility period is one week in length. Athletes that are declared ineligible must sit out the entire week even if their grades come up during that week (as mandated by the IHSA)
7. Eligibility is determined by measuring a student's cumulative performance based on the beginning of the semester through the date on which the check is made (as mandated by the IHSA)

### **ATTENDANCE POLICY**

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

**Reporting an Absence:**

There are two types of absences: excused and unexcused. Excused absences include: illness (including mental or behavioral health of the student), 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[1], or other reason as approved by the Director.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. Students who are excused from school will be given a reasonable timeframe to make-up missed homework and classwork assignments. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence.

It is the responsibility of the parent to notify The Academy office by phone on the day of the absence or send a note upon the student's return. In the event the office is not notified by the parent; contact may be pursued. If contact is unsuccessful, the absence will be considered unexcused/truant, and the parent will have three days following the absence to clarify the situation.

All absences are recorded as excused or unexcused. The director may use his/her discretion in all matters of attendance. **The student must have a parent or guardian telephone The Academy by 9:00**

**AM. The number is 217-228-7175.**

**Excused Absences:**

- illness of a student
- serious illness in the family
- death in the immediate family
- emergency needs at home
- absences previously arranged by parents
- observance of a religious holiday
- other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health

**Unexcused Absences:**

Illinois state law mandates that parents shall require students under age 17 be in school. Students over 17 must either be in school attending regularly or choose to drop out. We recognize that emergency situations happen to all of us, and our intent is not to increase the stress of occasional crises or to be punitive when a negative response is not justified. However, when problems occur on a regular basis that interfere with regular school attendance or contribute to chronic tardiness or absenteeism, steps must be taken to limit interference with the process of education. The following are reasons that are not valid reasons to be absent from school and will not normally be considered excused absences:

- Work
- Oversleeping
- Car troubles
- No clean clothes
- Family vacation/out of town trips

- Truant – there is no contact from the parent and school is unable to make contact

Parents should expect to be notified daily, by phone or by mail, when students are absent. After 9 absences, an absence due to illness will be excused only if the school receives a doctor's note confirming the illness. Parents will be required to attend a conference when teachers or staff believe the student's absences interfere with success at school. Again, our purpose is to limit the effects absences have on school success, not to punish people who already are dealing with difficult situations. Should your student have a health problem that interferes with regular attendance, please contact a counselor or school official.

#### **Prearranged Excused Absence:**

An absence may be prearranged with the school officials by parents for reasons other than personal illness, and emergencies will be handled on an individual basis by the school attendance personnel. All requests for a prearranged absence form must be phoned in or requested in writing by a parent or guardian.

#### **Truancy:**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

Referral to the Regional Office of Education Truancy Officer

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

Addressing unexcused and/or excessive absences includes one or more of the following:

- letters will be sent home to update parents on their child's attendance and possible ramifications.
- Conferences by phone or in person
- Doctor's verification of illnesses when child returns
- Home visits
- Parent meeting
- The development of a new schedule that will better meet the students' ability to achieve graduation from high school.
- The student choosing to pursue a G.E.D., if eligible to do so.
- Support services (as needed) to address the root problem.
- Meeting with the principal, counselor, police liaison office

#### **Tardy:**

Students entering the school after your school's start time are considered tardy. Students who are tardy to school will check-in with SSFL upon arrival to gain entrance into enter class. Students who arrive in the morning to eat breakfast are still responsible for being in class by the school's start time. Tardies

count as ¼ day of absence and are unexcused unless otherwise noted. Unexcused tardy days can add up to full truant days. Four tardies equal one unexcused day of school

**Other Attendance Considerations:**

- Leaving School Campus During the Day: Students are not permitted to leave the school campus during the day without written or phoned permission from the parent to the school office. The student must obtain a Leave the Building Permit and sign out of the office BEFORE the student is fully authorized to leave the building.
- A student who becomes ill during the school day must report to the QJHS nurse's office for treatment or early dismissal. Students sent home by the nurse must always sign out at the Office or with his/her SSFL. When returning from an appointment during the school day, the student must report to Deans' Office to sign back into school and obtain an admit slip to class BEFORE reporting to class. Any student who leaves school at any time during the school day without prior parental permission and prior SSFL permission will be considered truant from the class or classes missed.
- If an absence is known ahead of time, please let the office and your child's teacher know as soon as possible
- If a parent is ill or requiring a hospital stay, the law requires that plans be made for your child to attend school. If you cannot make arrangements with family or friends, please call the school office, as we may be able to assist you through one of our community agencies.
- Routine trips to the doctor should be made outside of school hours. If this is not possible, minimize the amount of time away from school. A full day's absence for a routine physical examination is unnecessary. Parents are to pick up children from the office and return the as soon as possible.

**BREAKFAST/LUNCH**

Breakfast starts at 7:30 a.m. Breakfast is served until 7:50 am. Students will receive 30 minutes for lunch. Drinks may be brought into the building from the outside if they are unopened and/or sealed and consumed in the cafeteria. Water bottles are allowed in the classroom and can be refilled from the water stations. There will be two lunch periods provided. Students may bring in a lunch from home. Students will not be allowed to call parents to bring in food during the school day. Students should remain in the cafeteria during lunch and breakfast.

**The following expectations should be followed in the cafeteria:**

<b>Cafeteria</b>	
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Use appropriate language, conversations, and volume.</li> <li>• Follow staff directions</li> <li>• Be polite</li> <li>• With permission, only remove personal items from Rockstar (student) refrigerator</li> <li>• Sit 4 or less to a table, every other seat</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Keep all food and drink in cafeteria</li> <li>• Get full lunch first time through the line</li> <li>• Politely ask permission from the designated staff to leave the cafeteria for a reason (adult escort)</li> <li>• Once you pick your seat, remain seated</li> <li>• Use food share table with respect</li> </ul>



<p><b>Be Engaged</b></p>	<ul style="list-style-type: none"> <li>• Remain seated while eating</li> <li>• Respect personal space and property</li> <li>• Keep cafeteria clean</li> <li>• Regulate to transition to class when bell rings</li> </ul>
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## **BULLYING, INTIMIDATION, & HARRASSMENT**

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

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

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

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

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

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 messaging, 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 effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical

violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the school director, district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

**Nondiscrimination Coordinator (Title IX Coordinator)**

Lisa Otten  
1416 Maine Street  
217-223-8700  
[ottenli@qps.org](mailto:ottenli@qps.org)

**District Complain Managers:**

Ryan Whicker	Penny Little
1416 Maine Street	1416 Maine Street
217-223-8700	217-223-8700
<a href="mailto:whickery@qps.org">whickery@qps.org</a>	<a href="mailto:littlepe@qps.org">littlepe@qps.org</a>

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

**BUS CONDUCT**

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

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

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

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

### Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

## 2023-2024 Calendar

### JULY

17.....Skyward Registration Opens

### AUGUST

2.....On Site Registration

14-15.....No School-Teacher Institute

16.....First Full Day of School

### SEPTEMBER

4.....No School-Labor Day

5.....Back to School Night 5:00-6:30 pm

### OCTOBER

6.....No School-Quincy Conference

9.....No School-Columbus Day

13.....End of 1st Quarter

26.....1/2 Day-PT Conferences

27.No School-PT Conferences-Report Cards

### NOVEMBER

22-24.....No School-Thanksgiving Vacation

### DECEMBER

20.....End of 2nd Quarter/1st Semester

21-31.....No School-Winter Break

### JANUARY

1-2.....No School-Winter Break

3.....School Resumes

12.....Report Cards

15.No School- Martin Luther King, Jr. Day

### FEBRUARY

16..1/2 Day-Parent/Teacher Conferences

19.....No School—President's Day

### MARCH

15.....End of 3<sup>rd</sup> Quarter

22.....Report Cards

25-29.....No School-Spring Break

### APRIL

1.....No School-Spring Break

2.....School Resumes

### MAY

.....Cap and Gown Delivery

.....Graduation Practice-1:00pm

19.....Graduation Flinn Stadium-6:30pm

21.....Last Day of School-Students

22.....Teacher Institute

22-30.....Proposed Emergency Days

27.....No School-Memorial Day

### **CARE OF BUILDING AND GROUNDS**

Every student should demonstrate an interest and pride in the cleanliness and appearance of our school and grounds. Our custodians, staff, and teachers work hard to keep our school clean, but they cannot do this work alone. By working together, we can keep our school clean. Vandalizing of school property diminishes the educational experience. School officials will thoroughly investigate acts of vandalism. Those who are caught vandalizing school property will face school consequences and potential reparation for property and staff resources.

### **CELL PHONES/ELECTRONIC DEVICES**

Students are not allowed to use or have cell phones/electronic devices during the regular school day. Students who choose to bring their cell phone/electronic device to school will be required to turn it in to the security officer upon entry into the building. Cell phones/electronic devices will be placed in a locked cabinet and returned to the student at the end of the school day. In an emergency, parents/guardians will be able to reach students by contacting the office. If these guidelines are not followed, school administration will confiscate such devices and a parent/guardian may be required to pick them from the office. **The school district is not responsible for the loss or theft of any electronic device brought to school.**

### **CHANGE OF ADDRESS OR PHONE NUMBER**

It is the responsibility of the student or parent/guardian to notify the office of any changes to contact information such as address or phone number.

### **CHILD LABOR PERMITS**

Applications for child labor permits may be obtained in The Academy Office. Applications must be turned in to QHS and a meeting scheduled with Kris Klingele, QHS Assistant Principal. Students under sixteen (16) years of age must have satisfactory grade average in order to be eligible. Any student requesting a work permit must have a job in place since an employer must fill out a section of the application form.

### **CHILDREN'S ONLINE PRIVACY PROTECTION ACT & PARENT RESOURCES**

The Children's Online Privacy Protection Act gives parents control over what information websites can collect from their children. Many companies, however, are not providing information about what data a mobile app collects, who will have access to that data, and how it will be used. Allowing your child access to games and other seemingly harmless applications on a smartphone or computer risks his or her exposure to intrusive marketing and access to personal information.

A recent survey of apps for children by the Federal Trade Commission found that 10 percent of apps with social networking services did not disclose their presence; 17 percent of the apps allowed children to make purchases without parent/guardian consent; and 58 percent contained constant advertising, while less than 20 percent disclosed that advertising would appear.

The following suggestions may help keep children from being bombarded by unwanted advertising, from making unwanted purchases and from disclosing personal information and location:

- Be choosy about the applications that you let your child use. Try the app yourself to check for advertising messages and/or social networking and purchase options before allowing your child access.
- Select activities that do not require access to the Internet or an application, such as looking at family pictures or listening to preselected music, screened and approved by you.
- Make certain that the ability to make purchases is password protected.
- Set up family rules and consequences explaining that all purchases made via a smartphone or computer must have parent/guardian consent.

- Caution children about the use of social networking and other sites and/or apps that can pinpoint locations.
- Monitor computer and smartphone use whenever and wherever possible.

For more information on the Children's Online Privacy Protection Act, please see the following links:

[www.ftc.gov/opa/2012/12/kidsapp.shtm](http://www.ftc.gov/opa/2012/12/kidsapp.shtm)

[www.ftc.gov/opa/reporter/privacy/coppa.shtml](http://www.ftc.gov/opa/reporter/privacy/coppa.shtml)

## CLASSROOM PARTICIPATION AND BEHAVIOR

Effective use of class time is critical to student learning. It is the responsibility of each student to respectfully participate and sincerely apply themselves in all activities and assigned work. Students who cooperate with the teacher help their classmates as well as themselves to learn as much as possible. Classroom participation may also positively and/or negatively affect grades. Since academic achievement is critical for all students, classroom distractions, disruptions, and lack of participation will not be tolerated.

The following is a PBIS classroom matrix outlining expectations in the classroom. This matrix could vary from teacher to teacher.

Classroom	
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Use appropriate language, volume, and conversation</li> <li>• Allow others to ask questions</li> <li>• Welcome differences and diversity</li> <li>• Be polite</li> <li>• Keep feet on the floor</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Bring your universal binder to each class</li> <li>• CICO with teacher each period (record progress)</li> <li>• Food and drink restricted unless provided by staff</li> <li>• Receive permission to use classroom restroom at appropriate times</li> <li>• Cooperate with staff directives</li> <li>• Use all materials and tools correctly</li> <li>• Return borrowed items</li> </ul>
<b>Be Engaged</b>	<ul style="list-style-type: none"> <li>• Use regulation areas if necessary to be attentive</li> <li>• Get involved</li> <li>• Complete assignments</li> <li>• Remain seated until dismissal</li> </ul>

## CODE OF CONDUCT FOR EXTRA CURRICULAR AND CO-CURRICULAR ACTIVITIES

**Introduction:** Participation in extra-curricular activities is a privilege – not a right. The constitution and the laws of this state and country guarantee students the right to an education. That right to an education cannot be taken away without due process of law. Due process protection does not apply to privileges.

**Expectations:** (This includes representations of activity depicted in photos, videos, and the Internet) The Quincy Public Schools expect students who participate in extra-curricular activities at all times (365 days a year).

A. To conduct themselves in a manner that reflects favorably upon the Quincy Public Schools and the Quincy community.

- B. To adhere to all rules set forth in the Student Handbook and those adopted by the coach/sponsor, including but not limited to, the provisions of the Student Handbook relating to alcohol, tobacco and other drugs.
- C. To meet the scholastic requirements of the Quincy Public Schools.
- D. To attend school, practices, and contests/performances; and
- E. To conduct themselves in a manner that demonstrates respect for people, property, and public laws at all times.

**Consequences for Not Meeting Expectations:**

Any conduct in violation of the expectations shall subject the participant to a range of consequences listed below:

1. Participants violating the Code of Conduct will be appropriately disciplined by the coach, sponsor, director of athletics, and/or building principal
2. Flagrant violations of the Code may result in immediate dismissal from the team or extra-curricular activity. The athlete may also be subject to the consequences outlined in #3 below.
3. Violations of the Code considered to be serious in nature typically result in the following progression of consequences:
  - a. First Offense: Suspension from the activity for 1/3 of the activity season (games, matches, contests, performances).
  - b. Second Offense: Ineligible for all activities for one calendar year from the date of the second infraction.
  - c. Third Offense: Ineligible for all activities for the remainder of the high school career.
4. Suspensions will carry over seasons and/or years (if needed in order to fulfill the suspension requirement).
5. While on Code suspension students may be expected to practice and attend their school-sponsored team/activity events.
6. Any member of an extra-curricular activity who *presents* himself/herself to the athletic director, building principal, or teacher/coach as having a substance abuse problem will not be subject to Code violation consequences provided:
  - a. Admission of said abuse is not initiated by the participant as a means of escaping disciplinary action.
  - b. Participant and parent(s) receive medical counseling and successfully complete medical counseling, the cost of which to be paid solely by the participant and/or parent(s) at a recommended treatment center.
  - c. Participant does not have violations of the Code of Conduct after he/she admits abuse.

**Appeal Process:**

The principal may review all decisions and/or consequences and the principal shall endeavor to foster some reasonable uniformity of penalty among all activities. The decision and/or consequence may be reviewed by the superintendent as the superintendent deems appropriate. The decision of the superintendent may be reviewed by the Board of Education as it deems appropriate. The decision of the Board of Education is final, including the decision of the Board of Education not to review the decision of the superintendent.

**COMPUTER USAGE AND COMPUTER EXPECTATIONS**

All students will be allowed access to the Internet (and therefore subject to rules and regulations surrounding Internet usage) UNLESS a parent or guardian of the student files a written request with the principal that his/her student be denied Internet access. All users are responsible to know the rules and any changes in the rules. Inappropriate use of the Internet may result in a range of disciplinary action up to and including expulsion.

The following is a PBIS computer matrix outlining computer expectations:

<b>Computer Area</b>	
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Cooperate with staff directives.</li> <li>• Keep monitors and keyboards faced in the appropriate position</li> <li>• Return all technology and tools to proper space after use</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• Sign in after Connect Time has concluded</li> <li>• Monitor &amp; task bar must be visible at all times</li> <li>• Games, music, and other non-educational websites are restricted during instruction</li> <li>• Log off Edgenuity before leaving the computer area or returning computer to cart</li> <li>• Return all borrowed items to the designated space before leaving</li> <li>• Take notes</li> </ul>
<b>Be Engaged</b>	<ul style="list-style-type: none"> <li>• Stay regulated</li> <li>• Use computers to complete academic assignments or Edgenuity coursework</li> <li>• Work on Edgenuity course assigned for the class period</li> <li>• Follow all district and school computer guidelines</li> <li>• Listen to all direct instruction videos</li> </ul>

## COMMUNITY OUTINGS

At times throughout the school year, The Academy offers career, volunteer, or recreational exploration in our community to inform and educate students on possible career, employment, and post-secondary education/training opportunities. Students are also given opportunities to participate in various recreational activities. Students are expected to follow these expectations while on any community outing:

- Follow bus expectations to and from outing
- Use appropriate language
- Follow staff and community partner's directives
- Actively listen to presenter
- Focus attention on presenter
- Work cooperatively with staff, peers, and community partners
- Use manners
- Stay in assigned area
- Follow instructions

The following is a PBIS community matrix outlining expectations for community outings:

<b>Community</b>	
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Be attentive.</li> <li>• Allow other to ask questions.</li> <li>• Use appropriate language, volume, and conversation</li> <li>• Treat others as you want to be treated.</li> <li>• Be polite.</li> </ul>

<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• Wear necessary safety gear provided by community partner.</li> <li>• Wear appropriate attire.</li> <li>• Follow all staff and community leaders' directives.</li> </ul>
<b>Be Engaged</b>	<ul style="list-style-type: none"> <li>• Stay focused.</li> <li>• Get involved.</li> </ul>

## CONCUSSIONS AND HEAD INJURIES

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association<sup>1</sup> before being allowed to participate in any athletic activity including practice or competition.

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

## CURRICULUM

A rigorous, multidisciplinary curriculum is provided that includes a full range of classes in Math, English Language Arts, Science, Social Studies, and electives. Students participating in the general education curriculum will be receiving most curriculum thorough an online program called Edgenuity. Students that receive special education services will engage in either teacher led, or on-line curriculum based on individual student needs as stated on the IEP.

All students will also participate in daily activities that focus on skill development in social emotional development, conflict resolution, and appreciation for diversity.

## DANCES

The Academy students are eligible to attend dances held at QJHS and QHS if meeting all expectations and have permission from the Director. The following are dance expectations.

- Only QHS (The Academy) students and their approved guests may attend QHS dances.
- QHS (The Academy) students and guests will be subject to all security measures.
- Guests may not be over 20 years of age or younger than 9th grade.
- Guests must provide a copy/picture I.D. to gain approval to attend the dance and purchase a ticket.
- Students/guests may be required to provide a picture I.D.
- Semi-formal or formal dances will have tickets sold in advance.
- Tickets are non-transferable.
- No tickets will be sold at the door for Homecoming or Prom.
- Appropriate attire must remain on for semi-formal or formal dances.
- Disruptive dress will not be permitted.
- Shirts may not be removed (cut-off t-shirts are inappropriate attire)
- Suggestive dancing will not be permitted.
- Physically aggressive dancing (which may cause injury) is not permitted.
- Public displays of affection are not appropriate.
- Canes or any other accessory that could cause harm will be held at the door.
- Anyone leaving the dance without permission will not be readmitted.
- Any changes from the above must be approved by the principal.



## **DANGEROUS WEAPONS**

Possession or use of explosives, firearms, or other dangerous weapons or instruments shall be prohibited at all times on school buses, in school buildings or on school grounds, or at any school sponsored activity or event.

Items that must be brought to school for class demonstration or industrial arts are to be checked into the principal or dean's office until needed for class. Toy "look-alike" weapons will be considered "real" weapons. Students found to be in violation of this policy with the intent to harm, shall be disciplined by the administration on an individual basis. The district shall notify the parents of the action taken and notify law enforcement. In cases of suspension or expulsion, the district shall follow procedures required by state law and Board policy.

## **DISCIPLINE POLICIES AND PROCEDURES**

One of the most important lessons that education imparts is that of discipline; in fact, "to discipline" means "to teach". While it does not appear as a subject, discipline underlies the whole educational structure. It is training that develops self-control, character, and leadership. It is the key to good conduct and proper consideration for other people. Therefore, staff tries, in all disciplinary procedures, to teach students to consider more productive and positive behavior choices. Though it may not always be easy for the student being disciplined to recognize the distinction, it is hoped that the disciplinary process will be a corrective learning experience and not merely a punitive one. Parental support of school discipline procedures is imperative. The use of corporal punishment is prohibited in all schools under Illinois law and Quincy Public School regulations.

## **DISCIPLINE CODE**

The following rules set forth the standards and procedures of the Board of Education of Quincy Public School District #172 regarding the discipline, suspension, and expulsion of students. The secretary of the Board of Education shall maintain a conveniently accessible copy of these rules in the office of the Board of Education and shall allow access to them by the public in accordance with *The Illinois Freedom of Information Act, 5 Illinois Compiled Statutes 140/1-11*. The School Principal shall make these rules known to students and their parents by appropriate means. References to "parent(s)" shall refer, where appropriate, to a student's legal guardian(s).

The School Discipline Code, unless specifically indicated otherwise, apply to any student of the district who is:

1. on school property at any time,
2. in transit to or from school (walking or on a school bus),
3. engaged in or attending an activity publicly identified with Quincy Junior High School by name, even if not on school property (i.e., "away" sports activities), or
4. engaged in any conduct that substantially disrupts the educational environment, whether it occurs on or off school property. This includes the use of electronic devices and/or social media.

Disciplinary policies may include but not be limited to the following disciplinary measures:

- Denial of privileges
- Removal from the classroom
- Student/Parent Conference
- Detention
- Behavior Intervention Plan
- Suspension/Expulsion

## **DEFIANCE/DISRESPECT**

Disobeying rules of student conduct or directives from staff members or school officials is recognized as defiance/disrespect. A student who is defiant or disrespectful may be suspended out of school. Parents may be required to return with the student for a conference.

## **DISRUPTION (including strikes, walkouts, etc.)**

Disruption is defined as engaging in activity, on or off school 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 be reasonably 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. Students who cause a disruption to the school environment are subject to school discipline. Offenders may be suspended in or out of school. Egregious acts may be recommended for expulsion.

## **DOORS FOR ENTRY AND WAITING AREAS**

Students may only enter the building through The Academy entrance located in the lower level of the Board of Education building next to the parking lot. This is also the main entrance to the Board of Education Office. Doors at The Academy open at 7:20 am. Upon entry into the school all students will be required to follow this check-in process:

1. Place coat/jacket and book bag on hooks provided for SSFL search (security officer if late arrival)
2. Remove shoes to be searched by SSFL (security officer if late arrival)
3. Place cell phone in bag provided
4. Place electronic devices and other metal objects (belts, etc.) in the basket provided (Director or security officer will search items)
5. Walk through metal detector
6. Repeat walking through metal detector if detector alarm sounds
7. Security Officer will use hand wand to determine any specific areas of possible concern
8. Report to designated area after check-in process

The following is a PBIS computer matrix outlining check-in and check-out expectations at The Academy:

<b>The Academy/Check-In</b>	
<b>Be Respectful</b>	<ul style="list-style-type: none"><li>• Wait your turn</li><li>• Use appropriate language and volume</li><li>• Cooperate with adult staff</li><li>• Respect others' property</li></ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"><li>• Be on Time</li><li>• Report to assigned area after check-in.</li><li>• Turn off phone place phone and other valuables in individual envelopes to be secured</li><li>• Sign-in on log sheet</li></ul>
<b>Be Engaged</b>	<ul style="list-style-type: none"><li>• Place belts and other metal objects in basket before walking through metal detector</li><li>• Use appropriate conversation.</li><li>• Take care of business quickly and go to assigned area.</li><li>• Remove shoes to be checked by security officer.</li><li>• Hang personal items on provided hooks (coat, bookbag, etc.)</li></ul>

The Academy/Check-Out	
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Use appropriate language and volume</li> <li>• Cooperate with all adult staff</li> <li>• Respect others' property</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• Wait appropriately to receive all personal property</li> <li>• Report to assigned check-out area</li> <li>• Check-out on log sheet with security if you leave before the end of day</li> </ul>
<b>Be Engaged</b>	<ul style="list-style-type: none"> <li>• Use appropriate conversation</li> <li>• Take care of business quickly and go to assigned area</li> </ul>

### **DRESS CODE**

Sometimes the question arises regarding what is or is not permissible to wear at school. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. While we rely on the good judgment of parents/guardians, students will not be allowed to wear apparel that is offensive to others or interferes with the educational process.

Students who violate this policy will be given school-issued clothing or will be sent home for a change of clothing. Those who ignore these regulations and options to correct the violation may be suspended out-of-school.

### **DRIVER EDUCATION ELIGIBILITY**

Each student attending any public or non-public high school in the district must receive a passing grade in at least 8 courses during the previous 2 semesters prior to enrolling in a driver education course, or the student shall not be permitted to enroll in the course.

### **DUE PROCESS**

Procedural due process will be provided to each student prior to any disciplinary action. This includes an explanation to the student of the rules or regulation violated and an opportunity for the student to deny or explain such actions.

## EDGEUNITY EXPECTATIONS

### First Attempt Process Syllabus

<b>1<sup>st</sup> Attempt</b> (School entity # course code)
Students are required to complete the full course to 100% completion. (With exception of Health and Consumer Ed, where prescriptive testing is allowed, and students must receive a 90% to test out.)
Students will get 2 attempts on quizzes before they are required to keep their highest quiz score.
Note taking is strongly encouraged for all subjects and becomes mandatory after a failed test attempt.
Students are encouraged to review questions missed on the review and add missed items to notes before testing.
Testing <b>must</b> be supervised.
Retake Policy: Students must show additional notes to receive a second attempt.
Final exam required: only 1 attempt. (Exam waived for seniors and graduating juniors during last semester.)

### Credit Recovery Process Syllabus

A credit recovery course is assigned when a student's first attempt at a course was not successful.

<b>Credit Recovery Course</b> (School entity # CR course code)
Prescriptive testing allowed. (Must receive an 80% to test out.) A student who did not test out must complete the course to at least a relative grade of 59.5% or higher if they want to complete the course for full grade.
If a student has not made progress in 2 consecutive days, they must meet with their student support family liaison to plan for success.
Note taking is mandatory for math, and strongly encouraged for all other subjects and becomes mandatory in all subjects after a failed test attempt.
Students must conference with their teacher during pre-write and draft of essays. Plagiarism (including copy and paste) will not be tolerated; zeros will be given. Teacher may give a second attempt with their discretion.
Students will get 3 attempts on quizzes before they are required to keep their highest quiz score.
Test Review: Students need a 60% to unlock a test.
Testing must be supervised. After a 2 <sup>nd</sup> attempt on a test, students must go back and relearn and produce notes before a 3 <sup>rd</sup> attempt is given. Students must check in with their teacher before additional attempts, to see if additional relearning or support is needed.

## OF CHILDREN WITH DISABILITIES- SECTION 504

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.

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

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

For further information, please contact:

**Eryn Beswick, QPS Director of Special Education**

QPS Board of Education Office

1416 Maine Street, Quincy IL

217-223-8700

[beswicer@qps.org](mailto:beswicer@qps.org)

## **EMERGENCY DRILLS**

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

## **EMERGENCY GUIDE FOR PARENTS (QPS)**

The purpose of this guide is to provide a quick reference for parents when there is a crisis at school, describe what parents can do to best help their children before and during the incident, and explain the process for the safe return of your child.

### **3 Simple Steps you can take to prepare for a school emergency:**

**1. Communication is vital** in any type of emergency. To be sure we can quickly contact you, please make certain that your child's emergency contact on Skyward is accurate. Also, please remember to update your contact information whenever it changes.

Individuals listed as an emergency contact should:

- Know you are listing them on the Emergency Contact Card and agree to accept the responsibility of picking up your child, when necessary,
- Be readily available during the day,
- Have easily accessible transportation to pick up your child from school, and
- Have a good relationship with your child.

**2. Talk with your child** about the importance of listening to school staff members and following directions during an emergency. Also, discuss the emergency training that is provided at school, and ask them to explain their role during the various drills. If you have any further questions about your school's emergency procedures, please feel free to contact the principal for details.

**3. School Emergency Cards for Parents** are located on the third page of this guide. Cut them out and carry one in your wallet or purse. The School Emergency Cards for Parents have important instructions to follow during a school emergency.

### **Emergency Options during a school emergency:**

**Evacuation.** Certain emergencies require everyone to leave the premises to keep safe. Each school has arrangements for off-site evacuations. Evacuation during a fire may only require everyone to assemble in a field away from the building, while other emergencies may require relocating to another building. The other building may be a nearby shelter within walking distance or it may be another school building that requires busing to reach it. The type of crisis and the conditions outside the school will determine the response chosen.

**Shelter-In-Place.** Sometimes it is safer to remain inside the school building because conditions outside are less safe. During a tornado warning, students and staff may respond to a designated shelter/safe area of the building, if there is time to do so. During an earthquake, the best response is usually to remain in the classroom and take cover to avoid potentially falling debris.

**Lockdown.** During most violent intruder incidents, lockdown is the best response. Lockdown keeps students and staff in an area they know is safe at the time, while keeping violent intruders out of that area. Emergency responders will normally arrive quickly, so the more time spent in a safe area, the better. Although our drills end rather quickly, in a real event, students should prepare to remain quietly locked down for an extended period of time.

**Lockout.** If a potentially dangerous situation is in the area of a school, the school may decide to lockout. A lockout may be caused by police action in the area, a vicious dog near the playground, or some other threatening circumstance that might endanger someone outside the building. Actually, our schools operate in a near-lockout mode daily, as all incoming traffic is directed through the security entrance. In an actual lockout, any students who are outside would be brought back into the building, and no one would be allowed to leave until the lockout is lifted. Otherwise, it is “business as usual.”

**Student Reunification procedures following a school emergency:**

After an emergency or crisis has caused one of the responses listed above, it is our goal to reunite you with your child as soon as the situation has stabilized. Quincy Public Schools created a Reunification Plan to assist in the safe return of your child to you or your designee. School administration will implement this plan at the earliest opportunity.

**What to expect.** If an emergency interrupts the school day, QPS will disseminate information as soon as possible. QPS will activate its Skylert message system with specific information and instructions for parents, and post information on [www.qps.org](http://www.qps.org) as soon as possible, as well. If your child was harmed during the crisis, school personnel will personally contact you at the earliest possible time. In most cases, students will either remain at their school or at the evacuation site until the regular end of the school day. The Skylert message will inform you as to their location and the appropriate place for you to respond if you plan to pick them up.

**What you can do.** Please listen to the full Skylert message and respond as requested. We can return your student to you sooner if everyone follows the established procedures.

If you are directed to the reunification site, please follow directions regarding parking and **bring a government-issued photo ID**. This also applies if one of your previously approved contacts will pick up your child in your place. Students will not be released to anyone unless they are on your approved list, and they can prove that by presenting a government-issued photo ID. Students will only be released to parents or guardians who have presented acceptable identification and who are named on the student’s Emergency Form.

**What you should NOT do:**

- Please, do NOT call the school. School staff will be busy assisting students during the emergency and preparing for reunification immediately afterwards. Calling the school will delay them and tie up phone lines that may be needed to communicate with emergency personnel.

- Please, do NOT immediately come to the school or evacuation site, unless instructed to do so. Traffic may already be impeded by emergency vehicles and adding more cars when no one is ready for release will only aggravate the situation. While parents' instinct in an emergency is to go to the school to safeguard their child, please understand that doing so may significantly reduce the school's ability to respond to the situation. In addition, going to the school may interfere with police or other emergency workers whose sole purpose is to assure the safety and well-being of students and staff.

### **Ensuring School Safety is everyone's responsibility!**

Quincy Public Schools are committed to the safety of our students. Our staff works with public safety providers to maintain a safe environment for our students, staff, and visitors. Each summer, we meet with leaders from all local area first responder agencies to review and improve our Crisis Management Plan. As a parent, you should feel confident knowing that we provide emergency response training to school staff. The school's Crisis Management Plan is modeled from the National Incident Management System (NIMS) that has been developed by the Department of Homeland Security.

Throughout the school year, your child will be trained in emergency procedures and will be taught how to react, where to assemble, and what to expect in an emergency situation. Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be additional drills at the discretion of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students. While it can be unsettling to think about situations that require an emergency response, frequent review and practice will help to reduce risk and help both staff and students prepare for an actual event.

Following an emergency scenario practice drill, your child may wish to share their experience with you. If so, this would be an excellent time to review the information and procedures as a family. We created this School Emergency Guide for Parents to help you better understand your important role in our Safe School Plans. Open communication between home and school is critical to the safety and well-being of your child.

Please let us know if you have concerns or questions about school policies or your child's safety. You can learn more about this at our website ([www.qps.org](http://www.qps.org)).

### **ERIN'S LAW**

"Erin's Law" requires that all public schools in the state to implement a prevention-oriented child sexual abuse program. Educational programs to meet this law may be provided by the Adams County Health Department, Advocacy Network and Quanaada. Permission slips and information about the program presentation will be sent home prior to the lesson. Parents and guardians who do not want their child to participate in these educational programs will have the opportunity to "Opt Out" of their child engaging with the lesson.

### **EXTRA-CURRICULAR EVENT RULES**

School authorities/staff may randomly test for alcohol any person attending an extra-curricular event. The Academy students are subject to school discipline and arrest if they test positive. Those underage who are not students and test positive are subject to exclusion from the event and arrest.

#### **FAITH'S LAW**

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

#### **FALSE EMERGENCY REPORTING**

Pulling a fire alarm unnecessarily, making a false fire report, contacting 911 in the absence of an emergency, or reporting a false bomb threat may result in a suspension and may result in recommendation for expulsion and arrest. The student is required to return to school with parent/guardian for a conference.

#### **FALSIFICATION OF SCHOOL FORMS, PARENT NOTES, OR PARENT PHONE CALLS**

Falsification of school forms, parent notes, or parent phone calls may result in parent conferences and/or suspension.

#### **FIGHTING**

When two students are making aggressive physical contact, it is considered a fight. Repeated or egregious acts may result in an alternative placement and/or recommendation for expulsion from Quincy Senior High School. When one student is making aggressive physical contact, it is battery, and that student can expect consequences that may include suspension, recommendation of expulsion, and arrest.

Students engaging in verbal fighting may be subject to a parent conference and out-of-school suspension. Repeated acts may be subject to arrest, as well as recommendation for expulsion.

#### **FIRE RELATED**

Tampering with fire extinguishers and alarms is against the Illinois State Fire Prevention Laws. Tampering with any fire extinguisher will result in parent contact and/or in or out of school suspension. Setting a fire, possessing or using fireworks, or possessing or using other explosives may result in a suspension, recommendation for expulsion, and/or arrest.

#### **GANGS**

No student may solicit any student, staff member or visitor, for membership in an organized group of youths or adults, commonly known as a "street gang" on or about school premises or at any school-sponsored activity.

No hats, jackets, or any item of clothing or jewelry containing the insignia of a street gang or otherwise commonly associated with a street gang may be worn on or about the school premises, on school grounds or to any school-sponsored activity. Non-Quincy students or adults will be required to leave school property.

No student may engage in any activity for the purpose of promoting any street gang on or about school premises or school grounds or at any school-sponsored activity. The prohibited activities include, but



are not limited to, drawing, or displaying gang symbols on any surface or teaching others to “represent” or act like a gang member.

No student may engage in any activity for the purpose of defending any street gang on or about school premises or school grounds or any school-sponsored activity. The prohibited activities include, but are not limited to, a fight related to any gang activity.

No student may intimidate by violence or other means, or otherwise coerce any other person for the purpose of obtaining membership in a “street gang”.

## GUIDANCE AND COUNSELING

The school director and assistant director provide ongoing guidance for students with the additional support of a high school guidance counselor from Quincy Senior High when needed. The Academy has a full-time social worker to provide additional social emotional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students meet with the director or assistant director a minimum of twice a quarter 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.

## GRADING SCALE

Letter Grade	Cutoff	Range	Letter Grade	Cutoff	Range
A+	98.5	99-100	C+	77.5	78-79
A	93.5	94-98	C	73.5	74-77
A-	89.5	90-93	C-	69.5	70-73
B+	87.5	88-89	D+	67.5	68-69
B	83.5	84-87	D	63.5	64-67
	79.5	80-83	D-	59.5	60-63

A	=	90-100%
B	=	80-89%
C	=	70-79%
D	=	60-69%
F	=	less than 60%

## Multiple Attempts at Mastery

In order to differentiate instruction and to ensure learning, a student may be allowed to retake two (2) performance-based assessments per quarter per course, provided that the following conditions have been met:

1. Student is responsible for making arrangements with teacher for the retake—**including** determination by teacher of the required relearning activity(ies), appointment(s), and/or tutoring session(s) in which the student will engage to increase his/her understanding or skill—within two days of receiving the graded performance assessment.
2. Student has demonstrated a good faith effort that warrants being allowed the retake opportunity. In this context, the term “good faith effort” means that the student: 1. If

applicable, completed any required practice assessments/ assignments that were not completed prior to the original performance assessment; 2. Completed the required relearning activity(ies) designated in number 1 above; and, 3. Made a genuine attempt on the original assessment.

#### NOTE:

- No penalty will occur for the performance retake; the grade awarded will be the higher of the two grades.
- At the teacher's discretion and depending upon the needs of the student, the retake opportunity **may** involve only the portion of the performance assessment that the student has not mastered.
- The alternate performance assessment opportunity will be consistent with the first—not necessarily the same activity or assessment format, but it will measure the same learning goal(s). If the format of the original assessment was forced-choice (e.g., multiple choice, True/False, matching, fill-in-the-blank), the retake assessment will **not** be the identical task.
- A performance assessment completed during class time with teacher support and guidance (e.g., project, process writing piece) is not eligible for a retake opportunity.
- Depending upon a student's individual needs and extenuating circumstances, a teacher—following consultation with administration and the Leadership team—**may** allow an additional opportunity(ies) for a retake.

## GRADUATION REQUIREMENTS

CR	COURSE
4	Credits of English
3	Credits of Mathematics
3	Credits of Science
2.5	Credits of Social Studies (IL and US Constitution Test required) & US Government Course
3.5	Credits of Physical Education, Health, Driver's Education, or Marching Band
0.5	Credit of Computers
0.25	Credit of Consumer Education
1	Credit of either Art, Foreign Language, Music, or Vocational Ed
5.25	Credits of electives
<b>23</b>	<b>TOTAL CREDITS REQUIRED</b>

### CONSTITUTION TEST

Receiving a passing grade on the US and Illinois Constitution test is a graduation requirement for the State of Illinois. The constitution tests will be given in the Government course and the AP Government course.

### PHYSICAL ED REQUIREMENTS (PE)

Students must be enrolled in a P.E. course throughout their high school career. Credits in Health, Driver Education, Marching Band, and Introduction to Military count as P.E. credit. Students may be excused from physical education for the following reasons: a) the student provides written evidence from an institution of higher education that a specific course not included in existing state or local school minimum graduation standard is required for admission. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course. Once the physical education course is waived, the school staff will make sure that the required course is taken, or b) the student lacks sufficient course credit in one or more courses required by state statute or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits, or who lack credits due to other causes may also be eligible for this exemption. See your counselor for a P.E. waiver for additional information.

### EARLY GRADUATION

Students who meet requirements may graduate at the end of First Semester during their Senior year or at the end of their Junior year. Every student requesting early graduation in fewer than four years (eight semesters) should see their counselor. While early graduation is permitted, each decision must be approved on an individual basis and graduation requirements must be met.

#### Additional Information about Early Graduation

- An early graduate's GPA and class rank will be determined using the last completed semester.
- Junior graduates are not eligible for an Honors designation at Graduation. Honors graduates must complete seven (7) semesters.
- Junior graduates will be eligible to walk at the Graduation ceremony during the year they complete requirements. Junior graduates will not be eligible to walk at the Graduation ceremony in the year following their completion of requirements.
- Midterm senior graduates are able to attend prom and participate in Graduation.

**ANY COURSE REQUIRED FOR GRADUATION MUST BE TAKEN FOR A LETTER GRADE (A, B, C, D, F) AND CREDIT. STUDENTS WHO CHOOSE TO TAKE DRIVER ED IN THE SUMMER ARE REQUIRED TO TAKE PE DURING THE SCHOOL YEAR.**

### FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

The State of Illinois requires that all students complete the FAFSA or have a parent opt out letter on file in order to graduate from high school. The FAFSA may be accessed at <https://studentaid.gov/h/apply-for-aid/fafsa>.

## **HATE SPEECH**

Quincy Public Schools will not tolerate words, language or actions that lessens the dignity of any individual regardless of the intent or purpose. Offensive words, language or actions can demean an individual and deteriorate an organization or school. This includes offensive words, language, or actions referring to, but not limited to, age, sex, race, physical or mental disabilities, religion, and sexual orientation.

**Language & Words & Actions:** If offensive or demeaning words or actions are used, they must be met with swift and caring education, learning, re-direction, and discipline. The user of such language shall be required to go through an element of restorative justice. They shall be educated on why we do not allow this type of discussion, or why these words are not allowed anywhere in our schools. It should be clear to the individual that this is a priority to eliminate this language from our schools. The person the words are directed toward shall feel supported and cared for.

## **HEALTH REQUIREMENTS (PRE-K THRU 12<sup>TH</sup> GRADE)**

It is a state mandate that all students in District No. 172 meet the physical examination and immunization requirements as set down by the Illinois Department of Public Health. Please check with your family physician to see that your child's immunization schedule is up-to-date and on file in the Nurse's office.

**Required examinations or immunizations must be obtained by October 15 of the school year. Students not having the examinations or immunizations by this date will be suspended from school until requirements are met.**

### **Physical Examinations:**

Required components of the health examination include the following: health history with parent signature, diabetes screening, lead risk assessment or testing, and complete physical examination. Children must receive a physical examination. Students must receive a physical examination:

- 1) Prior to entering Illinois Schools for the first time*
- 2) Prior to the first entrance in Early Childhood **AND** yearly while enrolled in Early Childhood,*
- 3) Prior to Kindergarten*
- 4) Prior to 6<sup>th</sup> grade*
- 5) Prior to 9<sup>th</sup> grade.*

A physical dated anytime within one year of the beginning school will be accepted. The examinations must be completed by an MD, DO, Nurse Practitioner, or Physician's Assistant and must be recorded on an Illinois School Physical form. The IHSA Pre-participation Examination (sports physical) form is not acceptable as the school physical.

**THE LAW REQUIRES US TO EXCLUDE ALL STUDENTS WHO DO NOT MEET THIS HEALTH EXAM REQUIREMENT BY OCTOBER 15<sup>TH</sup> OF THE SCHOOL YEAR. (77 Ill. Adm. Code 665)**

### **Dental Examinations:**

Children must receive a dental examination. All children entering (1) Kindergarten, (2) Second Grade (3) Sixth Grade (4) Ninth Grade must present proof by May 15<sup>th</sup> of the current school year of having been examined by a licensed dentist within the last 18 months. The examination must be recorded on the State Dental Form. Please make an appointment with your family dentist. The Adams County Dental Clinic is also available to families who meet eligibility requirements. Contact the Adams County Dental Clinic for further information @ 223-5611 (Hours – Monday through Friday 7:00 a.m. – 5:00 p.m. (last appointment time is 5:00 p.m.) (77 Ill. Adm. Code 665-410)

**Medical History:**

At the time of registration, the parent or legal guardian will be asked to complete pertinent medical history information on Skyward. Additional information may be required dependent on the medical history.

**HEALTH SERVICES, FOOD ALLERGIES, DIABETES, & MEDICATION**

The Academy utilizes nursing services located at Quincy Junior High School. The nurse is on duty from 7:15 am to 3:00 pm. The office is located in room 220 and the phone number is 217-222-3073. Any student who has medication prescribed by a physician, which needs to be taken during school hours, must follow the policy of the school district. Prior to medication being administered to any student in the Quincy Public Schools, Authorization for Administration of Medication form must be completed and returned to the nurse. This form must be completed in detail to comply with Illinois Office of Education and Illinois Department of Public Health guidelines. Forms are available in The Academy office, QJHS main office, or QJHS nurse's office. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician including the name of the medication and the dosage. If there is a change in a student's dosage, a new authorization is required. Parents must notify the nurse when medication is discontinued. Nonprescription medication must come in the original container along with the completed authorization form indicating the amount and frequency of medication to be given. Nonprescription medication will not be given at school without an Authorization for Administration of Medication form signed by the physician and parent.

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 director at 217-228-7175.

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.

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

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

#### **Guidelines for the Administration of Medication at School:**

- Prior to prescription or non-prescription medication being administered to any student the “Authorization and Permission for Administration of Medication” form must be completed and signed by the licensed prescriber and the parent/guardian.
- Medication authorizations are effective for the current school year only.
- It is the parent/guardian’s responsibility to ensure that the licensed prescriber’s order, written request, and medication are brought to the school.
- The first dose of any new medication should be given at home whenever possible. The nurse may refuse to administer the first dose of a medication if in her clinical judgment it may compromise the safety of the child while attending school. In this instance, the parent would be notified.
- The school nurse shall review the written order and determine to accept the written order or seek further clarification of the order if necessary.
- Medication must be delivered to school by a parent/guardian or responsible adult. Medication may also be delivered to school by a pharmacy.
- Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.
- **PRESCRIPTION MEDICATION** shall display:
  - Student’s name
  - Prescription Number
  - Medication Name and Dosage
  - Administration route
  - Time to be given and/or other direction
  - Date of prescription and refill
  - Licensed Prescriber’s name
  - Pharmacy name, address, phone number
  - Name or initials of Pharmacist

**Over the counter medication** must be in the original unopened container with the label intact. No medication will be given past the expiration date on the container.

1. Each medication/time will have a separate labeled prescription bottle. For example, if the same medication is ordered for two separate times, a medication bottle for each time is requested.
2. Any changes in dose, time, or directions must be in writing from the parent/guardian and the licensed prescriber.
3. Students will be evaluated on an individual basis regarding the need to carry and self-administer an asthma inhaler/EpiPen®. Both the Physician and Parent Authorization and Request for self-administration of asthma inhaler/EpiPen® must be completed and signed. The parent/guardian must supply the appropriate medication. The student is encouraged to document the frequency of use while at school.
4. The parent/guardian will need to pick up the medication at the end of the school year or if the medication is discontinued or changed during the school year. If the medication is not picked up, it will be discarded.

**Self-Administration of Medication:** A student may possess an epinephrine auto-injector (EpiPen®) and/or medication pre-scribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school. Students at The Academy will be escorted by a staff member to the QJHS nurse in the case of illness, injury, or administration of medication.

### **HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For more information on home or hospital instruction, contact Eryn Beswick, 217-223-8700.

### **HOMELESS CHILD'S RIGHT TO EDUCATION**

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

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

### **IMMUNIZATIONS AND VISION AND HEARING SCREENINGS**

All students must present proof of having received immunizations in accordance with the law and the rules and regulations of the Illinois Department of Public Health. Proof of immunization must be presented to school authorities by the child's parent or legal guardian prior to or upon entrance to the school. **THE LAW REQUIRES US TO EXCLUDE ALL STUDENTS WHO DO NOT MEET THE IMMUNIZATION REQUIREMENTS.** (77 Ill. Adm. Code 665)

**ENTERING KINDERGARTEN—12TH GRADE:**

<b>POLIO:</b>	3 or more doses with the last dose received on/after the 4th birthday
<b>DTP/DTaP/Td:</b>	4 or more doses with the last dose received on/after the 4th birthday (K & 1) 3 or more doses with the last dose received on/after the 4th birthday (2-12)
<b>Tdap:</b>	1 dose— (all 6th-12th grades)
<b>MEASLES (Rubeola):</b>	2 doses—1st dose must be on/after 1st birthday
<b>RUBELLA:</b>	2 doses—1st dose must be on/after 1st birthday
<b>MUMPS:</b>	2 doses—1st dose must be on/after 1st birthday
<b>HEPATITIS B:</b>	3 doses— (Grades 6-12)
<b>HIB:</b>	Not required for K-12
<b>VARICELLA (Chickenpox):</b>	2 doses—1st dose must be on/after 1st birthday (Kdg, 6th, 7th, 9th and 10th grades) 1 dose—on/after 1st birthday (All Other Grades)
<b>MENINGOCOCCAL (NEW 15/16):</b>	1 dose given on or after 10th birthday (6 <sup>th</sup> -10 <sup>th</sup> grade) 2 doses with the second dose given on/after 16th birthday. If 1st dose is at/after age 16, then only 1 dose is required (12th grade)
<b>PNEUMOCOCCAL:</b>	Not required for K-12

**Vision Examinations:**

Children enrolling in kindergarten and children enrolling in a public, private, or parochial school in Illinois for the first time must receive an eye exam before October 15 of the school year. The examination must be completed by a physician licensed to practice medicine in all of its branches or a licensed optometrist and recorded on the State Vision Form. The vision exam must be performed within the previous year.

**This is a requirement of Public Act 095-0671.**

**Vision & Hearing Screenings:** Vision and hearing screenings are provided annually to students at the state-mandated grade levels, as designated by the Illinois Department of Public Health. All students in special education programs, students transferring into the district, and students to be tested related to classroom teacher requests are screened during this annual program. Screenings are conducted by QPS district nurses certified in vision and hearing testing.

**Screening for lead poisoning:** Screening for lead poisoning is required to have been done at least once between the ages of six months and six years of age. Children who have attended state approved licensed day care centers or preschools, including school district programs, have already been screened as a requirement to attend. Screening for lead poisoning for children six years of age and older will be at the discretion of the child's health care provider. Lead poisoning screening is available from your doctor and can be done at the time of the physical examination. This screening is not available at the Adams County Health Department. THIS IS A REQUIREMENT OF THE LEAD POISONING PREVENTION ACT (410 ILCS 450) AND PUBLIC ACT 093-0104.

**Dental examinations:** Children must receive a dental examination: Prior to first entrance in Early Childhood Program. Before May 15th of the school year for children in 1) Kindergarten 2) Second grade 3) Sixth grade and 4) **Ninth Grade (Addition to the dental requirement in 2019)**

The examination must be completed by a licensed dentist and recorded on the State Dental Form. Dental examinations that have been completed after November 15, 2018, will be accepted for the 2019-2020 school year. Please make an appointment with your family dentist. The Adams County Dental Clinic is also available to families who meet eligibility requirements. Contact the Adams County Dental Clinic for further information @ 223-5611 (Hours – Tuesday through Friday 7:00am – 5:00pm) (77 Ill. Adm. Code 665-410)

**Medical History:** At the time of registration, the parent or legal guardian will be asked to complete pertinent medical history information on the electronic registration form named "Other Health Information". Additional information may be required dependent on the medical history.

**Quincy Public Schools is an "Allergy Aware" District**

1. QPS promotes a safe and inclusive "ALLERGY AWARE" environment for all students. We can't guarantee that there won't be allergy items brought into school. We will educate and try our best to decrease allergy items in the school environment.
2. If your child is in a classroom with a child who has allergies, you might be asked to not bring certain items in for snacks.
3. Only non-food items or allergy free store-bought food will be used for classroom manipulatives, birthday recognitions, rewards and party treats.
4. Parents should fill out proper paperwork for their child with allergies and return to the School Nurse.
5. Teachers should communicate with parents of students with food allergies or dietary restrictions, prior to parties and events with food to discuss safety concerns and review safe food choices before finalizing plans and sending out notifications.
6. If food is consumed in the classroom, the teacher will develop a plan to minimize the risk of allergen exposure and for cleaning surfaces after consuming food.
7. Proper hand washing by students and staff should be encouraged and reinforced before and after meals. Hand sanitizer kills germs but does not eliminate allergens
8. If an animal (class pet) is present in the classroom, special attention must be paid to the ingredients in their food since many animal feeds contain allergens.

**QUINCY SCHOOL DISTRICT #172  
UPDATED HEADLICE POLICY**

**Evidence based practices from Illinois Department of Public Health, Center for Disease Control and American Pediatric Association recommendations include:**

- Screening of family members and close contacts
- No regular screenings or rechecks
- No notification of classmate parents (if there are multiple cases in one classroom the nurse will determine if all students need checked)
- Notification of parent (of affected child) at the end of the day by phone or note indicating that prompt, proper treatment is in the best interest of the child and his/her classmates

**Outdated practices no longer recommended:**

- Classroom wide screening if one student has head lice
- Notes home to parents of classmates
- Immediate exclusion for infestation
- Nit-free policies



## GENERAL INFORMATION

Head lice (*Pediculus humanus capitis*) are a nuisance, but they have not been shown to spread disease. Research has shown that head lice do not survive for longer than 1 day when not on the head, and the eggs only hatch when they are incubated by body heat near the scalp. Transmission occurs primarily through head-to-head contact and infrequently through indirect contact with shared personal belongings. Contrary to popular belief, lice do not jump from one host to another, they crawl.

## IDENTIFICATION

- A. Adult lice are gray, about 1/16 inch long.
- B. Nits are the lice eggs. Many nits are more than ¼ inch from the scalp and are usually not viable and very unlikely to hatch or may in fact be empty casings.
- C. Nits are cemented to the hair shaft and are unlikely to be transferred to other people.
- D. If a child is discovered to have live lice, they have likely had it for more than 1 month and do not pose a significant risk to others. Therefore, they should NOT be removed from the classroom.

## TEACHER/SCHOOL RESPONSE

- A. If a teacher, teaching assistant, or other staff observe either nits (lice eggs) or live lice on a student, they notify the nurse, who will send home notification and treatment information with the student at the end of the school day.
- B. The student remains in the classroom and is NOT excluded from activities.
- C. Students are NOT rechecked by school staff.
- D. If observation of nits or live lice continues with that family, the nurse should review treatment options and provide 1% Permethrin shampoo recommended by AAP (see below).

## HOME TREATMENT

- A. Shampoos
  - 1. Permethrin 1% (Recommended by AAP). Apply per package directions (may need to be reapplied 7-10 days later).
- B. Remove all nits from hair with nit comb or by picking them out one at a time.
- C. Wash all clothes and bed linen in hot water, then dry on a hot cycle for 20 minutes.
- D. Dry clean items that cannot be washed.
- E. Everyday cleaning methods are sufficient, there is no need for special chemical treatment (Pesticide Research Institute)
- F. Boil combs, brushes, hair bands and barrettes for 5 minutes.
- G. Check all members of the family and treat as needed.

Some children may develop a resistant strain of head lice and require a more concentrated effort from a physician. Since lice cannot live on family pets, pets should not be treated.

## PREVENTION

- A. The use of combs, brushes or other grooming aids belonging to other persons should be discouraged.
- B. Individuals should not share caps, other headwear, or clothing, especially coats or sweaters.
- C. Parents should be encouraged to examine their children's hair periodically for nits.
- D. Cloakroom hooks should be individually assigned and spaced so clothing does not touch. If this is not feasible, outerwear can be placed in plastic or paper bags and hung on hooks. Gym lockers or numbered hooks should be assigned to individual students.

## References:

Centers for Disease Control and Prevention <https://www.cdc.gov/parasites/lice/head/index.html>  
Devore, C. & Schutze, G. (2015) Head Lice, American Academy of Pediatrics  
<https://publications.aap.org/pediatrics/article/135/5/e1355/33653/Head-Lice>  
Illinois Department of Public Health <https://dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/head-lice.html>  
National Association of School Nurses – <https://www.nasn.org/nasn/advocacy/professional-practice-documents/position-statements/ps-head-lice>

## **INCITING A RIOT OR DISTURBANCE**

Students who incite or encourage others to fight, or who behave so as to promote or bring about a mass disturbance, may be subject to in or out of school suspension and may be recommended for expulsion.

## **INCLEMENT WEATHER**

Because of weather or other emergency conditions, it may be necessary to dismiss earlier in the day than usual. If this occurs, local radio and TV stations will broadcast the information. An emergency plan should be prepared, whereby, in the event of a parent's absence from home at the time of an early dismissal; a student could be instructed to go to the home of someone (relative, neighbor, etc.) who could be responsible until the parent returns home or school starts.

Proper Dress: We ask that parents keep a close check on weather conditions and dress students appropriately. Clothing items should be clearly marked in case they are lost.

## **INTERNET ACCESS**

All students will be allowed access to the Internet (and therefore subject to rules and regulations surrounding Internet usage) UNLESS a parent or guardian of the student files a written request with the principal that his/her student be denied Internet access. All users are responsible to know the rules and any changes in the rules. Inappropriate use of the Internet may result in a range of disciplinary action up to and including expulsion. *(See Acceptable Use Policy-page 8 of this handbook)*

## **INTERNET SAFETY**

Keeping Yourself and Your Kids Safe on Social Networks

### **For students:**

- Put everything behind password protected walls, where only friends can see.
- Protect your password and make sure you really know who someone is before you allow them onto your friend's list.
- Blur or morph your photos a bit so they won't be abused by cyberbullies or predators.
- Don't post anything your parents, principal or a predator couldn't see.
- What you post online stays online - forever!!!! So ThinkB4UClick!
- Don't do or say anything online you wouldn't say offline.
- Protect your privacy and your friends' privacy too...get their okay before posting something about them or their pics online.
- Check what your friends are posting/saying about you. Even if you are careful, they may not be and may be putting you at risk.
- That cute 14-year old boy may not be cute, may not be 14 and may not be a boy! You never know!
- And, unless you're prepared to attach your blog to your college/job/internship/scholarship or sports team application...don't post it publicly!
- Stop, Block and Tell! (don't respond to any cyberbullying message, block the person sending it to you and tell a trusted adult).
- R-E-S-P-E-C-T! (use good netiquette and respect the feelings and bandwidth of others).
- Keep personal information private (the more information someone has about you, the more easily they can bully you).
- Google yourself! (conduct frequent searches for your own personal information online and set alerts ... to spot cyberbullying early).
- Take 5! (walk away from the computer for 5 minutes when something upsets you, so you don't do something you will later regret).

### **And for parents:**

- Talk to your kids - ask questions (and then confirm to make sure they are telling you the truth!)
- Ask to see their profile page (for the first time) ...tomorrow! (It gives them a chance to remove everything that isn't appropriate or safe...and it becomes a way to teach them what not to post instead of being a gotcha moment! Think of it as the loud announcement before walking downstairs to a teen party you're hosting.)
- Don't panic...there are ways of keeping your kids safe online. It's easier than you think!
- Be involved and work with others in your community. (Think about joining WiredSafety.org and help create a local cyber-neighborhood watch program in your community.)
- Remember what you did that your parents would have killed you had they known, when you were fifteen.
- This too will pass! Most kids really do use social networks just to communicate with their friends. Take a breath, gather your thoughts and get help when you need it. (You can reach out to WiredSafety.org.)
- It's not an invasion of their privacy if strangers can see it. There is a difference between reading their paper diary that is tucked away in their sock drawer...and reading their blog. One is between them and the paper it's written on; the other between them and 700 million people online!

➤ Don't believe everything you read online - especially if your teen posts it on her blog!

For more information, visit [www.WiredSafety.org](http://www.WiredSafety.org); [www.stopcyberbullying.org](http://www.stopcyberbullying.org).

Reprinted with permission from "Parry Aftab's Guide to Keeping Your Kids Safe Online, MySpace, Facebook and Xanga, Oh! My!" Parry Aftab, Esq., [www.aftab.com](http://www.aftab.com).

#### Resources for Students and Parents

##### **Resources for students:**

- Federal Trade Commission - Kids and Socializing Online [www.onguardonline.gov/articles/0012-kids-and-socializing-online](http://www.onguardonline.gov/articles/0012-kids-and-socializing-online)
- Connect Safely - Social Web Tips for Teens [www.connectsafely.com/Safety-Tips/social-web-tips-for-teens.html](http://www.connectsafely.com/Safety-Tips/social-web-tips-for-teens.html) (2014).
- Life online (Girls Scouts and Windows) - [lmk.girlscouts.org/Online-Safety-Topics/Social-Networking/Is-It-Safe-/Test-Your-Knowledge-on-Social-Networking-Safety.aspx](http://lmk.girlscouts.org/Online-Safety-Topics/Social-Networking/Is-It-Safe-/Test-Your-Knowledge-on-Social-Networking-Safety.aspx). Test for knowledge of networking safety. National Center for Missing and Exploited Children – Teens Talk Back, Social Networking [www.netsmartz.org/TeensTalkBack/SocialNetworking](http://www.netsmartz.org/TeensTalkBack/SocialNetworking).

##### **Resources for parents:**

National Crime Prevention Council – Social Networking Safety, Tips for Parents

[www.ncpc.org/topics/internet-safety/social-networking-safety](http://www.ncpc.org/topics/internet-safety/social-networking-safety). Great comprehensive article for parents.

- Connect Safely - Social Web Tips for Parents [www.connectsafely.com/Safety-Tips/social-web-tips-for-parents.html](http://www.connectsafely.com/Safety-Tips/social-web-tips-for-parents.html) (2014).
- National Cyber Security Alliance - Raising Digital Citizens [www.staysafeonline.org/stay-safe-online/for-parents/raising-digital-citizens](http://www.staysafeonline.org/stay-safe-online/for-parents/raising-digital-citizens).
- Illinois Attorney General Stay Connected Stay Informed [www.illinoisattorneygeneral.gov/cyberbullying/](http://www.illinoisattorneygeneral.gov/cyberbullying/).
- DHS U.S. CERT - Socializing Securely: Using Social Networking Services [www.us-cert.gov/sites/default/files/publications/safe\\_social\\_networking.pdf](http://www.us-cert.gov/sites/default/files/publications/safe_social_networking.pdf).
- DHS U.S. Computer Emergency Readiness Team - Staying Safe on Social Network Sites [www.us-cert.gov/ncas/tips/ST06-003](http://www.us-cert.gov/ncas/tips/ST06-003) (January 26, 2011).
- Internet Safety: Social Networking Sites for Children [blog.privatewifi.com/internet-safety-social-networking-sites-for-children/](http://blog.privatewifi.com/internet-safety-social-networking-sites-for-children/) (March 30, 2011).
- 8 Safe Social Networks for Kids [kommlein.com/8-safe-social-networks-for-kids/](http://kommlein.com/8-safe-social-networks-for-kids/) (Jan. 5, 2011).

- List of sites that are compliant with Children's Online Privacy Protection Act and have parental controls.

### **Internet Safety/Cyberbullying**

You are encouraged to review the following material on Internet Safety and Cyberbullying with your students.

<http://www.ag.state.il.us/children/safetytips.html>

<http://illinoisattorneygeneral.gov/cyberbullying/index.html>

Engage your student and be involved.

Parents are strongly encouraged to be aware of the programs and apps that their children are installing on their devices as well as the activities that they are engaged in when using the devices. The following are links to websites which provide you with information on responsible "Digital Citizenry"

<http://www.digitalcitizenship.net/>

<http://www.common sense media.org/advice-for-parents/be-good-digital-citizen-tips-teens-and-parents>

<http://safely.yahoo.com/expert-advice/be-a-good-digital-citizen-tips-for-teens-and-parents/>

### **INTERNET (ONLINE) THREATS**

Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel may result in suspension and/or recommendation for a Safe School Evaluation or expulsion. If the Internet website through which the threat was made is a site that is accessible within school time or is available to third parties who work or study within the school ground at the time the threat is made, and the threat can 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 of the school, the school may take disciplinary action.

### **INTERVENTION**

The MTSS Team meets once a month during the school year to monitor student progress. The team focuses on grades, attendance, and behavior. The team will recommend students for Tier 2 and 3 interventions (listed below) and monitor progress. Students and parents/guardians may also request intervention or extra support through the guidance office or administration.

**Staff will use the following in all classes to help all students find success:**

#### **Tier 1 Academic Interventions**

- Guaranteed Curriculum (Course Map/8-10 Big Ideas)
- Higher Level Questioning
- Critical Thinking components
- Collaborative Work
- Multiple representations/explanations of material
- Adjusted Assignments/Timelines
- Study Guides
- Graphic Organizers
- Differentiated Reading Materials
- Applications to "real world"
- Performance Opportunities

- Computer Based Learning (Edgenuity) — Credit Recovery program using Edgenuity (online learning system).
- Check in/Check out academic conference each class period
- Weekly progress monitoring conference with homeroom (Student Champion Teacher)

#### **Tier 1 Social Emotional Interventions**

- Daily Social Emotional Learning Lessons
- Re-teaching of PBIS Expectations-Daily or as Needed
- Check in/Check out regulation conference each class period
- Weekly progress monitoring conference with homeroom (Student Champion Teacher)

#### **Tier 2 Academic Interventions**

- Reading Intervention
- SAIG 1: Individual or small groups to work on academic skills, motivation, and/or problem-solving skills.
- Computer Based Learning (Edgenuity) — Credit Recovery program using Edgenuity (online learning system).

#### **Tier 2 & 3 Social Emotional Interventions**

- SAIG 1: Individual or small groups to work on behavioral skills, motivation, and/or problem-solving skills.
- SAIG 2: Additional social emotional lessons from the social worker will be given to students who meet the data decision rules
- Functional Behavior Analysis: A team gathers information as a means of understanding the specific reason for the student's problem behavior and how it relates to or is affected by his/her environment. A plan is made to assist the student in finding success in school.
- Individual Student Problem Solving: Meeting involving student, parents, teachers, administrators, counselor, social worker, and/or school psychologist to problem solve and place student in appropriate intervention.
- Mentoring Program: Program that pairs students with adult mentors from the community.
- Wraparound-Person (Family) centered planning that focuses on student and family needs across multiple life domains.
- RENEW-A process for developing student centered teams and plans that are strength and needs based to support students with complex needs.

### **INVOLVEMENT OF PARENTS AND POLICE DEPARTMENT**

School officials recognize that parents usually want to know when their children have been misbehaving at school. Therefore, when deemed appropriate, school personnel will notify parents in order to obtain their help in solving discipline problems. In doing so, parents may be asked to come to school to discuss such problems.

School officials are obligated to notify the police department, as well as parents, whenever students have committed crimes in or on school property.

### **LATE/MISSING WORK PRACTICE**

- Teachers will remind students that they may make up their late/missing assignments.
- Students may request work at appropriate times.
  - After Connect Time
  - End of class period
  - During Weekly Progress Monitoring Teacher Conference
  - During Weekly SSFL, AEP Progress Conference
- Teachers will have a standard form that they will give students with their missing assignments. Teachers will provide students their work within three school days.
- Teachers will only distribute requested late/missing work for the same assignment twice.
- Tests will be completed at school.

### **MAKE-UP WORK FOR AN ABSENCE**

Valuable learning experiences which determine student proficiency in a subject are missed when a student is absent. Students are responsible for the instruction missed during the absence. It is the sole responsibility of the student to contact each teacher and arrange to make up assignments, which will demonstrate proficiency of subject matter covered in the missed class.

Students will be informed of completion deadlines and other requirements for make-up work. All students are expected to make up (for credit) any work missed for an absence.

Teachers may decide that alternative assignments are the most effective means of minimizing the disruptiveness of absences. They may prefer that the alternative assignment be completed after the student returns to school. In that case, the teacher will expect the student to make arrangements to complete the missing assignments.

### **MANDATED REPORTER**

School personnel are required by law to report cases of suspected child abuse or neglect to the Department of Children and Family Services and/or the State of Illinois Child Abuse Hotline.

### **MEDICAID REIMBURSEMENT FOR ELIGIBLE PARENTS/STUDENTS**

Medicaid reimbursement is a source of Federal Funds approved by Congress to help school districts maintain and improve Special Education services. Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing the Special Education Association of Adams County will claim Medicaid reimbursement for services provided. These claims will have no impact on a parent's ability to receive Medicaid funding either now or any time in the future.

### **MEDICAL MARIJUANA: Public Act 98-0122**

Compassionate Use of Medical Cannabis Pilot Program Act created a process by which persons suffering from any of the identified lists of health conditions could be permitted to use marijuana (cannabis). Effective August 1, 2018, Public Act 100-0660, also known as **Ashley's Law**, amends the

School Code [105 ILCS 5/]. ... **Ashley's Law** only allows students who are registered qualifying patients under the MCPP to use these products and both the student and the designated caregiver must have a registry identification card.

### **NOTIFICATION TO PUBLIC CONCERNING ASBESTOS**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) all building occupants, staff members, students, parents, and legal guardians of students are hereby notified that plans for our school buildings are on file in the Office of the Principal and are available for inspection during regular office hours.

### **OFFICE HOURS**

The Academy Main Office is located in the lower level of the Board of Education Office near the main entrance in room 100. The office is open from 7:00 am- 3:30 pm Monday through Friday. The secretary for The Academy is Gaynell Ayo. The office phone number is **217-228-7175**.

### **OUT OF SCHOOL SUSPENSION**

Out-of-School suspension requires that the student may not attend school, school-sponsored activities, or be on school property for a given number of days. A suspension is a major penalty received as a consequence for a single serious act of misconduct or gross disobedience or violation of in-school suspension rules. A suspension is for a period not to exceed ten consecutive days.

If a student is suspended, the student may not come on to school grounds or into the school without permission from a school official. Violation of the above may result in additional suspension or possible arrest for trespassing.

It is the student's responsibility to get assignments and work to be made up during a suspension. The student should contact teachers to make arrangements for making up any work or tests missed during the suspension.

A student may not participate in or attend any Quincy Public School extracurricular activities (dances, sporting events, bus trips, etc.) while suspended. Violations will result in additional suspension.

Before a student returns to school a parent conference may be initiated by the SSFL.

Students who exhibit behaviors that result in numerous out-of-school suspensions will be considered for placement in alternative educational programs or expulsion.

### **PARENT/GUADIAN INVOLEMENT AND NOTIFICATION**

We welcome the active involvement of the parents/guardians in their student's education. As a member of The Academy community, parents/guardians have many ways to be involved at school.

These include donating time at school, attending IEP meetings, or attending community outing experiences. Parents/guardians are welcome in the building at any time. If you would like to speak to a teacher or other staff member, please call ahead to schedule an appointment. Parent/Guardians will be notified by mail quarterly for grades, IEP progress and other school news and updates in our newsletter.

### **PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS)**

The Academy implements PBIS. PBIS is a proactive systems approach to establishing the behavioral supports needed for all students in a school to achieve social, emotional, and academic success. Schools identify academic and behavior targets that are priorities for our students, educators, administrators and all support personnel. Data is collected about needs within the school and instruction/curriculum is

designed to teach expectations and offer interventions.

As part of PBIS, we will teach behavior expectations throughout the entire building and throughout the year. Students will be introduced to these expectations at the beginning of the year during the required intake meeting that takes place at the beginning of each year, as well as, follow-up re-teaching in individual classrooms and in other social environments. The behavior expectations are as follows: “Be Respectful, Be Responsible, Be Engaged. In addition, PBIS provides acknowledgements of students displaying positive behavior as well as supports for students who are struggling. Staff members acknowledge students who engage in following expectations by verbal praise, post cards home, and parent/guardian phone calls. Students are then recognized daily, weekly, monthly, and quarterly by receiving highly motivating reinforcers. PBIS has promoted a more positive school climate and a decrease in office discipline referrals.

### **PESTICIDE APPLICATION NOTICE**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, contact Maintenance at 217-228-7140.

### **PHYSICAL / VERBAL ABUSE OF SCHOOL STAFF**

Any profanity or aggression directed towards a staff member may result in an in or out of school suspension. In addition, violations may result in a recommended for expulsion and/or an arrest.

### **PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, & BOUNDARY VIOLATIONS**

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

**Warning Signs of Child Sexual Abuse:** Warning signs of child sexual abuse include the following.

**Physical signs:** (1) Sexually transmitted infections (STIs) or other genital infections; (2) Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing; (3) Unusual weight gain or loss

**Behavioral signs:** (1) Excessive talk about or knowledge of sexual topics; (2) Keeping secrets; (3) Not talking as much as usual; (4) Not wanting to be left alone with certain people or being afraid to be away from primary caregivers; (5) Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting; (6) Overly compliant behavior; (7) Sexual behavior that is inappropriate for the child’s age; (8) Spending an unusual amount of time alone; (9) Trying to avoid removing clothing to change or bath.

**Emotional signs:** (1) Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating.; (2) Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”; (3) Change in mood or personality, such as increased aggression; (4) Decrease in confidence or self-image; (5) Anxiety, excessive worry, or fearfulness; (6) Increase in unexplained health problems such as stomach aches and headaches; (7) Loss



or decrease in interest in school, activities, and friends; (8) Nightmares or fear of being alone at night; (9) Self-harming behaviors or expressing thoughts of suicide or suicidal behavior; (10) Failing grades; (11) Drug or alcohol use

**Warning Signs of Grooming Behaviors:** School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors: (1) Sexual or romantic invitations to a student; (2) Dating or soliciting a date from a student; (3) Engaging in sexualized or romantic dialog with a student; (4) Making sexually suggestive comments that are directed toward or with a student; (5) Self-disclosure or physical exposure of a sexual, romantic, or erotic nature; (6) Sexual, indecent, romantic, or erotic contact with a student; (7) Failing to respect boundaries or listening when a student says "no"; (8) Engaging in touching that a student or student's parents/guardians have indicated as unwanted; (9) Trying to be a student's friend rather than filling an adult role in the student's life; (10) Failing to maintain age-appropriate relationships with students; (11) Talking with students about personal problems or relationships; (12) Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student; (13) Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors; (14) Giving a student gifts without occasion or reason; (15) Spending a lot of time with a student; (16) Restricting a student's access to other adults

#### **Warning Signs of Boundary Violations**

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

(1) Favoring a certain student by inviting the student to "hang out" or by granting special privileges; (2) Engaging in peer-like behavior with a student; (3) Discussing personal issues with a student; (4) Meeting with a student off-campus without parent/guardian knowledge and/or permission; (5) Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role; (6) Transporting a student in a school or private vehicle without administrative authorization; (7) Giving gifts, money, or treats to an individual student; (8) Sending a student on personal errands; (9) Intervening in a serious student problem instead of referring the student to an appropriately trained professional; (10) Sexual or romantic invitations toward or from a student; (11) Taking and using photos/videos of students for non-educational purposes; (12) Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting; (13) Inviting a student to an employee's home; (14) Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose; (15) Privately messaging a student; (16) Maintaining intense eye contact with a student; (17) Making comments about a student's physical attributes, including excessively flattering comments; (18) Engaging in sexualized or romantic dialog; (19) Making sexually suggestive comments directed toward or with a student; (20) Disclosing confidential information; (21) Self-disclosure of a sexual, romantic, or erotic nature; (22) Full frontal

hugs; (23)Invading personal space

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

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

### **PROFANITY, VULGARITY, OR INDECENT GESTURE**

Students who participate in such behavior may be suspended in or out of school. A student who directs this behavior repeatedly toward teachers, administrators, and/or other school staff may be recommended for alternative placement and/or expulsion.

### **PROGRESS REPORTS**

Progress Reports/Grades will be given/mailed to parents eight (8) times per year so that parents can monitor their student's progress. **IEP progress reports will also be mailed home with grade cards.**

Parents are encouraged to use Skyward and Edgenuity emails to view their student's academic progress.

### **PROTECTION OF STUDENT'S RIGHTS**

Parents are entitled to inspect all instructional materials used in connection with any survey, analysis, or evaluation. Also, no student will be required to submit any survey, analysis, or evaluation which reveals the kind of information specified in 20 U.S. C 1232h without prior written consent of parents to opt out (or consent of student if age 18 or emancipated). A copy of the law that is referenced is available in the District office for inspection during regular business hours.

### **RECIPROCAL REPORTING GUIDELINES / CRIMINAL OFFENSES COMMITTED BY STUDENTS**

1. The School Director and/or the Police Department School Liaison Officer will arrange meetings as needed between school officials and individuals representing law enforcement to share information.
2. The Police Department School Liaison Officer and the School Director will verbally report to each other the following activities when committed by a student enrolled in the Director's school:
  - All cases involving illegal or controlled substances
  - All cases involving weapons of any type
  - All cases involving gang activity
  - All cases involving a serious crime or felony
  - All other cases for which the reporting may be beneficial
    - a. The report should identify the student by name and describe the circumstances of the alleged criminal activity. The report should be made as soon as possible after the Liaison Officer or Director reasonably suspects that a student is involved in such activity.
    - b. The School Director's duty is to report such activity only when the activity occurs on school property or off school grounds at a school-related function.
3. The State's Attorney shall provide to the School Director a copy of any delinquency dispositional order where the crime would be a felony if committed by an adult or was a Class A misdemeanor in violation of Section 24-1, 24-3, 24-3.1, or 24.5 of the Criminal Code (weapons offenses).
4. Local law enforcement shall provide a copy of all arrest records, and the State's Attorney shall

provide a copy of all conviction records, to the School Director if the record involves a student who is arrested or taken into custody after his or her 17th birthday.

### **RE-ENGAGEMENT OF RETURNING STUDENTS**

Students who have been issued an OSS day will be required to have a re-entry meeting with their parent/guardian and designated staff. A restorative behavior reflection will be completed by the team. The worksheet includes description of behavior, reasons for behavior, consequences of behavior and plan for improvement. The re-entry restorative meeting is facilitated by staff but is student driven. The goal of this meeting shall be to support the student's ability to be successful in the school following a period of suspension. The meeting will also include an opportunity for students and parents to receive information regarding the completion of make-up work to regain academic credit.

### **RSSP REFERRAL/ENTRANCE PROCESS**

All students must be referred by their home school team (special education coordinator, administrator, social worker, psychologist, etc.) using The Academy Student Referral including the Alternative Placement Worksheet. The referral is sent to The Academy director and the home school arranges a change of placement IEP meeting or serving school placement meeting for the referred student. If the IEP team or placement team determines that The Academy is the most appropriate placement for the student, an intake meeting will be set up with the parent and student. Each new student is required to have entrance interview with his or her parent/guardian and the director, assistant director, or SSFL prior to beginning the program.

### **REGISTRATION AND INTAKE PROCESS**

On-line registration for the 2023-2024 begins July 17, 2023. If you need the assistance of the school, our school secretary, Mrs. Ayo will be available beginning August 2, 2023.

### **REPORT CARD/PROGRESS REPORT**

**7<sup>th</sup> & 8<sup>th</sup> grade:** DO NOT participate in final exams unless it is a credit-bearing course.

**9<sup>th</sup> -12<sup>th</sup> Grades:** The Academy has 4 semesters each year (each quarter is considered a semester). Teacher led courses will administer a final exam each quarter/semester. Final exam grades are calculated as 10% of the final grade. Semester grades are recorded on the student transcript of permanent record. The following explanation shows how these grades can be used.

These grades are all figured in with the student's grade point average (GPA):

- A** – Excellent
- B** – Above Average
- C** – Average
- D** – Below Average
- F** – Failure

With these grades the student receives credit for the course but not included into the GPA:

- CR** – Credit
- S** – Satisfactory

With these grades the student receives no credit for the course and not included into the GPA:

- NC** – No Credit

U—Unsatisfactory

Audit means no grade, no credit, but the course does appear on the transcript:

AU – Audit

This is a temporary grade. Course requirements are to be completed within two weeks following the end of the grading period, or it becomes an F:

I – Incomplete

### **SCHEDULE (Students)**

7:30-7:50	Breakfast	20 minutes
7:50-9:05	1 <sup>st</sup> Period	75 minutes
9:05-10:20	2 <sup>nd</sup> Period	75 minutes
10:20-11:30	3 <sup>rd</sup> Period Homeroom/Lunch	70 minutes (Lunch 30 minutes)
11:30-12:45	4 <sup>th</sup> Period	75 minutes
12:45-2:00	5 <sup>th</sup> Period	75 minutes

### **HALF DAY SCHEDULE (Students)**

7:30-7:45	Breakfast	20 minutes
7:45-8:30	1 <sup>st</sup> Period	45 minutes
8:30-9:15	2 <sup>nd</sup> Period	45 minutes
9:15-10:00	4 <sup>th</sup> Period	45 minutes
10:00-10:45	5 <sup>th</sup> Period	40 minutes

*\*There will not be a 3<sup>rd</sup> block class and no lunch served on a 1/2 day.*

### **SCHOOL RECORDS**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record.

Students 18 years of age or older have access and copy rights to both permanent and temporary

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

**2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.<sup>1</sup>**

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

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

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

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

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

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

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

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

*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.*

**7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.<sup>2</sup>**

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

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

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

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

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

**SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY**

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

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

Additionally, please note the following:

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

8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health, or safety.

### **SCHOOL RESOURCE OFFICER**

A member of the police department has been assigned to work full-time at Quincy Junior High School and The Academy. The primary purposes of the presence of a plain-clothes police officer are:

- The promotion of better understanding between students and the police. He will be available to give informational talks to classes on such topics as students' rights and responsibilities under the law, and law enforcement careers. Through both formal presentations and informal discussions, he will help students become more knowledgeable about the law and their responsibilities to society.
- The prevention and investigation of delinquent behavior both in and out of school. He will be on campus while school is in session and will work closely with administrators, counselors, deans, and teachers in dealing with delinquent behavior. He will, on occasion, conduct interviews and investigate incidents involving high school students.
- The protection of the rights of the entire student body and the community in general.

### **SCHOOL SUPPLY LIST**

- Pens/Pencils
- Kleenex
- Optional: Headphones

### **SCHOOL VISITATION RIGHTS**

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

### **STUDENT SEARCH AND SEIZURE**

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



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

School authorities may inspect, and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### **Students Searches**

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

#### **Seizure of Property**

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

#### **Questioning of Students Suspected of Committing Criminal Activity**

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

#### **SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender, identity, ancestry, age, religion, 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, on the basis of sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by contacting his/her principal or the Secretary of the Board of Education (223-8700).

#### **SEXTING**

Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting,” is prohibited conduct. This specifically includes, without limitation, creating, sending, sharing, viewing, or possessing an indecent depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone. Violators may be subject to disciplinary action and law enforcement may be notified.

#### **SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED**

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

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

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

#### Teen Dating Violence Prohibited

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

#### Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to building administration or dean of students. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

## SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

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

- Illinois Sex Offender Registry, <https://www2.illinois.gov/idoc/Offender/Pages/ParoleeSexRegistrantSearch.aspx>
- Illinois Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)  
Frequently Asked Questions Concerning Sex Offenders, [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

## SMOKING-TOBACCO PRODUCTS, DRUGS AND ALCOHOL

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

1. Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal

cannabis or controlled substances.

- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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.

### **SOCIAL-EMOTIONAL SUPPORTS**

Social-Emotional Screeners are given parents to complete for 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> graders as a part of registration. Students that enter school will also take a social-emotional screener as a part of the intake meeting.

School counselors may also be accessed for social emotional support and a school social worker is also available at The Academy.

### **SOCIAL NETWORKING PASSWORDS & WEBSITES**

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. 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.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **SPECIAL EDUCATION SERVICES**

Quincy Public Schools provide special education services to students who meet the criteria for the following eligibilities: autism, deaf-blindness, deafness, developmental delay, emotional disability, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech and language impairment, traumatic brain injury, visual impairment including blindness.

The following is the process used to refer, evaluate, and place students in special education classes in Quincy schools. Notice that twice in the process parents must give their approval.

1. The school's intervention team screens all students to determine if interventions are necessary.
2. Interventions are provided to students who are not making adequate progress. A more intense and individualized intervention may be provided if a student is still not making expected progress.
3. The intervention team, teacher, or parent may make a recommendation for special education testing.
4. The school HELPs team reviews the request for special education services and determine if testing is appropriate at that time.
5. If the team determines that testing is appropriate the team meets with the parent to complete domain paperwork and obtain parental approval (signed consent). This form gives permission for psychologist to evaluate and diagnose the student.
6. Parental approval form and teacher referral form sent to Director of Special Education, 1416 Maine, Quincy.
7. A social history will be obtained from the parent through a meeting with the social worker and a health history may be obtained by the school nurse.
8. A conference will be held at the local school. Those present at the conference may include the teacher, director, psychologist, social worker, nurse, special education coordinator, and the parent.

9. If the child is eligible for placement and the placement is approved, the entrance date and approval for placement will be determined through a staffing.
10. Written parental approval must be secured prior to placement in special education. If you have any further questions or need further information, please call the Director of Special Education or the building director.

## STAFF

ADMINISTRATION	TITLE	EMAIL
Marcey Wells	Director	<a href="mailto:wellsma@qps.org">wellsma@qps.org</a>
Mindy Jackson	Assistant Director	<a href="mailto:jacksome@qps.org">jacksome@qps.org</a>
CERTIFIED	DEPARTMENT	EMAIL
Sharon Ausmus	Edgenuity/Academy Online	<a href="mailto:ausmussh@qps.org">ausmussh@qps.org</a>
Lori Beyer	Edgenuity	<a href="mailto:beyerlo@qps.org">beyerlo@qps.org</a>
Sarah Brigman	Social Worker	<a href="mailto:brigmasa@qps.org">brigmasa@qps.org</a>
Royal Bugh-Crow	Special Education Teacher	<a href="mailto:bughcro@qps.org">bughcro@qps.org</a>
Erica Corriveau	Edgenuity	<a href="mailto:corriveer@qps.org">corriveer@qps.org</a>
Laura Kelle	Special Education Teacher	<a href="mailto:kellela@qps.org">kellela@qps.org</a>
Adam Stinson	Special Education Teacher	<a href="mailto:stinsoad@qps.org">stinsoad@qps.org</a>
Dana Stafford	Edgenuity	<a href="mailto:staffoda@qps.org">staffoda@qps.org</a>
CLASSIFIED		EMAIL
Gaynell Ayo	Secretary	<a href="mailto:ayoga@qps.org">ayoga@qps.org</a>
Patrick Carroll	Student Support Family Liaison	<a href="mailto:carrolpa@qps.org">carrolpa@qps.org</a>
Brigham John	Student Support Family Liaison	<a href="mailto:johnc@qps.org">johnc@qps.org</a>
Audrey Woodworth	Student Support Family Liaison	<a href="mailto:woodwoau@qps.org">woodwoau@qps.org</a>
Coty Smith	Para-educator	<a href="mailto:smithco@qps.org">smithco@qps.org</a>
David Kroner	Para-educator	<a href="mailto:kroeneda@qps.org">kroeneda@qps.org</a>
Stephen Cullo	Security	<a href="mailto:cullost@qps.org">cullost@qps.org</a>

Commented [ML1]:

## STEALING

Students who steal, possess, sell, or try to sell stolen material, may be suspended in or out of school, may be arrested, and may be recommended for expulsion.

## STUDENT DATA PRIVACY

### ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY

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

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

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

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

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

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

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

## **STUDENT COMPLAINTS AND GRIEVANCES**

Students have both the right and the responsibility to express school related concerns and grievances to the administration. For the discussion and consideration of a grievance, any student or group of students should request a meeting time and place with the building principal. One faculty member of the student's choice may be present at such meeting(s). Such time and place will be designated upon request.

## **STUDENT PARKING AND DRIVING REGULATIONS**

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

## **STUDENTS WITH DISABILITIES**

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

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

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

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

## **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

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

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

## **STUDENT SURVEYS**

The Board Policy No. 748 Survey of Students provides in part: Accordingly, it is the policy of the Board of Education that no survey shall be given to students unless the Board of Education has approved such participation. Such approval will normally be based upon Board committee recommendation but may be based upon recommendation of the Superintendent or other entity as the Board of Education deems appropriate.

When approving a survey, the Board of Education shall designate the conditions of the survey, to with:

- (a) parental consent required, or
- (b) parent may opt out student. Notice of opt-out may be given to parent by delivery of notice to student for delivery to parent.

## **SUSPENSION AND EXPULSION PROCEDURES**

A. **Suspension** – A suspension is for a period not to exceed 10 school days.

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference which the charges will be explained, and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practical.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their rights to a review of the suspension. A copy of a notice shall be given to the School Board.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

B. **Expulsion** – An expulsion is for a definite period of time exceeding 10 school days but not to exceed 2 calendar years.

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

## **TESTING INFORMATION**

Standardized tests such as SAT and PSAT may be administered by the school or on national testing dates at approved testing centers. Results from these tests automatically become part of the permanent record when we receive the scores. If you do not want scores to appear on the student's permanent record, you must notify the school, or the students homeschool of your decision in writing.

The Illinois Assessment of Readiness administered as the state assessment in the spring for 7<sup>th</sup> and 8<sup>th</sup> grade students. Students enrolled in courses assigned by the state for this assessment are required to participate.



### **TRANSCRIPT REQUEST POLICY**

Quincy High School students will be charged \$1.00 fee for any official transcript being sent to a college/university, etc. No charge will be assessed for the final transcript, or any transcript needed for a scholarship program.

### **TRANSPORTATION – BUSES**

Bus transportation is provided to and from school for all students attending The Academy. Parents must select if transportation is needed when completing online registration. Students who receive special education services will receive either general education or special transportation based on an IEP decision. Students are not permitted to ride a bus other than the bus to which they are assigned unless pre-arranged.

Regulations for acceptable student conduct are in the interest of student safety. The school bus and bus stop areas are regarded as an extension of the school environment and students are expected to maintain the same standards of behavior as are appropriate in other school environments.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation, contact 217-224-5910.

### **UNARMED AIRCRAFT (DRONES)**

Operating an unarmed aircraft (AUS) or drone for any purpose on school grounds or at any school event unless granted permission is prohibited.

### **VALUABLES BROUGHT TO SCHOOL**

A student should not bring valuables or excessive amounts of money to school at any time. If it is absolutely necessary to bring anything of value, it should be checked in with security where it will be secured for the day. The school will not be responsible for any lost or stolen items/money brought on campus by students.

### **VEHICLE SEARCHES**

Motor vehicles parked upon school property are subject to search by school authorities without notice or consent of the student and without a search warrant. The school district participates in a program with law enforcement officials, which provides for unannounced dog searches for illegal materials in motor vehicles parked on school property. Students should have absolutely no expectation whatsoever of privacy of motor vehicles parked on school property. *(See Search & Seizure Policy)*

### **VIDEO & AUDIO MONITORING SYSTEMS**

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

## **VIDEOS / DVD'S USED IN INSTRUCTION**

District 172 Administrative Procedure: Videos used in the instruction of students should be carefully selected to ensure that they are of high quality. All videos should be previewed by the teacher prior to use in classroom instruction. Use of a video must be for the purpose of teaching an instructional objective from the course curriculum and **not** for the purpose of entertainment.

On rare occasions, when a teacher wishes to use an R-rated video, the teacher **must**:

- Send home a parent permission letter one week prior to the viewing.
- Include same information in the parent letter as was included in the written request to the principal.
- Request a signed permission slip returned to the teacher prior to the student's viewing (opt in).

## **VISITORS**

All visitors, including parents and siblings, are required to enter through the front door of the building, go through security protocol, 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 be escorted to their location in a quiet manner. All visitors must return to the main office and sign out before exiting the building.

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.

13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

**All non- Academy students wishing to visit school must check in with the office and receive permission to do so. Permission should be prearranged.**