

La Moille Community Unit
School District No. 303

Allen Grade School
La Moille Jr/Sr High School



2024 – 2025
STUDENT HANDBOOK

DISTRICT PHONE NUMBERS

| | |
|-------------------------------|--------------|
| La Moille Jr./Sr. High School | 815-490-7086 |
| Allen Grade School | 815-490-7087 |
| Bus Barn | 815-638-2550 |

This handbook is not inclusive of all regulations and policies of La Moille C.U.S.D. #303 and updated with the most accurate information at the time of publication. This handbook is not intended to create a contract but is simply intended to generally describe the school and its present policies and procedures. The handbook is intended to be read in conformity with the La Moille C.U.S.D. #303 Policy Manual. In the event of any conflict between Handbook and the Policy Manual, the La Moille C.U.S.D. #303 Policy Manual shall control, which can be found on the school website, <https://www.lamoilleschools.org/>. Check school postings for changes during the year.

DAILY SCHEDULES

DAILY SCHEDULES

| | | | |
|-----------|---------------------------------|---------------|--------------------|
| 7:30 a.m. | Students permitted in buildings | 11:55 - 12:45 | Allen Lunch/Recess |
| 8:00 a.m. | Teachers on Duty | 12:25 - 12:55 | 7-12 Lunch/Recess |
| 8:10 a.m. | Classes begin | 3:07 p.m. | School dismissed |

Morning supervision is not present until 7:30 a.m. Students should not be on school grounds before that time.

PROGRESS REPORTS

Each teacher is responsible for developing a procedure for keeping parents/guardians informed about student progress between grading periods. Progress reports will be available for every student at the midpoint of each quarter on the TeacherEase website. The student's current grade and percentage will be posted on all progress reports with areas of deficiency identified. Student's receiving a "D" or "F" in a subject will have his/her progress report mailed to parents.

BOARD OF EDUCATION

Board meeting agenda and minutes are available on the website at www.lamoilleschools.org

President: Chris Leffelman, Vice President: Cynthia Shevokas, Secretary: Robin Lovgren, Members: Steve Wendel, Brad Fischer, Jim Scully, Bill Schwabenland

MISSION STATEMENT

...is to provide a safe, quality education that promotes critical thinking, problem solving, and effective communication. We strive to inspire life-long learners who are respectful and responsible citizens of a changing world.

VISION STATEMENT

...is to provide the opportunity for all students to achieve academic and personal excellence. We will challenge and engage our students in a caring, collaborative, learning community through meaningful programs meeting the highest educational standards.

CORE VALUES: "ROAR"

| | |
|----------------|--|
| Respect | for Education – Environment – Others – Ourselves |
| Openness | with Students - Parents - Educators - Community |
| Authenticity | in Teaching – Learning – Modeling |
| Responsibility | for Actions – Learning – Assessment |

LA MOILLE HIGH SCHOOL LOYALTY

*On La Moille... On La Moille...
Fling your colors high...
Our whole school is backing you
let's pass that team right by...
On La Moille... On La Moille...
Ever loyal be...
So fight... for La Moille Lions to victory!*

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2024 – 2025 SCHOOL YEAR CALENDAR

| | |
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| August 13 | No School-Teacher Institute |
| August 14 | First Day of School for Students |
| September 2 | Labor Day - No School |
| September 18 | School Improvement-11:30 Dismissal |
| October 10 | End of First Quarter |
| October 11 | No School-Teacher Institute Day |
| October 14 | No School – Columbus Day |
| October 16 | School Improvement-11:30 Dismissal |
| October 23/24 | P/T Conferences 3:30-6:30p |
| November 5 | No School-Election Day |
| November 20 | School Improvement-11:30 Dismissal |
| November 27, 28, 29 | No School - Thanksgiving Break |
| December 20 | End of 2nd Quarter/1st Semester |
| December 20 | 2p Dismissal for Christmas Break |
| December 23-January 6th | Christmas break |
| January 6 | No School-Faculty Institute |
| January 7 | School resumes |
| January 15 | School Improvement-11:30 Dismissal |
| January 20 | No School-MLK Day |
| February 17 | No School-Presidents Day |
| February 19 | School Improvement-11:30 Dismissal |
| March 7 | End of 3rd Quarter |
| March 19 | School Improvement-11:30 Dismissal |
| April 11 | 2p Dismissal for Spring Break |
| April 14-April 21 | Spring Break |
| April 22 | School resumes |
| May 15 | 8th Grade Graduation |
| May 16 | High School Graduation |
| May 21 | Tentative Last Day of School |
| May 22 | No School-Teacher Institute |
| May 23, 27, 28, 29, 30 | Emergency Days |

ACADEMIC DISHONESTY (Board Policy 7:190)

The integrity of any academic institution depends on the honesty of all those involved in the learning process. The faculty of La Moille C.U.S.D. #303 firmly believes that personal integrity is essential to academic success and that students will reach their full potential only by being honest with themselves and with others and by demonstrating that they can do quality work as a result of their own efforts. Students must learn to recognize the value of other people's work and give credit to the authors and artists whose work they cite. As such, in-text citations are required for all research work and papers submitted, written in the standard Modern Language Association (MLA) style or American Psychological Association (APA) style. Plagiarism is regarded as a very serious offense. Copying or paraphrasing material/text from the work of another student, from published sources, and/or from the Internet without proper documentation constitutes academic theft. The faculty further expects that students will not cheat, collude or lie when completing their assigned schoolwork.

The penalty for plagiarism, cheating, or collusion in any of the forms mentioned above will be:

1st Offense: Student may earn a zero for the assignment, Teacher will add Discipline Record in Teacherease, Parent contacted by Teacher

2nd Offense: Student will earn a zero for the assignment, Teacher will add Discipline Record in Teacherease, Parent contacted by Teacher, Principal contacted by Teacher - possible discipline, including but not limited to a zero on the assignment

ACCOMMODATING INDIVIDUALS WITH DISABILITIES (Board Policy 8.70)

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.

Section 504 of the Rehabilitation Act of 1973, commonly referred to as Section 504, is a nondiscrimination statute enacted by the U.S. Congress. The Act's purpose is to: (1) protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Dept. of Education (ED), and (2) ensure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. An eligible student under Section 504 is a student who: has a record of having, or is regarded as having, a physical or mental impairment which substantially limits a major life activity as defined by 34 C.F.R. {104.3. For more information visit: <http://www2.ed.gov/about/offices/list/ocr/504faq.html>

ACTIVITY CODE

EXTRA-CURRICULAR ACTIVITIES & SPORTS (Board Policy: 6:190)

The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co-curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. Fees assessed students are reasonable and do not exceed the actual cost of operation.
3. The District has sufficient financial resources for the activity.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor. Non-school sponsored student groups are governed by School Board policy, 7:330.
6. Student Use of Buildings - Equal Access.
7. Academic Criteria for Participation for students in kindergarten through 8th grade, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.
8. For high school students, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to

participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must meet the LCUSD #303 eligibility requirements.

Extracurricular activities are those activities which are organized and sponsored by the school district. Participation in school sponsored extracurricular activities is a privilege, not a right. Students in grades 5-12 and their parent(s) are required to read and sign the La Moille C.U.S.D. #303 Activity Code. Athletes and/or cheerleaders may not participate until proper physical and participation forms are on file and the sport's participation fee has been paid.

Students must attend school a minimum of 3 ½ academic clock hours which must include all PM classes, on the day an activity is scheduled in order to participate in any extra-curricular activity, including practices, unless a doctor's note or excuse has been provided to the office. For extraordinary circumstances, the administration will make the decision on the student's participation.

CODE OF CONDUCT (Board Policy 7:240)

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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 detrimental effect on the student's or students' physical or mental health;*
3. *Interfering with the student's or students' academic performance; or*
4. *Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.*

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy. The conduct code shall:

(1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board. Participants in extracurricular activities must abide by the conduct code for the activity and Board Policy 7:190, Student Behavior.

ELIGIBILITY POLICY (Board Policy 6:190)

In order to participate in extracurricular activities, students must meet basic academic requirements. Students who participate in activities must additionally comply with rules regarding academic eligibility.

Eligibility for extracurricular participation of students having an individualized education program, or receiving reasonable accommodations pursuant to Section 504 of the Rehabilitation Act of 1973, shall be subject to this policy, unless otherwise determined by the student's educational team.

1. Students may fail one class and still be eligible for all extracurricular activities.
2. Passing work shall be defined as a grade (D) that is on any given date a student would transfer to another school, passing grades for the course would immediately be certified on the student's transcript to the school to which the student transfers.
3. Only those courses in which the student is enrolled for credit will be considered for purposes of determining eligibility to participate in extracurricular activities.
4. Eligibility will be on a week-to-week basis.
5. The Athletic Director will notify coaching staff and building Principals each Tuesday at 8am of students who are academically ineligible. Students are then held out of school activities for one week (Tuesday through Monday).
6. Upon a 4th week determination of ineligibility in any one sports season, players will be removed from the team to concentrate on academics.
7. 3-12 grading scale for La Moille Community Unit No. 303 is as follows:
90-100% - A, 80-89% - B, 70-79% - C, 60-69% - D, and less than 60% is an F.
8. K-2 grading scale for La Moille Community Unit No. 303 is as follows:
4 – Excellent, 3 – Satisfactory, 2 - Approaching, 1 – Unsatisfactory

ACTIVITY POLICY

Principle 1 – A student representing La Moille Community Unit No. 303 must exemplify the highest standards of moral integrity and good citizenship, both in and out of school and in the community therefore; students shall refrain from activities that could lead to charges or conviction of a misdemeanor offense. Any arrest or conviction of a student participant by law enforcement officials or a court of law for participating in or aiding in any crime will be in violation of the activities policy. Violations may be treated with a written reprimand, temporary suspension or dismissal from the team/activity after a review by the student's present coach/sponsor (or next coach/sponsor if the student is not presently in an activity).

Principle 2 – Any student involved in extracurricular activities who admits, is seen by or reported by district staff, parent(s) of the student for possession or consumption of alcohol, illegal drugs, or tobacco or is determined to have been in possession or consumed alcohol, illegal drugs or tobacco based on a report from law enforcement officials, court officers, or a newspaper account will be disciplined in the following manner.

Principle 3 – Appeals – If within five (5) days of the ruling, the participant convinces the coach/sponsor or Athletic Director that there is just cause for an appeal, the Athletic Director will arrange for the participants to meet with a Discipline Committee for the purpose of appealing the ruling. This will apply to all violations.

Principle 4 –

- A. Any student unexcused will not be allowed to participate in an event that day (including a practice) or at the next activity after the absence has been determined to be unexcused.
- B. Any student with an unexcused absence will not be allowed to participate the day following the absence (or at least the next regularly scheduled practice or contest) during a vacation period. The Athletic Director, in cooperation with the Principal and Superintendent, reserves the right to make judgments not specifically listed.
- C. A student, who is legitimately absent, excused with a proper phone call to the school office on the day of the absence, may participate the following day or during a vacation period.

- D. Students must attend a minimum of 3 ½ academic clock hours, on the day an activity is scheduled in order to participate in any extracurricular activity. If a doctor's note/excuse has been provided to the office, or other extraordinary circumstances occur, administration will rule on the decision.
- E. Permission to miss any scheduled practice should be secured from the head coach/sponsor in advance, if possible. An unexcused absence may cause dismissal from the team/squad.
- F. An athlete who goes to the doctor for any injury must obtain a written release from the doctor before returning to participate. Concussion procedures are established by the IHSA.
 - a. (Board Policy 7:305) Notice - all student athletes and his/her parents must sign acknowledgement of receiving the concussion policy prior to practice/competition.
 - b. Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association] before being allowed to participate in any athletic activity, including practice or competition.
 - c. 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.
- G. Changing activities within a season is subject to agreement by the coaches/sponsors involved and may not take place after the first interscholastic contest in that season (includes Drill Team squad).
- H. Quitting an activity is permitted, however, a student will be ineligible to participate in another sport during that same season. A student is automatically ineligible for the next sports season until the current season officially ends (includes Drill Team squad).
- I. Students who are ineligible will not be allowed to participate in exhibition games, matches, or regular season/tournament contests. Students will not be allowed to practice during ineligibility without the signed consent for the teacher of the ineligible class. Students must report every day until 3:25p.m. for homework help prior to practice. Signed sheets must be delivered to coaches daily.
- J. These following rules apply only to cases where IHSA rules are not in force. In a case where students are involved in a class where they are receiving a grade for their participation in extracurricular activities and are either academically ineligible or in violation of the activity code, those students will be able to participate in said activities with reduction in participation of ¼ of the activity per violation with their grades impacted by their lack of full participation.

ATHLETIC AND NON-ATHLETIC PENALTY SPECIFICS

Sub-pain the case of all offenses the student must complete a chemical dependency assessment that will be set up by the student and the parent/guardian unless the violation was involvement with tobacco. Verification of the chemical dependency assessment appointment must be submitted to the Principal. Cost of the chemical dependency assessment will be borne by the parent/guardian. Failure to submit documentation to the Principal of an appointment and attendance at a school approved substance use agency will result in the immediate dismissal from the team/organization/group for the remainder of the season/year as appropriate. The student will also forfeit the right to any and all awards for the season/year.

| Grades 5th - 12th | 1st Offense | 2nd Offense | 3rd Offense |
|--|---|---|---|
| Football Football Cheerleading Drill Team | Suspension of ¼ of season or 2 ¼ consecutive individual contests, including the state series. | Students violating the code a second time shall serve a suspension beginning immediately, and the stated penalty in each subsequent athletic and non-athletic activity in which a student participates for one calendar year. | Students violating the code a third time shall be suspended immediately from ALL extracurricular activities (Athletic and Non-Athletic) for the remainder of their school careers. The suspension shall be considered effective with the postmark date on the certified letter, return receipt requested, sent to the parents. At the conclusion of one calendar year from the effective date of the suspension, the student may apply for reinstatement. To become eligible for reinstatement, the student must have completed the components in sub-paragraph "A" and have maintained a minimum of a 2.0 GPA for the two previous semesters. A written request for reinstatement shall be submitted to the Athletic |
| Volleyball Basketball Basketball Cheerleading | Suspension of ¼ of season, including the state series. | These suspensions shall be considered effective with the | |
| Golf Cross Country Wrestling | Suspension of ¼ of season, including the state series. A regular season tournament | | |

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| Baseball Softball Track & Field | will count as 2 individual contests. | postmark date on the certified letter, return receipt requested, sent to the parents. | Director. The request should outline the changes/improvements made by the student to warrant consideration and a list of activities in which the student plans to participate. A letter of recommendation from a teacher or administrator shall accompany the request for reinstatement. Once the Athletic Director verifies that the above conditions have been met he shall present this to the Board of Education to vote on the request. If the majority of the Board present approves the reinstatement, said student will be eligible for all activities. Any further violations of the code will result in the reversal of the reinstatement. Said student will be permanently suspended from ALL activities for the remainder of his/her career. |
| La Moille HS Non-Athletic Activities including Student Council, FFA, and Other School Clubs | 21 day suspension from all council activities. | | |
| La Moille HS Drama | Students will sit out one performance, with the return role to be discussed between student, director, and school administration. | Students will be removed and replaced. | |
| National Honor Society | <p>1. From the National Handbook – A member is never automatically dismissed for failing to maintain standards. Members are liable for dismissal if they do not maintain the standards of scholarship, leadership, service and character that were used as the basis for their selection. They are allowed limited warnings during their membership, but in the case of a flagrant violation of school rules or civil laws, a warning is not necessarily required. (For minor offenses, the advisor may suspend certain chapter privileges.)</p> <p>2. The advisor will review the standing of members for compliance with NHS standards. The advisor should inform the errant member in writing the nature of the violation and the time period given for improvement. If the student does not make the improvement in the specified time, that student is liable for whatever disciplinary measures are considered appropriate by the faculty council.</p> <p>3. If the faculty decides that dismissal may be warranted, the member is allowed to present a case before the council.</p> <p>4. If a member is dismissed, written notice of the decision should be sent to both the member and parents. The member must surrender the NHS emblem and membership card to the chapter advisor. If the member is unwilling to do this the matter should be treated as a school disciplinary matter.</p> | | |
| **By signing the Activity Code (Athletics and Non-Athletics) upon registration, we certify that we have read the policies in its entirety and will comply with such policies.** | | | |

ADMISSION

SCHOOL ADMISSION REQUIREMENTS (Board Policy 7:50)

Age: To be eligible for admission, a child must be five years old on or before September 1 of that school term. A child entering first grade must be six years of age on or before September 1 of that school term. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31.

A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available through Board Policy 6:135, Accelerated Placement Program.

Admission Procedure: All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, Residence.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

STUDENT RESIDENCY (Board Policy 7:60)

Full-time non-resident District employees who are legal guardians can register their child(ren) tuition free based on the approved waiver by the Illinois Legislator (April 28, 2015).

The following groups of students in the La Moille School District must show proof of residency:

1. All kindergarten children.
2. All new registrations – this shall include students who have recently moved into the district from other communities.

Parent/legal guardian must provide one of the following as proof of residence:

1. Unpaid utility bill or deposit receipt indicating address
2. Lease agreement or purchase/sales agreement
3. Driver's license or State identification
4. Voter registration
5. Social Services Papers – Social Security, General Assistance, or Aid for Families with Dependent Children
6. Rent receipt including verification of landlord's address and phone number

Parents/legal guardians who register their child(ren) after the beginning of the school year, insisting upon student enrollment in a particular school based on a verbal claim of residency, shall be allowed to register and be given a ten-day grace period to produce proof of residence.

If a student's change of residence is due to the military service obligation of the student's legal custodian, he/she may, with a written request from the legal custodian, maintain his/her residency as determined prior to the military obligation.

ALTERNATIVE LEARNING (Board Policy 6:110)

LCUSD #303 follows the legal requirements for Board Policy 6:110, Programs for Students at Risk of Academic Failure and/or Dropping out of school and Graduation Incentive Programs.

ATTENDANCE POLICY (Board Policy 7:70)

The Illinois Compulsory School Attendance laws require that all children of legal age shall be in regular attendance in school during the entire time school is in session. Because of the importance of regular attendance to the student's success in school, it is the policy of the Board of Education and the Administration of La Moille CUSD #303 to use all reasonable means to secure the regular attendance of all students. In case of failure of the student to attend school regularly except when properly excused, it becomes the duty of the Administration to refer the matter to the Bureau County Truant Officer for such legal action as may be necessary. School Code Section 26-2 states that, when a student's absences exceed five percent (5%) of the previous 180 attendance days, truancy exists. When a student is absent from school, the parent/guardian should contact the school before 10:00 a.m. If a call has not been received at the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student absence will be unexcused. College Visits: Juniors and seniors are granted the privilege of visiting college campuses and counting these visits as excused absences provided that: (1) the student is accompanied by a parent, and (2) the requirements are met for Pre-Arranged Absences. College visits will be limited to three per year for juniors and two per year for seniors. No college days will be approved after May 1st of the current school year unless special circumstances exist that require attendance at a college/university/trade school after that date (e.g. placement testing, etc.).

EXCUSED VS UNEXCUSED ABSENCES

With the exception of a school-related absence, any time a student misses a day of school or fraction thereof, for any reason, an absence will be recorded. A distinction will be made between "excused" and "unexcused" absences for the sake of determining disciplinary action.

Excused absences include illness (including 5 days per school year for 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, attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election. In the event a student requests to leave school because of illness, a parent/guardian must be notified before such a request is granted. The school may require documentation explaining the reason for the student's absence. Medical appointments should try to be scheduled after the school day or to allow the student to be present for at least five-hours of learning.

Unexcused absences include, but are not limited to: oversleeping, faulty alarm clock, shopping, car trouble, hair appointments, missing the bus, being more than ten (10) minutes late to class, "needed at home" etc. 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 taking pre-arranged excused absences must complete the pre-approved absence form from the school office. The pre-approved absence must be signed off by the building principal. When it is necessary for a student to be released from school before regular dismissal time, the parent/guardian must send a dated, signed written note explaining the reason for the early dismissal to the office or contact the school office. The student may then be picked up by the adult designated in the note/call. Should parents choose to withhold a student from school, the administration has the responsibility to assess the student's absences and determine if absences are excused or unexcused. Final determination of all excused or unexcused absences will be made by the building administration. Make Up Work The most important implication of attendance is the academic work a student misses when he/she is not present in school. For a planned absence or in school suspension, make-up classwork and homework will be due no later than the day the student returns from the absence or suspension. For an unplanned absence, unexcused absence, or out of school suspension, classwork and homework due dates shall be extended by the number of consecutive days the student was absent. Such extension, however, shall not exceed five school days. If the work is not made up within this time, it will not be accepted unless authorized before the due date by the Building Principal. Also, classwork and homework that was given with a due date prior to an unplanned absence, unexcused absence, or out of school suspension will be due when stated. Students with Individualized Education Plans and 504 Plans will follow make up work, as outlined within the individualized plan.

MENTAL HEALTH DAYS

Per Public Act 102-0321, which impacts Illinois School Code, 105 ILCS 5/26-1, all students can be excused for temporary absence for up to 5 days for mental health. To utilize a Mental Health Day, the student's parent/guardian will report the absence to the office. After the student has used the second Mental Health Day, the student will be referred to the appropriate school support personnel and/or resources. Mental Health Days are excused absences, students will be allowed to make-up missed work.

TARDIES

When a student fails to report to any class up to five minutes late, without a pass from the office or a teacher, he/she will be considered tardy. A student should always check in and sign in through the office if he/she comes to school after the class day has started. Students arriving during lunch hour must also check in and sign in through the office.

→ Teachers will mark attendance and tardies by period on TeacherEase .

Tardy Consequences:

→ 1st tardy: Verbal warning from teacher.

→ 2nd tardy: Verbal warning from teacher.

→ 3rd - 5th tardy: Discipline Referral on TeacherEase will be completed by the teacher, lunch detention and parent contact by teacher.

→ 6th+ tardy: Lunch Detention and possible meeting with student, teacher, parent, and administrator. Progressive Discipline may be issued.

TEN DAY ABSENCE POLICY

Students are granted up to 10 (ten) days of excused absences, including the use of 5 (five) days relating to mental or behavioral health needs. After 10 days of absence, the district has the right to require a doctor's excuse for each absence thereafter. Each time a student has a doctor appointment, the student should bring in the doctor's note immediately on return; failure to return to school with a doctor's excuse will result in an unexcused absence. Following the use of two mental health days, students may be referred to the appropriate school personnel. Excessive absences may result in referral to truancy. Attendance is crucial to a student's success in school. Parents/Guardians are encouraged to promote daily attendance.

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 are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including: • Referral to the truancy officer • Reporting to officials under the Juvenile Court Act • Referral to the State's Attorney • Appropriate school discipline. A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

BEHAVIOR INTERVENTIONS - MISCONDUCT OF STUDENTS WITH DISABILITIES (Board Policy 7:230)

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 for children with disabilities.

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.

BUILDING AND GROUNDS

ENVIRONMENTAL QUALITY OF BUILDING AND GROUNDS (Board Policy 4:160)

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, and (2) the environmental quality of the District's buildings and grounds. The Asbestos Management plan is available upon request. The drinking water in the district's buildings has been sampled and tested in a certified laboratory. The test results certified that the drinking water in all the buildings is safe for consumption.

SECURITY CAMERAS For the safety and protection of the La Moille community, your presence may be monitored and recorded by surveillance equipment.

BULLYING AND HARASSMENT (Board Policy 7:180)

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, 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.

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.

CIVIL RIGHTS STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov> or from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or 2. fax: (833) 256-1665 or (202) 690-7442; or 3. email: program.intake@usda.gov This institution is an equal opportunity provider.

CLOSED CAMPUS LUNCH

LCUSD #303 enforces a closed campus lunch policy. Students are not permitted to leave the property during lunch.

COLLEGE/MILITARY REPRESENTATIVES

Students are encouraged to meet with college and military representatives as they prepare to make their post high school plans. If it is necessary to miss a class for such a meeting, it must be approved at least one day in advance by the counselor and your teacher.

CORRESPONDENCE/COLLEGE COURSES & PROFICIENCY TESTS

Correspondence and college courses may be counted for graduation credit. The High School Principal and Guidance Counselor must approve all such courses in advance. All students must comply with provisions in the District policy manual. All courses must be relevant to the courses that are offered at La Moille. Only four such credits may be applied toward graduation credit. A college course or a correspondence must be completed within one year following the end of full time attendance at La Moille High School for course credit to be applied toward graduation requirements. Students may not receive any credit toward graduation for any proficiency test.

DANCE POLICY - HIGH SCHOOL

There are many special dances sponsored by various organizations in the school. These dances are held for the enjoyment of all La Moille High School students. The following guidelines will be followed:

1. No one 21 years of age or older will be admitted. No junior high school student will be admitted.
2. La Moille students can bring a non-La Moille guest to Homecoming, Sadie, and Prom. The La Moille student must register their date with the principal and have their date complete and return the appropriate form on the required day preceding the dance.
3. Students who leave the dance will not be readmitted.
4. All school rules are in effect during dances including the prohibition of tobacco, alcohol, and other drugs.
5. Students with unexcused absences the day prior to the dance will not be permitted to attend.
6. Exceptions may be made by the building principal due to extenuating circumstances.
7. La Moille administration has the right and responsibility to exclude any student or guest from attending a dance who is disruptive, poses a safety risk, has violated the student handbook, or is not in good standing.

DISCIPLINE POLICY – ADMINISTRATION (Board Policy 7:190)

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self disciplined citizens in the school community and society. Board Policy 7:190 is detailed out in the text box below:

WHEN AND WHERE CONDUCT RULES APPLY (Board Policy 7:190)

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

- 1) On, or within sight of, school grounds before, during, or after school hours or at any time;
- 2) Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- 3) Traveling to or from school or a school activity, function, or event;
- 4) Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
- 5) During periods of remote learning.

PROHIBITED STUDENT CONDUCT (Board Policy 7:190)

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

- 1) Using, possessing, distributing, purchasing, selling or offering 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 (Board Policy 6:190).
 - 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.

- 1) Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 2) Using or possessing an electronic paging device.
- 3) Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 4) Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 5) Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 6) Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

- 7) Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 8) Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), hugging, kissing, sitting on laps and sexual assault. Also prohibited are plays of affection which are either disruptive or occur during instructional time. These actions may be deemed as sexual harassment. 1st offense – Warning; 2nd offense – Parental contact; 3rd offense – Disciplinary action

DISCIPLINARY MEASURES (Board Policy 7:190)

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

- 1) Notifying parents/guardians.
- 2) Disciplinary conference.
- 3) Withholding of privileges.
- 4) Temporary removal from the classroom.
- 5) Return of property or restitution for lost, stolen or damaged property.
- 6) In-school suspension.
- 7) After-school Detention or Saturday School provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
 Detention Guidelines:
 - Students will utilize time productively to make up missing work, work ahead, or silently read. No talking is allowed.
 - Teachers in charge will assign seats.
 - Failure to serve a scheduled detention could result in more severe disciplinary actions (i.e. in-school or out-of-school suspension)
- 8) Community service.
- 9) Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- 10) Suspension of bus riding privileges.
- 11) Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- 12) Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
- 13) Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- 14) Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.
- 15) Students engaging in hazing will be subject to one or more of the following disciplinary actions: Removal from the extra-curricular activities, Conference with parent(s)/guardian(s), Referral to appropriate law enforcement agency
- 16) Students engaging in hazing that endanger the mental or physical health or safety of another may also be subject to: Suspension for up to 10 days, Expulsion for the remainder of the school term

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

WEAPONS (Board Policy 7:190)

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

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

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis. This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students (Board Policy 7:190)

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Discipline will be administered according to the offense committed and the context in which the violation occurs. All disciplinary measures are intended to remedy inappropriate and unacceptable student behavior. Students are expected to behave in a manner appropriate for public situations, showing consideration for others, and complying with school and classroom regulations.

GANG AND GANG ACTIVITY PROHIBITED (Board Policy 7:190)

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall engage in any gang activity, including, but not limited to:

(1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extracurricular and athletic activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension
- Expulsion not to exceed 2 calendar years

PROCEDURES FOR DISRUPTIVE STUDENTS

Students that are disruptive in class will be sent to the Principal's office for possible further discipline.

CORPORAL PUNISHMENT

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

DRESS AND APPEARANCE (Board Policy 7:160)

The dress code of La Moille C.U.S.D. #303 is one, which allows students and their parents or guardians to select responsible styles of dress. However, students are required to meet the following standards for dress and grooming:

1. Students should not wear anything that will impair their health or safety.
2. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- a. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
 - b. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
 - c. No masks, hoods, hats, other forms of head cover or sunglasses are worn in the building after initial entry.
 - d. No jackets, coats, or types of outdoor apparel allowed in the building except when arriving or leaving.
 - e. Bare midriff or low-cut tops (no cleavage); halter-tops or spaghetti straps; short shorts, skirts or dresses (showing buttocks); or open mesh clothing are not permitted.
 - f. Holes in clothing in inappropriate places are not permitted. No undergarments should be showing at any time.
 - g. No wallets with chains are permitted to be worn during school hours or at any school-related event.
 - h. No backpacks or other related bags will be allowed in the classrooms. School issued computer bags will be allowed.
 - i. Appropriate footwear must be worn at all times.
3. Students who report to school inappropriately dressed or below acceptable standards for personal hygiene will be asked to remedy the area of concern by contacting their parents/guardian for change in clothes, changing into P.E. shirt and/or shorts, reversing a vulgar shirt, etc.
 4. If there is any doubt about dress and appearance, the building principal will make the final decision.
 5. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

DRIVER EDUCATION POLICY

Effective January 1, 1994, Illinois House Bill 418 (PA88-188) Public and Private School students who desire to take drivers education courses must receive a passing grade in at least eight High School courses during the previous two semesters prior to taking driver education (Each course must be worth ½ unit of academic credit.) The School Superintendent in exceptional situations may waive this requirement.

FEES for DRIVERS EDUCATION

\$50.00 payable to La Moille High School at registration.

\$20.00 payable to the Secretary of State at the time when students apply for their Learner's Permit.

EDUCATIONAL PHILOSOPHY

The Board of Education of La Moille Community Unit School District No. 303 is committed to offering educational programs that provide each student the opportunity to develop the mental, physical and emotional capabilities necessary to a successful life.

EDUCATION OF CHILDREN WITH DISABILITIES (Board Policy 6:120)

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) Special Education rules that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year.

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 are identified, evaluated, and provided with appropriate educational services. Students may

be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's students with disabilities.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons. Student Handbook The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

When these activities are scheduled, a notice will be sent to parents/guardians allowing them the option to excuse their child(ren) from the activity. The entire policy is available for review in the Administration Office.

ELECTRONIC NETWORK ACCESS

The following policies are part of the La Moille CUSD 303 one-to-one technology initiative and refer to the use of an individual student computing device. In addition to these guidelines, students are required to follow all the guidelines outlined in the district's current "Acceptable Use Policy", available on the District website: home.lamoilleschools.org

La Moille CUSD 303 will provide a 1-to-1 technology device deployment. The district will provide the following to its students:

| K-2 | 3-12 |
|-----------|-----------------------|
| iPad | Chromebook |
| iPad case | Chromebook Sleeve/Bag |
| Charger | Charger |

EXPECTATIONS AND CARE

- If the device fails to work or is damaged, report the problem to your school's administrator as soon as possible. Do not attempt to gain access to the internal electronics or repair the device.
- Never leave a device unattended.
- Never expose the device to long term extremes in temperature or direct sunlight.
- Only clean the device with a soft, dry, lint free cloth.
- Avoid throwing or sliding the device, and do not place any weighted objects on top of the device.
- The device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. The device accessories are the responsibility of the student.
- Never throw a book bag that contains a device. Never place a device in a book bag that contains food, liquids, heavy, or sharp objects.
- All devices are tagged with an asset label. The label is not to be tampered with, modified, or removed.
- Do not lend the device to another person. Each device is assigned to an individual and the responsibility for the care of the device rests solely with that individual.
- The device is designed for daily use; therefore, each device must be charged and ready for use each school day. The device should be charged at home.
- The device and the case must remain free of stickers, writing, painting, or any other forms of adornment.
- Do not take the device into restrooms or locker rooms.

TECHNOLOGY REPLACEMENT COSTS:

| | iPad | Chromebook |
|--------------------|-------|------------|
| Device replacement | \$300 | \$275 |
| Screen Replacement | \$110 | \$60 |
| Cord replacement | \$25 | \$20 |
| Case Replacement | \$20 | \$10 |

DAMAGED, LOST, AND/OR STOLEN DEVICE:

- If the device is damaged or not working properly in any way, you need to notify the office.
- If the device is stolen, the student or parent/guardian should immediately notify the school administrator. The filing of a police report by the parent/guardian is mandatory for insurance claim processing. In the absence of a police report, the parent/guardian will assume responsibility for the full replacement cost.
- If the device is lost, the student or parent/guardian should immediately notify the school administrator. The student and parent/guardian will assume responsibility for the full replacement cost.
- All devices are tagged with an asset label. The label is not to be tampered with or removed. This information will help us retrieve lost or stolen devices.
- Students who unenroll from the district during the school year must return the device, along with any issued accessories, at the time they leave the district. The device and all accessories should be returned to the school's Main Office. Failure to return a device in a timely fashion may result in legal action.

STUDENT USE OF DISTRICT TECHNOLOGY:

- Students are expected to follow the district's acceptable use policy guidelines.
- The student should be the only one to use the device utilizing school issued login credentials.
- The device comes equipped with a camera and video capacities. As with all recording devices, it is expected that students will ask permission before recording an individual or group. Students must obtain school permission to publish, post, or transmit an audio recording, photograph or video taken with the device to the Internet to use the device to publish, post or transmit audio-recordings, photographs, or video on the internet.
- Students are to bring the device charged to school every day. Failure to bring the device or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including the charged device, the student will be subject to disciplinary action
- Any personalized image, such as a screensaver should be school appropriate. Provocative images, including, but not limited to, pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang-related images are not permitted and such actions are subject to disciplinary action.
- Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teachers and building administrators.

- The device is designed as a tool for learning; misuses of the device may result in disciplinary action.
- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including, but not limited to, a home address or phone number, or the address or phone numbers of other students.
- Students should not share their personal log-in information with anyone. Responsibility for the contents/actions of the device rests solely with the individual assigned to the device.
- Students may take the device home at night for school related use, and all care, handling and appropriate use that is in effect during the school day shall extend to the use of the device at home.

ENGLISH LEARNERS (Board Policy 6:160)

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

EQUAL EDUCATIONAL OPPORTUNITIES (Board Policy 7:10)

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure.

Educational Rights of Homeless Students (Board Policy 6:140)

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 who are actually living are eligible to attend. Assistance and support for homeless families includes:

Educational organizations and schools, Food bank and meal programs, Local service organizations (Goodwill, Salvation Army, etc.), Family shelters, and Medical services. Please contact the district office to connect with the Homeless Liaison.

FEES

REGISTRATION FEES

Current charges for K-12 registration fees and activity card are: \$30.00 per student.

| | | |
|-------------|----------------------------------|--|
| Other fees: | Driver's Education fee: | \$50.00 |
| | Art fee (H.S. students only): | \$15.00 |
| | Technology Fees for Grades 4-12: | \$25 per Student (\$50 cap per family) |
| | PE clothes for Grades 6-12: | \$8.00 shirt -- \$8.00 shorts |

You are responsible for all laptops, textbooks and workbooks issued. All textbooks are to be returned to the school at the end of the school year or at the time of withdrawal or dismissal from school. Each teacher will check all books and

damages noted will result in extra charges. The District reserves the right to withhold report cards, transcripts, and/or diplomas until all fees or damages have been paid and/or books returned.

SPORTS PARTICIPATION FEES

Any student who chooses to participate in extracurricular sports at the high school level will be charged a participation fee of \$25.00 per sport (with a maximum of \$125.00 per family). Any student who chooses to participate in any extra-curricular sport in grades 5-8 will be charged an annual fee of \$20.00 regardless of the number of sports in which the student chooses to participate

SCHOOL BREAKFAST/LUNCH

Milk \$0.50 (sack lunch) Student Lunch \$3.00 (milk included)
 Morning Milk \$43.50 (per semester) Adult Lunch \$4.00 (milk included)
 Student Breakfast \$2.00 (milk included)

| | | |
|-------------------------|---------------------|---------------------|
| BREAKFAST & LUNCH TIMES | Allen | LJSH |
| Breakfast | 7:30 AM - 8:00 AM | 7:30 AM - 8:00 AM |
| Lunch | 11:55 PM - 12:45 PM | 12:25 PM - 12:55 PM |

CHARGES

If a student must charge a meal, they will not have limitations on the foods they select. Ala carte items and/or extra lunch items may not be charged. Students need to either have cash in hand or have money on account for those items.

FREE & REDUCED (Board Policy 4:130)

If a family needs assistance with paying for their children’s meals or debt, please contact the district office. Applications for free or reduced price lunches are available from any of the school offices or the district office. Families can receive assistance with applying for free or reduced price meals by contacting the district office at (815) 490-7086.

WAIVER OF STUDENT FEES (Board Policy 4:140)

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers, as per Board Policy 4:130 & 4:140, may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student’s parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act (Board Policy 6:170).

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District’s decision to deny a fee waiver should be addressed to the Building Principal.

Pursuant to the Hunger-Free Students’ Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the

school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

FINAL EXAMS

1. Final exams for each class will be given to all High School students at the end of each semester.
2. Students are not required to be in the school building during exams for which they are exempt.
3. Students are required to be in attendance during the entire final exam testing period.
4. Semester exam exemption requirements will be shared by the building principal in advance. Students meeting said requirements will be able to exempt from exams based on predetermined qualifications.

GENERAL STUDENT GUIDELINES

1. or COURTESY TO OTHERS: Be respectful to all at all times.
2. PASSES: Students in grades 4-12 will be issued planners. Students are to use the pass section in the planner when moving in the halls during non-passing periods. Replacement planners are at the expense of the student.
3. HOMEWORK: Students may have meaningful homework as an extension of their school day, as a continuation of assignments not completed in class, preparation for quizzes and tests, and completion of projects. All classwork/homework is expected to be completed and returned in accordance with communicated teacher-determined guidelines. 7-12 students are responsible for communicating homework related issues with their teachers. K-6 issues may be communicated by parent/guardian with 6th grade students encouraged to communicate with teachers.
4. PROFANITY: Foul language, obscene gestures, and obscene notes are not permitted and may result in disciplinary action.
5. LEAVING SCHOOL: Students are required to stay on school grounds from their arrival until dismissal. If a parent needs to have a child dismissed early, the parent/guardian must call the school office or send a signed note, in advance. Text messages and non-verified emails are strongly discouraged due to safety regulations.
6. PERSONAL PROPERTY: The school is not responsible for money or valuables brought to school by students that are damaged, lost or stolen. Students are strongly encouraged not to bring an excessive amount of money or valuables to school. If a student discovers something is missing and theft is suspected, the incident should be reported as soon as possible to the teacher in charge and/or the office. Students are not allowed to bring cards or toys from home, without permission from their teacher.
7. FOOD/BEVERAGE POLICY
 - a. LJSH: Teacher/Adult Supervisor Discretion of food/drinks. Please follow the rules of the supervising adult.
 - b. ALLEN: Students have the option of morning milk (at cost). Water bottles are permitted. Food and drink in the classroom is not allowed without teacher permission.
8. SCHOOL PROPERTY: Students who damage/lose school property will be subject to replacement of items or a replacement fee.
9. STUDENTS LOCKERS: All students with assigned lockers are expected to use school-issued locks. Lockers should be kept locked. Students will incur a replacement fee for lost or damaged locks.
10. DRIVING PRIVILEGES: Students are allowed to drive licensed vehicles to and from school and park on school property. Driving in an unsafe, erratic, or irresponsible manner may result in referral to law enforcement.
11. CELLULAR PHONES & ELECTRONIC DEVICES: This has to be a priority moving forward to ensure our students the best opportunity to learn in the classrooms.

- Earbuds/headphones are not allowed during passing periods as this constitutes a safety concern with alarms and announcements.
- Students may enter the office and request to make emergency calls.
- Students will be expected to use phone pockets upon classroom entry (before the period begins). Cell phones may be picked up from phone pocket holders at the time of period dismissal. Electronic device accommodations within IEP/504 plans will be followed.
- Students who do not follow these guidelines will be subject to discipline as outlined below.
- Consequences for cell phone violations:
 - 1st Offense- Verbal Warning by Teacher.
 - 2nd Offense- Phone to office, student gets phone end of the day.
 - 3rd Offense- Lunch Detention, teacher will send an email home, teacher will complete Discipline Log on Teacherease and teacher supervised detention.
 - 4th Offense- Following 3 Teacher issued and served detentions, student will receive ISS
 - 5th Offense and beyond - Additional discipline will be issued by the Administration.

Cell Phone Privileges:

- LJSH: Cell phone usage is permitted at lunch and in study hall – no pictures/videos will be allowed.
- K-6: Cell phones are to be turned off and out of sight during the regular school day.

GRADUATION REQUIREMENTS - HIGH SCHOOL

GRADUATION REQUIREMENTS

A minimum of twenty-four (24) credits is required for graduation. Each student receives one unit of credit for each course he/she successfully completes for the year. A half credit is given for a semester course that is successfully completed. Please see La Moille CUSD 303 Course Catalog for specific information.

[📖 2024-2025 Course Catalog](#)

EARLY GRADUATION

A senior who has met the requirements to graduate in December will be considered for such by making a written request to the principal by the last day of their Junior year. If the student is determined to be eligible (7 semesters attended and meeting all graduation requirements plus one semester of Physical Education waived), the student must orally make the request at the June meeting of the Board of Education.

HONOR ROLL

An Honor Roll is prepared at the end of each quarter in grades 3-6, and each semester in grades 7-12. Student GPA is calculated to determine honor roll eligibility.

- Any student receiving a "D" or "F" in a subject shall not be eligible for Honor Roll status.
- Students must be enrolled in no fewer than four academic credits for eligibility.
- Students receiving a cumulative grade point average of 3.50 to 4.0 (on a 4.0 scale) will be named to the High Honor Roll.
- Students receiving a cumulative grade point average of 3.0 to 3.49 (on a 4.0 scale) will be named to the Honor Roll.

INCLEMENT WEATHER SAFETY PLAN

School Closure Announcements - We will do our best to make weather decisions before 6am, if able. If school will close because of severe weather conditions (i.e. snow, extreme cold), families will be notified via AM/FM stations below, Facebook, "All Call, and email. Parents are responsible for updating the school district on contact information.

→ LaSalle WLPO 1220 AM, Mendota WGLC 100.1 FM

Early Dismissal of School - Most school closings occur in the morning before school has started. In the event of closure after the school day has started the School Closure Announcements will follow the format above.

Outside Recess - As a general rule, elementary students will have daily outdoor recess, weather permitting. Per the Illinois State Board of Education: "Weather permitting" means temperatures between 25 and 90 degrees, taking into consideration the wind chill.

ISOLATED TIME OUT, TIME OUT, AND PHYSICAL RESTRAINT (Board Policy 7:190)

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The district RTO plan will be followed. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

LATE WORK POLICY

Late work policies will be communicated by the individual teacher(s) and shared with students/parents/guardians at the start of the school year (and start of each semester for 9-12). It is the responsibility of the student to meet all deadlines, including 504 and IEP individual procedures.

MEDICAL

NOTICE FROM OUR NURSE

LCUSD #303 requires written documentation from your physician, in accordance with board policy 7:285, on all student allergies and medical conditions. This will allow the nurse and district to better care for your student during school hours. Parent(s) will be required to meet with the school nurse and fill out a HIPPA release form to obtain the medical documentation required to assist the school nurse in making medical 504 plans, health care plan and emergency care plan. For further questions, please reach out to Nurse Cynthia Martin at cmartin@lamoilleschools.org

IMMUNIZATIONS, DENTAL EXAMS, AND EYE EXAMS (Board Policy 7:100)

Proof of health examination and proof of immunization against preventable communicable disease are required upon entry to kindergarten, upon entering sixth and ninth grades, and upon first entry into any school. Proof of dental examination is required upon entry to kindergarten, second, and sixth grade. Illinois law now requires proof of an eye examination by an optometrist or physician who provides complete eye exams upon entry to kindergarten or upon first entry into any school. The school staff will apprise parents of their obligations in these areas and will furnish the necessary forms and keep records of compliance. In accordance with a provision of The School Code of Illinois, students objecting to inoculations on religious grounds shall not be required to submit themselves thereto, if they present to the School Board a statement of such objection signed by a parent or guardian of the student. If the student's physical condition is such that any one or more of the immunizing agents should not be administered, the examining physician shall state so on the health examination form. The Administration is authorized to prohibit a student from attending school until requirements for such immunizations and health examinations have been met. If the physical exam and immunizations have not been completed by October 15, the student will not be allowed to attend school until proof of physical exam and immunizations have been submitted.

ADMINISTERING MEDICINE TO STUDENTS (Board Policy 7:270)

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication. Forms can be found in the back of the handbook or on our website at [LCUSD FORMS](#)

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

SELF-ADMINISTRATION OF MEDICATIONS

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed 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 personnel.

SCHOOL HANDS-ONLY CPR AND AED NOTIFICATION LETTER (Board Policy 4:170)

To: Staff members, Parents/Guardians

Re: Notification of the Physical Fitness Facility Medical Emergency Response Instructions and AED Availability

We would like to notify you about our plan for responding to medical emergencies that might occur in our physical fitness facilities. This plan includes access to an Automated External Defibrillator (AED) in the following locations in these facilities:

Allen Grade School: gymnasium foyer, hallway outside of main office, hallway outside of cafeteria

La Moille Jr./Sr. High School: main office, hallway outside of gymnasium

The AEDs are strategically placed and readily accessible to predetermined AED users to maximize rapid use. The AED is available during school hours and after school during any activity or program organized by the school and supervised by a school employee. The predetermined AED users are school nurses and any other person who has received AED training and has a completion card on file with the Executive Director. Any anticipated rescuers or users should now also be trained and certified.

The following information is posted with each AED: 1. Instructions to immediately call 9-1-1 and instructions for emergency care. 2. Instructions for using an AED. Please contact the district nurse if you would like information on becoming a trained AED user. If you anticipate that your duties make you more likely to use an AED, you should become trained and certified. It is important to note that the Physical Fitness Facility Medical Emergency Preparedness Act and the Local Governmental and Governmental Employees Tort Immunity Act protect staff members from liability. For more information regarding IHSA hands-only CPR see: [IHSA CPR Video](#)

We appreciate your support.

Sincerely, LCUSD #303 Administration

NATIONAL HONOR SOCIETY

Selection Procedure:

1. The selection procedure should be determined by the faculty council and must be published.
2. The principal appoints the chapter adviser and the five-member faculty council and reserves the right to approve all activities and decisions of the chapter.
3. The chapter advisor will be an ex-officio, non-voting, sixth member of the faculty council. The advisor shall oversee at least one community service activity during each school year.
4. The faculty council shall consist of five voting faculty members appointed annually by the principal.
5. Students' academic records should be reviewed to determine scholastic eligibility.
6. Students who are eligible scholastically should be notified and told that for further consideration for selection to the NHS Chapter they may complete the Student Activity Information Form.
7. If additional faculty input would be beneficial, all faculty members could be invited to make comments on candidates. However, the five appointed members of the faculty council must make the actual selections.
8. The Student Activity Information Form should be reviewed by the faculty council, along with any other verifiable information about each candidate. Some faculty councils may wish to interview candidates personally. Candidates receiving a majority vote of the faculty council should be inducted into the chapter.
9. Parents will be notified by mail of their students' eligibility for NHS membership. Parents will also be notified by mail if their student is selected for NHS membership.

NON-DISCRIMINATION POLICY (Board Policy 2:260)

Students or their parents/guardians, employees, or community members may file a complaint in accordance with this grievance procedure if they believe the School Board, its employees, or agents have violated their rights guaranteed by the State or federal constitution, State or federal statute, or Board policy including:

1. Title II of the Americans with Disabilities Act;
2. Individuals with Disabilities Education Act (IDEA) of 1999;
3. Title IX of the Education Amendment of 1972;
4. Title VII of the Civil Rights Act of 1964
5. Section 504 of the Rehabilitation Act of 1973;
6. Claims of sexual harassment under the Illinois Human Rights Act.
7. Bullying

The complaint manager will endeavor to respond to and resolve complaints without the need to resort to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The complaint managers for the district are Anne Johnson and Emily Leffelman. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadlines related to the pursuit of other remedies.

PARENT NOTICES (Board Policy 5:190)

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

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

PROMOTION & RETENTION K-8

The teachers will determine the amount of time and percentages of points lost for students in attendance who fail to submit work by the scheduled date. It is the responsibility of the student to meet all deadlines.

Grades K-2: A student will be promoted to the next grade level if the student has received one or less "Unsatisfactory" marks for each academic area.

If a student is in danger of failing, the Principal and parent must be notified at the beginning of the second semester. At that time, the teacher, Principal, and other specialists will discuss options for improving the student's academic level. No student will be promoted to the next higher grade level based upon age or other social reasons not related to academic achievement. The procedure for averaging semester grades to determine a student's promotion is as follows:

- 4= Excellent
- 3 = Satisfactory
- 2 = Approaching
- 1 = Needs Improvement

Grades 3-8: A student will be promoted to the next grade level if the student has received one or less F's on his/her report card for final grades in these six academic areas: Reading, Language Arts (English, Spelling), Math, Social Science, Science/Health, and Physical Education. The average percentage of the two semester grades must be a 60% or above.

If a student is in danger of failing, the Principal and parent must be notified at the beginning of the second semester. At that time, the teacher, Principal, and other specialists will discuss options for improving the student's academic level.

No student will be promoted to the next higher grade level based upon age or other social reasons not related to academic achievement. A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, F = 59% or lower

SAFETY DRILLS, FIRE ALARMS AND 911 CALLS (Board Policy 4:170)

La Moille C.U.S.D. #303 has an Emergency Crisis Response Plan that is updated yearly. The plan is available on our district website.

The district maintains compliance with the Regional Office of Education Safety Drills Report including school safety plans, including severe weather and injury or sudden illness. School accident/injury forms are available via the District Nurse or School Office.

False 911 calls, fire alarms, or tampering with the defibrillator cases are serious offenses and will be dealt with as such. A student who commits such acts will be subject to suspension and arrest, and the Board of Education may recommend criminal charges against that student.

SCHOOL WELLNESS (Board Policy 6:50)

The La Moille CUSD #303 Board of Education is committed to a coordinated school health program aimed at ensuring that all students are fit, healthy, and ready to learn. The Staff and Board recognizes its responsibility to promote healthy eating habits and fitness in students throughout their time at school, as well as educating them to develop a lifelong awareness of all aspects of healthy living. The La Moille CUSD #303 schools will promote an environment supportive of healthy nutrition, physical fitness, and health education for our students. It is the intention of this policy to establish guidelines for implementation of a “Health and Wellness” policy that will be evaluated and improved upon in each school year thereafter. More information on goals for Nutrition Education, Physical Activity, Healthy Eating, Nutrition Guidelines, Fundraisers, and other related topics can be found on the district’s website and/or social media.

COMPREHENSIVE HEALTH EDUCATION PROGRAM (Board Policy 6:60)

In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.

PHYSICAL EDUCATION CLASS

Children in K - 8 must have gym shoes to take part in physical education classes. Students in Grades 6 - 12 must also have a school approved gym uniform available for purchase within each building office. Students in Grades 6 - 12 will be provided with a combination lock to be used on their PE locker. Personal locks are not permitted.

PHYSICAL EDUCATION EXEMPTION POLICY

The policy of the La Moille Community Unit No. 303 provides that students may request exemption from physical education for the following reasons:

1. An eleventh or twelfth grade student is determined to be an ongoing participant in interscholastic athletics, or any high school student who is enrolled in a for-credit marching band program as certified by appropriate district personnel.
2. The student provides written evidence from an institution of higher education that a specific course not included in existing state and local school minimum graduation standards 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.
3. The student lacks sufficient course credits or one or more courses required by state or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits due to other courses will be eligible to apply for this exemption.
4. Doctor's excuse - applies to K-12th Grade. (If a student is unable to participate for more than 1 week, that student should be assigned to a study hall.)

Each request for exemption from physical education instruction is to be verified and eligibility will be determined on a case-by-case basis by school district staff. Every student excused from physical education course requirements will be provided with a schedule, which meets minimum school day requirements. Approval of exemptions will be for one semester only but may be renewed for additional semesters if circumstances warrant it. If students drop a sport for any reason, they will no longer be exempt from P.E. Students who choose to be exempt from PE will not receive any credit or grade for this class; it will be waived on the transcript.

STUDENT CRISIS/WELLNESS RESOURCES

Police/Fire/Medical/Personal Emergency? DIAL 911
Dial 988 for Suicide Crisis Lifeline
Text HOME to 741741 - Crisis Text Line
Safe2Help Illinois: Dial 844-4, text SAFE2 (72332)

SEARCH AND SEIZURE (Board Policy 7:140)

In order to maintain order 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 Personal Effects: 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. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent or 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: 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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

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

Notification Regarding Student Accounts or Profiles on Social Networking 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.

SEX/VIOLENT OFFENDER NOTIFICATION (Board Policy 4:175)

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://isp.illinois.gov/Sor>

SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED (Board Policies 2:260, 2:265, 7:20, 7:185)

The policies of La Moille C.U.S.D. No. 303 are intended to provide an educational environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law. Examples of sexual harassment include but are not limited to the following behavior: touching, verbal comments of a sexual nature, name calling with sexual connotations, spreading rumors about someone else's sexual activities, gestures, jokes, pictures, leers, overly personal conversation, cornering or blocking another student's movement, pulling at clothes, attempting rape and/or rape. Students who feel aggrieved because of sexual harassment should contact the principal or guidance counselor.

Disciplinary action will be initiated against violators of this policy and may include police referral.

TEEN DATING VIOLENCE PROHIBITED (Board Policy 7:185)

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

MAKING A COMPLAINT: ENFORCEMENT

LCUSD #303 Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals: Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence. The Nondiscrimination Coordinator, Building Principal or a Complaint Manager identified in policy 7:20, Harassment of Students Prohibited.

SEXUAL ABUSE (Board Policy 6:60)

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

STUDENT & FAMILY PRIVACY RIGHTS IN RELATION TO SURVEYS (Board Policy 7:15)

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

STUDY HALL

Students who are not in class are assigned to a study hall; only one study hall per semester is allowed unless permission is granted by the Guidance Counselor and Building Principal. All study halls are held in the library, unless communicated differently. Please use time effectively and remain quiet for the learning of others.

Cell phones are permitted during study hall, as long as other cell phone policies are used/followed properly throughout the day. This is a privilege and may be revoked at any time by Administration.

SUSPENSIONS AND EXPULSIONS (Board Policy 7:200 and 7:210)

The basic difference in suspension and expulsion are as follows:

1. A suspension is for a period not to exceed ten (10) school days; an expulsion is for a period not to exceed a maximum of two (2) school years as defined by the Illinois School Code.

2. The principal or the district superintendent may suspend a student; only the local Board of Education may expel a student.
3. A student may be suspended prior to a hearing; a student may not be expelled until after a hearing.

SUSPENSION PROCEDURES (Board Policy 7:200)

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges. Suspension begins with notice of suspension and excludes the student from any and all school activities, both on and off school property. A phone call constitutes notice of suspension to both student and parents.
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 practicable.
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 right to a review of the suspension.
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.

EXPULSION PROCEDURES (Board Policy 7:210)

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, purpose of the hearing, and a short description of what will happen during the 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, he/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/her parent(s)/guardian(s) may be represented by counsel, offer evidence, present and cross-examine witnesses, and otherwise present reasons why the student should not be expelled. 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.

TITLE I PROGRAMS (Board Policy 6:170)

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

Notice to Parents Required by Elementary and Secondary Education, McKinney-Vento Homeless Assistance, and Protection of Pupil Rights Laws (Board Policy 6:170)

The No Child Left Behind Act (NCLB) mandates that schools receiving federal funds provide parents/guardians with information and notices, and to the extent practicable, in a language that the parents can understand. This procedure contains the key notifications that districts and schools must provide to the parents/guardians of Title I served students. The legal references are provided at the end of the procedure. The only notices applying to districts that do not receive Title I funds are those regarding student privacy. In addition, see: • ISBE's description of parent notices in its October 2008 Bulletin, Title I Parent Involvement Notification Requirements, www.isbe.state.il.us/e-bulletins/pdf/03-08.pdf. • U.S. Department of Education's non-regulatory guidance document, Parental Involvement Title I, Part A, www.ed.gov/programs/titleiparta/parentinvguid.doc. For further information, please contact the building Principal.

TRANSPORTATION (Board Policy 4:110)

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school (2) if adequate public transportation is not available, within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus

stop would constitute a serious safety hazard due to either (a) vehicular traffic or rail crossing or (b) a course or pattern of criminal activity, as defined in the IL Street gang Terrorism Omnibus Prevention Act, 740 ILCS 147/.

Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1 1/2 miles from the school attended. The Superintendent or designee establishes new routes. Pick-up and drop-off locations for students in day care must be along the District's regular routes; be mindful that routes are subject to change. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building office staff. Exemption requirements include written permission from parent/guardian of student making request and of the parent/guardian responsible at alternate location. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the transportation coordinator. The building principal will be notified of written disciplinary referrals.

The bus drivers are responsible for all passengers on the bus and students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

SCHOOL BUS SAFETY (Board Policy 7:220)

While in transit, school bus riders are under the jurisdiction of the school bus driver unless the local board of education designates another adult to supervise the riders.

(Board Policy 7:220) 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. The content of the video digital files will be used in student disciplinary proceedings. Video digital files will be retained only if necessary for use in a student disciplinary proceeding or other matter as deemed necessary by the administration. Disciplinary action may include the suspension of bus riding privileges.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Based on our Emergency Crisis Response Planning, bus evacuation procedures will be conducted on a yearly basis at the beginning of each academic year as part of this program.

It is recommended that all riders, parents of riders, and teachers become thoroughly familiar with the following recommendations governing school bus riders. This may be accomplished by giving each student a copy of the "Bus Transportation Contract."

For questions regarding school transportation issues, contact the Transportation Coordinator.

STUDENT RECORDS (Board Policy 7:340)

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

Illinois School Student Records Act requires that (1) temporary records be retained for at least five years after a student's transfer, withdrawal, or graduation, and (2) permanent records be retained for at least 60 years after a student's transfer, withdrawal, or graduation. 105 ILCS 10/4(e) and (f). The parent(s)/guardian(s), or the student if he or she is at least 18 years of age at the time of the request, may request a copy of a record at any time prior to the date of destruction.

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

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

La Moille Jr./Sr. High School Supply List

****THIS IS A SUGGESTED LIST. INDIVIDUAL TEACHERS MAY MAKE SPECIFIC REQUESTS UPON THE START OF THE CLASS/PROJECT.****

7 - 12th Grade

6 - Spiral Bound Notebooks

1 - Ruler (Inches & Centimeters)

1 - Clear Protractor

1 - Package of Highlighters

1 - Pkgs Loose Leaf Paper

3 - Pkgs of 3x5 Index Cards

6 - Pocket Folders

1 - Headphones - **WIRED**

Pencils & Erasers

Blue or Black Pens

4 - Dividers (for in binder)

1 - Pair of Scissors

2 - Glue Stick

1 - Box of Markers

Dry Erase Markers

1 - Box of Colored Pencils

4 - 1.5" or 2" Binders

PE Uniform & Gym Shoes

TI 84 PLUS Graphing Calculator - ****HS ONLY**

1 - Box of Gallon or Quart Size Bags - ****7/8TH ONLY**

2 - Containers of Antibacterial Wipes - ****7/8TH ONLY**

3 - Boxes of Kleenex - ****7/8TH ONLY**

Allen Grade School Supply Lists (K-6)

All Allen Students: 1 Pair of gym shoes (required if your child wears boots, hard-soled shoes, or sandals to school).

Kindergarten

- 1 - Bookbag
- 1 - Set of Headphones (no earbuds)
- 20 - #2 pencils (sharpened)
- 1 - Scissors
- 2 - Large pink erasers
- 1 - Pair of gym shoes
- 2 - Containers of Disinfecting Wipes

****Please send an extra pair of socks, underwear, shorts/pants in a plastic bag with your child's name in case of emergency.**

First Grade

- 20 - #2 pencils (sharpened)
- 2 - Set of Headphones (no earbuds)
- 20 - Pencil Top Erasers
- 2 - Box of 12-24 Colored Pencils
- 1 - Scissors, Sharp with metal blades
- 1 - Pair of gym shoes
- 2 - Containers of Disinfecting Wipes
- 1 - Standard Size STORAGE Clipboard

Second Grade

- 2 - Boxes of 24 Crayons
- 2 - Boxes of Broad Line Markers (Classic Colors)
- 1 - Standard Size Clipboard
- 1 - Scissors
- 1 - Box of 12 or 24 Colored Pencils
- 1 - Set of Headphones (no earbuds)
- 2 - **PLASTIC** Pocket Folders - Bottom Pockets Only
- 1 - Box Gallon Size Storage Bags (Boys)
- 1 - Box Quart Size Storage Bags (Girls)

Third Grade

- 1 - Box of 24 Crayons
- 1 - Boxes of Crayola Broad Line Markers (Classic Colors)
- 1 - Standard Size Clipboard
- 1 - Scissors (Sharp, Pointed)
- 1 - Box of Colored Pencils
- 1 - Set of Headphones (no earbuds)
- 5 - 2 Pocket Folders
- 1 Container of Disinfecting Wipes (Boys)

Please label all items in permanent marker.

- 3 - 2 Pocket Folders, Bottom Pockets Only
- 1 - Wide-Ruled Spiral Notebook
- 4 - Boxes of 24 Regular Crayons
- 1 - Family Size Box of Kleenex
- 6 - Large Glue Sticks
- 1 - Box of Gallon Size Storage Bags (boys)
- 1 - Box of Quart Size Storage Bags (girls)

Please label all items in permanent marker.

- 1 - **PLASTIC** Pocket Folder, Bottom Pockets Only
- 1 - Wide-Ruled Spiral Notebook
- 3- Boxes of 24 Regular Crayons
- 1 - Family Size Box of Kleenex
- 10 - Large Glue Sticks (no bottles)
- 4 - Dry Erase Markers
- 1 - Bookbag
- 1 - Container of Baby Wipes

Please label all items in permanent marker.

- 2 - Large Erasers
- 1 - Ruler (Inches & Centimeters)
- 1 - Supply Box
- 3 - 1 Subject Spiral Notebooks (Wide Ruled)
- 6 - Large Glue Sticks
- 1 - Pair of Gym Shoes
- 1 - Family Size Box of Kleenex
- 1 - Container of Disinfectant Wipes or Baby Wipes
- 12 - #2 Pencils and Pencil Top Erasers

- 1 - Ruler (Inches & Centimeters)
- 1 - Supply Box
- 6 - Large Glue Sticks
- 2 - Wide Ruled Spiral Notebooks
- 1 - Family Size Box of Kleenex
- 1 - Pair of Gym Shoes
- 12 - #2 Pencils, 1 - Red Pen
- 1 - Package of Baby Wipes (Girls)

All Allen Students: 1 Pair of gym shoes (required if your child wears boots, hard-soled shoes, or sandals to school).

Fourth Grade

20- #2 Pencils, Sharpened
2 - Blue or Black Ink Pens
2 - Red Ink Pens
1 - Pkg. Pencil Top Erasers
2 - Pencil Bags
5 - Large Glue Sticks (No Bottles)
5 - Highlighters (Any Color)
1 - Black Sharpie Marker
5 - Low Odor Dry Erase Markers
1 - Composition Notebook
2 - Pocket Folders
1 - Pkg 150 Ct. Wide Ruled Loose-Leaf Paper
2 - Wide Ruled Spiral Notebooks
1 - Container of Disinfectant Wipes

Fifth Grade

20- #2 Pencils, Sharpened
4 - Wide Ruled Spiral Notebooks
2 - Red Ink Pens
1 - Pencil Box
1 - Pencil Bag
5 - Large Glue Sticks (No Bottles)
5 - Highlighters (Any Color)
1 - Box of Gallon Sized Ziplock Bags
2 - Dry Erase Markers
1 - Composition Notebook
2 - Boxes of Kleenex
2 - Pkgs. Wide Ruled Loose-Leaf Paper

Sixth Grade

3 - Spiral Notebooks
1 - Ruler (Inches & Centimeters)
1 - Clear Protractor
1 - Package of Highlighters
2 - Pkgs Loose Leaf Paper
5 - Pkgs of 3x5 Index Cards
5 - Pocket Folders
1 - Headphones
Pencils & Erasers
Blue or Black Pens
Gym Shoes

1 - Box of 24 Crayons
1 - Box of Colored Markers (10 count)
1 - Box of Colored Pencils (24 Count)
1 - Clear Protractor
1 - Large Eraser
1 - Ruler (Inches & Centimeters/Not Flexible)
1 - Scissors (Sharp/Pointed)
1 - Clipboard, Standard Size
3 - Pkgs. 3x5 lined note cards
1 - Accordion Folder (minimum of 6 slots)
1 - Wireless Mouse (optional)
1 - Pair of Gym Shoes
1 - Set of Headphones (no earbuds)
2 - Boxes of Kleenex

1 - Box of 48 Crayons
1 - Box of Crayola Markers (10 count)
1 - Box of Colored Pencils (24 Count)
1 - Clear Protractor
1 - Pink Eraser
1 - Ruler (Inches & Centimeters)
1 - Scissors (Sharp/Pointed)
1 - Clipboard, Standard Size
1 - 7 pocket Accordion Folder or 3 Ring Binder with 7 Folders
1 - Set of Headphones (no earbuds)
1 - Pair of Gym Shoes

1 - Pair of Scissors
1 - Glue Stick
1 - Box of Markers
1 - Box of Crayons
1 - Box of Colored Pencils
Dry Erase Markers
2 - Containers of Antibacterial Wipes
1 - Box of Gallon or Quart Size Bags
3 - Boxes of Kleenex
1 - Roll of Paper Towels
1 - Reusable Plastic Water Bottle

Faculty/Staff

Jeff Prusator, Superintendent
Anne Johnson, Allen Grade School Principal
Emily Leffelman, La Moille Jr./Sr. High School Principal

| | |
|---|---|
| Beattie, Linda - Paraprofessional | King, Colleen - Transportation |
| Beaty, Michelle - Special Education Teacher | Lindenmier, Elecia - CTE Teacher |
| Becker, Jan - Transportation | Longbein, Monica - Study Hall Supervisor, Transportation |
| Biederstedt, Jeff - Science Teacher | Lopez, Alan - Head Custodian |
| Bonnell, Vicky - Transportation | Martin, Alyssa - Paraprofessional |
| Breedlove, Taylor - Special Education Teacher | Martin, Cynthia - Nurse |
| Brown, Sue - 5th Grade Teacher | Miller, Lori - Interventionist |
| Burke, Carly - Paraprofessional | Moore, Britta - Paraprofessional |
| Burke, Megan - Speech | Oakes, Tara - Music/Band |
| Conley, Rebeccah - PE/Health Teacher | Popp Hayley - Crossing Guard, Lunch Support |
| Countryman, Sherri - Bookkeeper | Robinson, Tara - 1st Grade Teacher |
| Cromwell, Troy - Custodian | Rychaert, David - Transportation |
| Davis, Ron - Transportation | Sadnick, Tori - Secretary |
| Deery, Linsey - SEL Interventionist | Sellers, Darryl - Transportation |
| Dever, Melissa - 7th Grade Teacher | Sellers, Sara - Paraprofessional |
| Fara, Charnelle - English Teacher | Shaw, Josh - Social Sciences Teacher |
| Felton, Stephanie - Custodian | Shrimplin, Kenny - Athletic Director, Head Custodian |
| Finkle, Lou - 3rd Grade Teacher | Smith, Christina - Paraprofessional |
| Furar, Nathan - Mathematics Teacher | Sondgeroth, Erin - Custodian |
| Fischer, Amanda - Kindergarten Teacher | Sprung, Lori - Paraprofessional |
| Gallardo, Gonzo - Custodian | Struna, Jeanne - Paraprofessional |
| Gallardo, Rosalie - Cook | Troyan, Linda - 4th Grade Teacher |
| Geuther, Janice - Cook | Tuntland, Doug - Transportation Coordinator |
| Griffin, Cathy - Secretary | Wendel, Angela - Special Education Teacher |
| Gorenz, Shelley - Guidance Counselor | Whitmore, Linda - English Teacher |
| Hart, Judith - 6th Grade Teacher | Williams, Jennifer - 2nd Grade Teacher |
| Hitzler, Scott - Art Long-Term Substitute | |
| Hoffman, Susan - Paraprofessional | |
| Johnson, Ashley - Agriculture Teacher | |
| Kalsto, Brent - PE/Driver's Ed Teacher | |

**Updated 8/12/24*