



*Greetings From*

ALTON HIGH SCHOOL

*A Community  
Postcard*

Alton Community Unit School District #11 2024-2025

**DISTRICT VISION AND MISSION STATEMENT**

The mission of the Alton School District is to prepare our students with college, career and citizenship skills through a safe and progressive learning environment.

**BOARD OF EDUCATION**

- David P. Lauschke.....President
- Christina M. Milien.....Vice President
- Vivian Monckton.....Secretary
- Tiana Gipson.....Member
- Edmond J. Gray.....Member
- Barry Macias.....Member
- Al Womack.....Member

**BOARD OF EDUCATION MEETINGS**

The District No. 11 Board of Education meets at 6:00 p.m. on the third Tuesday of each month. Meetings are held at Alton High School, 4200 Humbert Road, Alton, Illinois 62002. Special meetings may be called. The date, time, and location of special meetings will be listed on our website and e-mailed to media.

**Cover Art Collaborative Credit:**  
**Jayden Hambrick (12th Grade)**  
**The Tatler Editorial Staff**  
**Larry the Photographer (Photo Credit)**

**Alton Community Unit School District No. 11  
is an Equal Opportunity Employer**

**ADMINISTRATIVE CENTER**

Alton Community Unit School District No. 11  
550 Landmarks Boulevard Suite A  
Alton, IL 62002  
Phone: (618) 474-2600  
Fax: (618) 463-2128

**ADMINISTRATIVE STAFF**

- Elaine Kane.....Superintendent of Schools
- Dr. Wendy Adams.....Assistant Superintendent of Human Resources
- Dr. Tron Young.....Assistant Superintendent of Educational Services
- Kim Nixon.....Director of Financial Services
- Michael Bellm.....Director of Student Services
- Cathy Elliott.....Director of Special Education
- Amy Golley.....Educational Equity and Programming Coordinator
- Rene Hart.....Director of Curriculum & Instruction
- Angela Kuchnicki.....Supervisor of Special Education Grades K-5
- Chris Kusnerick.....Athletic Director
- Andrea Leonard.....Supervisor of Special Education Grades 6-12
- David McClintock.....Director of Buildings & Grounds
- Christopher Roberts.....Director of Data & Technology Services

**SPECIAL EDUCATION OFFICE**

550 Landmarks Boulevard Suite A, Alton, IL 62002  
Phone: (618) 463-2137  
Fax: (618) 474-0626

**HORACE MANN MAINTENANCE  
DEPARTMENT AND WAREHOUSE**

2708 Edwards Street, Alton, IL 62002  
Phone: (618) 474-2600 Ext. 50645  
Fax: (618) 462-6631

## EARLY CHILDHOOD AND ELEMENTARY SCHOOLS

### EARLY CHILDHOOD CENTER

6008 Godfrey Road, Godfrey, IL 62035.....Phone 463-2166  
.....Fax 463-8253  
A.M. Session 8:20-10:50.....P.M. Session 12:20-2:50

**EAST ELEMENTARY**.....Grades 3rd-5th  
1035 Washington Avenue, Alton, IL 62002.....Phone 463-2130  
Hours - 8:00 to 2:25.....Fax 463-2132

**EUNICE SMITH ELEMENTARY**.....Grades K-2nd  
2400 N. Henry Street, Alton, IL 62002.....Phone 463-2077  
Hours - 8:15 to 2:40.....Fax 433-4973

**GILSON BROWN ELEMENTARY**.....Grades K-1st  
1613 West Delmar, Godfrey, IL 62035.....Phone 463-2175  
Hours - 8:15 to 2:40.....Fax 433-4962

**LEWIS AND CLARK ELEMENTARY**.....Grades K-1st  
6800 Humbert Road, Godfrey, IL 62035.....Phone 463-2177  
Hours - 8:15 to 2:40.....Fax 463-8293

**LOVEJOY ELEMENTARY**.....Grades K-2nd  
1043 Tremont, Alton, IL 62002.....Phone 463-2057  
Hours - 8:15 to 2:40.....Fax 433-7440

### MARK TWAIN SCHOOL

907 Milton Road, Alton, IL 62002.....Phone 463-2063  
.....Fax 463-2004  
(K-8th) 9:00 a.m.-2:25 p.m.....(9th-12th) 8:40 a.m.-2:22 p.m.

**NORTH ELEMENTARY**.....Grades 2nd-5th  
5600 Godfrey Road, Godfrey, IL 62035.....Phone 463-2171  
Hours - 8:00 to 2:25.....Fax 463-2143

**WEST ELEMENTARY**.....Grades 2nd-5th  
1513 State Street, Alton, IL 62002.....Phone 463-2134  
Hours - 8:00 to 2:25.....Fax 463-2144

## SECONDARY SCHOOLS

**ALTON MIDDLE SCHOOL**.....Grades 6th-8th  
2200 College Avenue, Alton, IL 62002.....Phone 474-2200  
Hours - 8:45 to 3:15.....Fax 463-2028

**ALTON HIGH SCHOOL**.....Grades 9th-12th  
4200 Humbert Road, Alton, IL 62002.....Phone 474-2700  
Hours - 8:45 to 3:15.....Fax 463-2092  
AHS Athletic Events Hotline.....Phone 463-2027

# ALTON SCHOOL DISTRICT

# August 2024

July '24							September '24							October '24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	1	2	3	4	5	6	7			1	2	3	4	5
7	8	9	10	11	12	13	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				29	30						27	28	29	30	31		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<b>1</b> <b>Marching 100 Band Camp</b> <b>8:30 am - 7:00 pm</b> <b>Substitute Training</b> <b>AHS Library 9-11:00</b>	<b>2</b>  <b>Marching 100 Band Camp</b> <b>8:30 am - 7:00 pm</b>	<b>3</b>
<b>4</b>	<b>5</b>  <b>Redbird Roundup</b> <b>AHS Commons</b> <b>10:00-7:30</b>	<b>6</b>  <b>Redbird Roundup</b> <b>AHS Commons</b> <b>10:00-7:30</b>	<b>7</b>  <b>Redbird Roundup</b> <b>AHS Commons</b> <b>7:30-Noon</b>	<b>8</b>  <b>AHS Freshmen Link</b> <b>Crew Day</b> <b>8:00 am-2:00 pm</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>  <b>EAST on TUESDAY</b> <b>August 13th</b>  <b>Teacher In-Service</b> <b>No School-Students</b>	<b>13</b>  <b>AHS Freshmen &amp; Parent Orientation</b> <b>5:30-6:30</b>  <b>Teacher In-Service</b> <b>No School-Students</b>	<b>14</b>  <b>Alton Athletic Assoc</b> <b>AHS Library 6:00 pm</b>  <b>Teacher In-Service</b> <b>No School-Students</b>	<b>15</b>   <b>1st Day of Student Attendance</b>	<b>16</b>   <b>Early Childhood</b> <b>1st Day</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>   <b>School Board Mtg</b> <b>AHS 6:00 pm</b>	<b>21</b>	<b>22</b>	<b>23</b>   <b>Red-Grey Scrimmage</b> <b>West Stadium 5:00</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>
		<b>OPEN HOUSE - TUESDAY, AUGUST 13th</b>			<b>OPEN HOUSE - WEDNESDAY, AUGUST 14th</b>	
		<b>5:00 - 6:00 PM AMS 6th GRADE, LOVEJOY AND EAST</b> <b>5:00 - 6:30 PM EUNICE SMITH, LEWIS &amp; CLARK, MARK TWAIN, NORTH</b> <b>5:30 - 6:30 PM GILSON BROWN and WEST</b> <b>6:00 - 7:00 PM AMS 7TH and 8th GRADE</b>			<b>4:30 - 6:00 PM EARLY CHILDHOOD</b>	

ALTON SCHOOL DISTRICT

# September 2024

August '24							October '24							November '24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3			1	2	3	4	5						1	2
4	5	6	7	8	9	10	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	27	28	29	30	31	24	25	26	27	28	29	30		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <b>LABOR DAY HOLIDAY-NO SCHOOL</b>	3	4	5 <b>Substitute Training AHS Library 9-11:00</b>	6	7 <b>M100 to O'Fallon Competition</b>
8 <b>Grandparents Day</b>	9	10	11 <b>Alton Athletic Assoc AHS Library 6:00 pm Patriot Day</b>	12	13	14
15	16	17 <b>School Board Mtg AHS 6:00 pm</b>	18	19	20 <b>Symphonic Orchestra In Harmony w/Nature The Nature Institute 6:00 PM Issue Progress Rpts</b>	21
22 <b>First Day of Fall</b>	23	24	25 <b>EARLY DISMISSAL FOR STUDENTS</b>	26	27	28 <b>M100 Competition Belleville West</b>
29	30	<b>Early Dismissal Times for Students</b> 12:25 pm East, North & West 12:30 pm Mark Twain K-8th Grade 12:40 pm Eunice Smith, Gilson Brown, Lewis & Clark, Lovejoy 1:15 pm Mark Twain 9th-12th Grade 1:15 pm AMS & AHS				

ALTON SCHOOL DISTRICT

# October 2024

September '24							November '24							December '24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						24	25	26	27	28	29	30	29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
				Substitute Training AHS Library 9-11:00		
6	7	8	9	10	11	12
			Alton Athletic Assoc AHS Library 6:00 pm	Wind Ensemble Fall Concert 7:00 pm Calvary Baptist Church	Madison Co Institute No School-Students	M100 to EIU Competition
13	14	15	16	17	18	19
	COLUMBUS DAY HOLIDAY-NO SCHOOL	School Board Mtg AHS 6:00 pm	Boss's Day	AHS Fall Play Auditorium 7:00 pm	AHS Fall Play Auditorium 7:00 pm End of 1st Quarter	AHS Fall Play Auditorium 7:00 pm
20	21	22	23	24	25	26
				Parent/Teacher Conferences 1:00-7:00	AMS Fall Ball 7-9 pm	
				Report Cards Issued	Parent/Teacher Conferences 8:00-1:00	
				No School-Students	Report Cards Issued	AHS Homecoming Dance-Gym 8:00 pm
27	28	29	30	31		
				Alton Halloween Parade EARLY DISMISSAL FOR STUDENTS		
		Early Dismissal Times for Students			Friday, Oct 25	
		12:25 pm East, North & West			Homecoming Game at West Stadium	
		12:30 pm Mark Twain K-8th Grade				
		12:40 pm Eunice Smith, Gilson Brown, Lewis & Clark, Lovejoy				
		1:15 pm Mark Twain 9th-12th Grade				
		1:15 pm AMS & AHS				

**ALTON SCHOOL DISTRICT**

# November 2024

October '24							December '24							January '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	1	2	3	4	5	6	7			1	2	3	4	
6	7	8	9	10	11	12	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			29	30	31					26	27	28	29	30	31	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b>	<b>2</b>
<b>3</b>  <b>DAYLIGHT SAVING TIME ENDS</b>	<b>4</b>	<b>5</b>  <b>NATIONAL ELECTION DAY - NO SCHOOL</b>	<b>6</b>	<b>7</b>  <b>Lovejoy Music Festival AHS Gym 7:00 pm Substitute Training AHS Library 9-11:00</b>	<b>8</b>	<b>9</b>  <b>ILMEA District 6 Jazz Festival Belleville East High School</b>
<b>10</b>	<b>11</b>  <b>VETERANS DAY HOLIDAY-NO SCHOOL</b>	<b>12</b>  <b>AHS Fall Sports Awards Night 6:30</b>	<b>13</b>  <b>Alton Athletic Assoc AHS Library 6:00 pm</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>  <b>AHS Fall Orch Concert Auditorium 7:00 pm School Board Mtg AHS 6:00 pm</b>	<b>20</b>  <b>North 2-3 Program Hatheway Hall LCCC 7:00 pm</b>	<b>21</b>  <b>Lewis &amp; Clark K Program LVJ Gym 6:30 pm</b>	<b>22</b>	<b>23</b>  <b>ILMEA District 6 Festival Belleville West High School</b>
<b>24</b>	<b>25</b>  <b>Lewis &amp; Clark 1st Grade Program LVJ Gym 6:30 pm</b>	<b>26</b>  <b>Issue Progress Rpts EARLY DISMISSAL FOR STUDENTS</b>	<b>27</b>  <b>THANKSGIVING BREAK NO SCHOOL</b>	<b>28</b>  <b>THANKSGIVING DAY HOLIDAY-NO SCHOOL</b>	<b>29</b>  <b>THANKSGIVING BREAK HOLIDAY-NO SCHOOL</b>	<b>30</b>
		<b>Early Dismissal Times for Students</b>				
		<b>12:25 pm East, North &amp; West</b> <b>12:30 pm Mark Twain K-8th Grade</b> <b>12:40 pm Eunice Smith, Gilson Brown, Lewis &amp; Clark, Lovejoy</b> <b>1:15 pm Mark Twain 9th-12th Grade</b> <b>1:15 pm AMS &amp; AHS</b>				

ALTON SCHOOL DISTRICT

# December 2024

November '24							January '25							February '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2				1	2	3	4							1
3	4	5	6	7	8	9	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	26	27	28	29	30	31	23	24	25	26	27	28		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Lovejoy K-2 Program LVJ Gym 6:30 pm SCHOOL RESUMES	3 AMS Orchestra Concert Auditorium 7:00 pm	4 Eunice Smith K-2 Program LVJ Gym 6:30 pm	5 AMS & AHS Band Concert AHS Gym 7:00 pm	6	7 ABOB Craft Fair AHS 9:00 - 4:00
8 ABOB Craft Fair AHS 10:00 - 3:00	9 West 2-3 Program Gym 6:30 pm East 3rd Gr Program Gym 6:30 pm	10 West Band/Choir/Orch Gym 9:30 am East Band/Choir/Orch Gym 9:30 am	11 Gilson Brown K-1 Program at AMS Auditorium 6:30 pm Alton Athletic Assoc AHS Library 6:00 pm	12 AMS Choir Concert Auditorium 7:00 pm	13	14
15	16 North Band/Choir/Orch Gym 9:30 am	17 School Board Mtg AHS 6:00 pm	18	19	20 End of 1st Semester EARLY DISMISSAL FOR STUDENTS	21 First Day of Winter
22	23 CHRISTMAS BREAK NO SCHOOL	24 CHRISTMAS EVE HOLIDAY-NO SCHOOL	25 Hanukkah begins CHRISTMAS DAY HOLIDAY-NO SCHOOL	26 Kwanzaa begins CHRISTMAS BREAK NO SCHOOL	27 CHRISTMAS BREAK NO SCHOOL	28
29	30 CHRISTMAS BREAK NO SCHOOL	31 NEW YEAR'S EVE HOLIDAY-NO SCHOOL				
		<b>Early Dismissal Times for Students</b> 12:25 pm East, North & West 12:30 pm Mark Twain K-8th Grade 12:40 pm Eunice Smith, Gilson Brown, Lewis & Clark, Lovejoy 1:15 pm Mark Twain 9th-12th Grade 1:15 pm AMS & AHS			<b>TUESDAY, AUGUST 10</b> AHS Choir Concert 7:00 p.m. Auditorium	



**ALTON SCHOOL DISTRICT**

# January 2025

December '24							February '25							March '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7							1							1
8	9	10	11	12	13	14	2	3	4	5	6	7	8	2	3	4	5	6	7	8
15	16	17	18	19	20	21	9	10	11	12	13	14	15	9	10	11	12	13	14	15
22	23	24	25	26	27	28	16	17	18	19	20	21	22	16	17	18	19	20	21	22
29	30	31					23	24	25	26	27	28	23	24	25	26	27	28	29	
														30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			<b>1</b>  <b>NEW YEAR'S DAY HOLIDAY-NO SCHOOL</b>	<b>2</b>  <b>CHRISTMAS BREAK NO SCHOOL</b>	<b>3</b>  <b>CHRISTMAS BREAK NO SCHOOL</b>	<b>4</b>	
<b>5</b>	<b>6</b>  <b>SCHOOL RESUMES</b>	<b>7</b>	<b>8</b>  <b>Alton Athletic Assoc AHS Library 6:00 pm</b>	<b>9</b>  <b>Theatre Fest, UIUC Substitute Training AHS Library 9-11:00</b>	<b>10</b>  <b>Theatre Fest, UIUC Report Cards Issued</b>	<b>11</b>  <b>Theatre Fest, UIUC</b>	
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>  <b>5th Grade Choir Festival 9:00-11:00 AMS Auditorium</b>	<b>18</b>	
<b>19</b>	<b>20</b>  <b>DR. MARTIN LUTHER KING, JR. HOLIDAY-NO SCHOOL</b>	<b>21</b>  <b>School Board Mtg AHS 6:00 pm</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>  <b>ILMEA All-State EARLY DISMISSAL FOR STUDENTS</b>	<b>30</b>  <b>ILMEA All-State</b>	<b>31</b>  <b>ILMEA All-State</b>		
		<b>Early Dismissal Times for Students</b>					
		<b>12:25 pm East, North &amp; West</b> <b>12:30 pm Mark Twain K-8th Grade</b> <b>12:40 pm Eunice Smith, Gilson Brown, Lewis &amp; Clark, Lovejoy</b> <b>1:15 pm Mark Twain 9th-12th Grade</b> <b>1:15 pm AMS &amp; AHS</b>					

ALTON SCHOOL DISTRICT

# February 2025

January '25							March '25							April '25							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4							1				1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				
							30	31													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b>  <b>ILMEA All-State</b>
<b>2</b>  <b>GROUNDHOG DAY</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>  <b>Substitute Training AHS Library 9-11:00</b>	<b>7</b>  <b>Issue Progress Rpts</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>  <b>Alton Athletic Assoc AHS Library 6:00 pm</b>	<b>13</b>	<b>14</b>  <b>Happy Valentines Day</b>	<b>15</b>
<b>16</b>	<b>17</b>  <b>PRESIDENT'S DAY HOLIDAY-NO SCHOOL</b>	<b>18</b>  <b>School Board Mtg AHS 6:00 pm</b>	<b>19</b>	<b>20</b>  <b>AHS Winter Play Auditorium 7:00 pm</b>	<b>21</b>  <b>AHS Winter Play Auditorium 7:00 pm</b>	<b>22</b>  <b>AHS Winter Play Auditorium 7:00 pm</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	

ALTON SCHOOL DISTRICT

# March 2025

February '25							April '25							May '25								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1			1	2	3	4	5							1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24		
23	24	25	26	27	28		27	28	29	30				25	26	27	28	29	30	31		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 CASIMIR PULASKI HOLIDAY-NO SCHOOL	4 Symphonic Spring Recital 7:00 pm Calvary Baptist Church	5	6 AHS Band Concert Auditorium 7:00 pm Substitute Training AHS Library 9-11:00	7	8 IHSA Solo & Ensemble Contest at AHS
9 DAYLIGHT SAVING TIME BEGINS	10	11 AHS Choir Concert Auditorium 7:00 pm	12 Alton Athletic Assoc AHS Library 6:00 pm	13 AHS Percussion Concert Auditorium 7:00 pm	14 End of 3rd Quarter	15 IGSMA Solo & Ensemble Contest, Coolidge JH Granite City
16	17 AHS Winter Sports Awards Night 6:30 St. Patrick's Day	18 School Board Mtg AHS 6:00 pm	19	20 Stringstation! District Orch Festival AHS Gym 7:00 pm First Day of Spring	21 Report Cards Issued	22 Alton Spring Fair AMS - Annex 9:00 am - 3:00 pm
23	24	25	26 EARLY DISMISSAL FOR STUDENTS	27	28	29
30	31	<b>Early Dismissal Times for Students</b> 12:25 pm East, North & West 12:30 pm Mark Twain K-8th Grade 12:40 pm Eunice Smith, Gilson Brown, Lewis & Clark, Lovejoy 1:15 pm Mark Twain 9th-12th Grade 1:15 pm AMS & AHS				

ALTON SCHOOL DISTRICT

# April 2025

March '25							May '25							June '25							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1						1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	25	26	27	28	29	30	31	29	30						
30	31																				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1  April Fool's Day	2	3  Jazz on a Spring Evening, AMS Annex Cafe 7:00 pm	4	5
6	7	8	9  Alton Athletic Assoc AHS Library 6:00 pm	10	11	12  AHS Bands Music for All O'Fallon Milburn Campus
13	14	15  School Board Mtg AHS 6:00 pm	16	17  Issue Progress Rpts	18  GOOD FRIDAY HOLIDAY-NO SCHOOL	19
20  EASTER	21  SPRING BREAK NO SCHOOL	22  SCHOOL RESUMES Earth Day	23  ADMINISTRATIVE ASSISTANT'S DAY	24 AMS Spring Band Concert, AMS Annex Gym 7:00 pm AHS Spring Musical Auditorium 7:00 pm	25  AHS Spring Musical Auditorium 7:00 pm	26  AHS Spring Musical Auditorium 7:00 pm
27	28  East Band/Chorus/Orch Gym 6:30 pm	29 North 4-5 Program LCCC Hatheway Hall 7 pm West Band/Choir/Orch Gym 6:30 pm	30			

# ALTON SCHOOL DISTRICT

# May 2025

April '25							June '25							July '25								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
		1	2	3	4	5			1	2	3	4	5	6	7			1	2	3	4	5
6	7	8	9	10	11	12	8	9	10	11	12	13	14	6	7	8	9	10	11	12		
13	14	15	16	17	18	19	15	16	17	18	19	20	21	13	14	15	16	17	18	19		
20	21	22	23	24	25	26	22	23	24	25	26	27	28	20	21	22	23	24	25	26		
27	28	29	30				29	30						27	28	29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<b>1</b>	<b>2</b>	<b>3</b>
				<b>AHS Spring Band Concert, AHS Auditorium 7:00 pm</b>	<b>AMS Coffee Concert AHS Commons 7 pm</b>	<b>AMS 8th Grade Dance 7:00 pm - 9:00 pm</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	<b>North Band/Choir/Orch Gym 6:30 pm</b>	<b>AMS Spring Orch Concert, AMS Auditorium 7:00 pm</b> <b>20 Year Service &amp; Retirement Awards</b>		<b>AHS Spring Orch Concert, AHS Auditorium 7:00 pm</b>		<b>AHS Prom LCCC 8:00 pm</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>Mother's Day</b>	<b>AMS Spring Choir Concert, LCCC Hatheway Hall 7 pm</b>	<b>AHS Choir Finale Concert, AHS Auditorium 7:00 pm</b>	<b>Alton Athletic Assoc AHS Library 6:00 pm</b>		<b>Early Childhood Last Day of School</b>	<b>AHS Graduation Gym 10:00 am</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
		<b>Last Day if NO Emergency Days Used</b>				
		<b>School Board Mtg AHS 6:00 pm</b>				
		<b>EARLY DISMISSAL FOR STUDENTS</b>	<b>EMERGENCY DAY #1</b>	<b>EMERGENCY DAY #2</b>	<b>EMERGENCY DAY #3</b>	
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>
	<b>Alton Memorial Day Parade 10:00 am</b> <b>MEMORIAL DAY HOLIDAY-NO SCHOOL</b>	<b>AHS Spring Sports Awards Night 6:30</b> <b>EMERGENCY DAY #4</b>	<b>EMERGENCY DAY #5</b>			
		<b>Early Dismissal Times for Students</b>			<b>May 21, 2025 - Emergency Day #1</b>	
		<b>12:25 pm East, North &amp; West</b>			Each Emergency Day Used Will Extend the	
		<b>12:30 pm Mark Twain K-8th Grade</b>			School Year Using the Following Dates:	
		<b>12:40 pm Eunice Smith, Gilson Brown, Lewis &amp; Clark, Lovejoy</b>			May 21, 22, 23, 27, 28	
		<b>1:15 pm Mark Twain 9th-12th Grade</b>				
		<b>1:15 pm AMS &amp; AHS</b>				

# ALTON SCHOOL DISTRICT

# June 2025

May '25							July '25							August '25							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3			1	2	3	4	5							1	2
4	5	6	7	8	9	10	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
11	12	13	14	15	16	17	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
18	19	20	21	22	23	24	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
25	26	27	28	29	30	31	27	28	29	30	31			24	25	26	27	28	29	30	
													31								

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11 Alton Athletic Assoc AHS Library 6:00 pm	12	13	14 Flag Day
15 Father's Day	16	17 School Board Mtg AHS 6:00 pm	18	19 JUNETEENTH HOLIDAY	20	21 First Day of Summer
22	23	24	25	26	27	28
29	30					

ALTON SCHOOL DISTRICT

# July 2025

June '25							August '25							September '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7						1	2	1	2	3	4	5	6	
8	9	10	11	12	13	14	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30						24	25	26	27	28	29	30	28	29	30				
							31													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 <b>INDEPENDENCE DAY HOLIDAY</b>	5
6	7	8	9 <b>Alton Athletic Assoc AHS Library 6:00 pm</b>	10	11	12
13	14	15 <b>School Board Mtg AHS 6:00 pm</b>	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## ADMISSION TO SCHOOL

The Alton Community Unit School District No. 11 insures equal education opportunities for all students regardless of race, color, national origin, age, sex, religion, or handicap. Questions in reference to educational opportunities may be directed to:

Alton Community Unit School District No. 11  
Administrative Center  
550 Landmarks Blvd. Suite A  
Alton, IL 62002 (618) 474-2600

Any child whose fifth birthday occurs on or before September 1st may enter kindergarten at the opening of school. All students must be registered prior to placement by the building principal in the district's kindergarten program. Any child whose sixth birthday occurs on or before September 1st may enter first grade at the opening of school.

When a child enrolls in District No. 11 schools for the first time they must be enrolled by a legal, custodial parent or guardian unless they are 18 years old, married, or legally emancipated. The legal, custodial parent or guardian must present proof of residence in the district with acceptable documents. The legal, custodial parent or guardian must present a certified copy of the student's birth certificate.

Illinois law and District No. 11 Board of Education Policy requires health examinations and immunizations of all pupils entering pre-school, early childhood, kindergarten (or first grade), sixth and ninth grades; and irrespective of grade, any pupil entering the Alton School District for the first time. Dental examinations are required for all kindergarten, 2nd, 6th and 9th graders.

Required immunization and required booster for diphtheria, whooping cough, tetanus, polio, (oral type), rubella (three day measles), rubeola (red measles), mumps, Varicella, Hepatitis B series and meningococcal conjugate. Preschoolers are required to have the Haemophilus Influenza Type B (HIB) vaccination and pneumococcal conjugate. **Failure to provide required physical examinations and immunizations by October 1st will result in exclusion of the student from school.**

Students who are excluded on October 1st due to non-compliance for physical/immunizations will be marked "AE" (Administrative Exclusion) for the first five (5) days of absence. After the 5th day of absence due to non-compliance, the student's absences will be marked "U" (Unexcused) and the district's truancy procedures will be initiated.

A student transferring into the District should provide a report card, health records, and other appropriate records from his previous school. The receiving school will initiate necessary action to obtain the student's transcript from the former school.

Guardianship and proof of residency will be required as stated above. Students who transfer into the district will be given thirty days to provide a certified copy of their birth certificate.

## ASBESTOS MANAGEMENT PLAN

As required by the Asbestos Hazard Emergency Response Act (AHERA), the buildings of the Alton School District #11 have been inspected for asbestos-containing materials (ACM), by a licensed inspector and are re-inspected every three years. In addition, an Asbestos Management Plan has been prepared by a licensed Management Planner.

The Inspection Report and Management Plan are on file in the Maintenance Office and are available for public review during normal business hours. The reports state that asbestos-containing materials have been found. The condition and type of the asbestos are shown in the individual reports.

Copies of these reports are available upon request by contacting the Director of Buildings and Grounds, David McClintock at (618) 474-2600. There is a fee charged to cover copying costs.

## ATTENDANCE AT SCHOOL

Regular attendance develops dependability and responsibility and allows a student to make the best use of the educational opportunities offered in our schools. Parents/Guardians have the responsibility for their children's regular attendance at school and should notify the school prior to an absence. When a student is absent, a parent/guardian should call the school before 9:00 a.m.

Illinois State Law requires children between the ages of 6 and 17 to attend school regularly. If no contact is made between the parent and the school, the absence will be unexcused. The law also states that a student is considered a "chronic truant" after the 9th day of unexcused absence. After the 8th day of absence (excused or unexcused), the District requires a medical excuse from the student's doctor or medical professional for it to be considered excused.

### Absences are excused for:

1. Illness of a student
2. Death in the family or of a close friend
3. Critical illness of a near relative (mother, father, brother, sister, grandparent)
4. Dental or medical appointment when prior arrangements have been made
5. Absence due to bus problem beyond student's control
6. The Illinois School Code now officially identifies mental and behavioral health as an excused absence for students as needed for up to five days in a school year. The safety and health of our students is of utmost importance, and we will employ district resources to offer additional support when a student's absence is attributed to mental health needs. This support will include outreach from staff to identify specific concerns. Your ongoing communication with your child's school is sincerely appreciated.

### Absences are unexcused for:

1. Running errands for family
2. Staying home to care for younger children
3. Working at or away from home



4. Visiting friends or relatives
5. Shopping with parents
6. Minor aches and pains (persistence may indicate a more serious problem)
7. Ordinary weather hazards.
8. Vacations, day trips or other days where a parent electively decides to remove their student from school during attendance days.

Occasionally it may be necessary to retain students beyond the normal school hours. Should this be necessary, the school will notify the parents if this period exceeds 15 minutes. When students who ride the bus are to be detained after the usual school closing time, the home will be notified a day in advance in order that parents may arrange transportation home for their child.

Students arriving habitually late or leaving early without cause will become subject to truancy efforts. Students are expected to arrive at school on time and remain until the end of the school day. When a student arrives late or must leave early, written notification and prior arrangements should be made. A student is tardy when he/she is not in class when school begins. All tardies will be recorded. Students are also considered tardy when leaving early from school without a written excuse.

Students absent for more than **12** consecutive days, with no communication from the family, will be dropped from the school's enrollment. Students dropped must then be re-enrolled and complete the full registration process again before being able to return to school. Your child may not be able to return to their same schedule, school or special program.

### **CHILD FIND**

What is Child Find? The process of locating and evaluating children with disabilities is referred to as "Child Find." The Individuals with Disabilities Education Act (IDEA) requires all school districts to locate, evaluate and provide services for individual children birth to 22, who may have a disability.

In addition to staff employed by Alton School District, a parent or outside person/provider may refer a student who they suspect may have a disability to the school district by contacting Cathy Elliott, Director of Special Education at (618) 463-2137, Cindy Schuenke, Principal of Early Childhood at (618) 463-2166, or the building administrator where the child attends.

### **COMMUNICATION AND SCHOOL VISITS**

Every parent is welcome to visit school and is encouraged to do so. Before visiting your child's classroom, an Observation Request Form must be completed and approved 3 days prior to the anticipated visit. The form is available at the school office or on the district website. Conferences with teachers can be scheduled separately.

The majority of teachers in the district may be e-mailed by entering his/her first initial and last name followed by @altonschools.org. In other words, teacher John Doe can be e-mailed by entering: jdoe@altonschools.org. All School Visitors should report immediately to the school office upon arrival to sign in and obtain a Visitor's Pass.

### **CONCUSSION POLICY**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to learn protocols developed by the Concussion Oversight Team. The Concussion Oversight Team is led by the Athletic Trainer. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn. Policy 7:305

### **DISTRICT BUDGET**

The annual budget is available to view at the district's website, [www.altonschools.org](http://www.altonschools.org) in the "Financial Reporting" section under the "Community" tab.

### **DISTRICT BULLYING**

**The complete Policy 7:180 can be found at [altonschools.org](http://altonschools.org)—District-Board of Education-Board Policies**

#### **Prevention of and Response to Bullying, Intimidation, and Harassment**

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program.

If you suspect your child is being bullied, please report this to a counselor, social worker, administrator, school resource officer, or any school employee with whom you are comfortable. Students and parents can also report bullying on the district website by clicking on the “Staff Safe/Speak Up” Student Help Line.

**Nondiscrimination Coordinator:**

Name: Elaine Kane  
 Address: 550 Landmarks Blvd, Suite A, Alton, IL 62002  
 Email: ekane@altonschools.org  
 Phone: (618) 474-2600

**Complaint Manager:**

Name: Dr. Wendy Adams  
 Address: 550 Landmarks Blvd, Suite A, Alton, IL 62002  
 Email: wadams@altonschools.org  
 Phone: (618) 474-2600

**Complaint Manager:**

Name: Michael Bellm  
 Address: 550 Landmarks Blvd, Suite A, Alton, IL 62002  
 Email: mbellm@altonschools.org  
 Phone: (618) 474-2600

**EARLY CHILDHOOD PROGRAM**

The Alton School District’s Early Childhood Program consists of two center-based programs: Pre-School For All and Early Childhood Special Education and one home visiting program: Prevention Initiative/Baby Talk. All programs are offered free of charge to families residing within the school district boundaries. The programs are designed to support our youngest learners from birth to age 5.

Our Prevention Initiative/Baby Talk program is a free parent education program offered to families with infants up to the age of 3. The program provides parenting support and teaches families about child development and engaging in meaningful play with your child to support their growth and development. Our parent educators provide bi-weekly home visits, regular developmental screenings, parent play groups, and connections to various resources and supports within the community as part of the services they provide to families that participate in our home visiting program.

For children ages 3 to 5 (not yet eligible for Kindergarten), we have a free half-day preschool program (Preschool for All or Early Childhood Special Education) where children participate in play-based learning taught by highly-qualified certified Early Childhood educators. The program provides a developmentally appropriate curriculum aligned to state standards that supports the needs of the child and their individual growth and development. We focus on six key foundational skills: social-emotional, cognitive, language, math, literacy, and physical that children need for Kindergarten success. Eligibility screening is required prior to enrollment in any of the Early Childhood Programs. To schedule your screening or for further information contact the Early Childhood Office at (618) 463-2166.

**EARLY CHILDHOOD SCREENINGS**

Alton Community Unit School District No. 11 conducts free Early Childhood Screenings for all 3-5 year old non-kindergarten children who reside within the Alton School District. The purpose of the screening is to identify children who may have some special needs or developmental delays. For an appointment and additional information about the screening, parents should call (618) 463-2166.

**EMERGENCY PLANS**

School and Civil Defense authorities have developed a plan for emergency situations that could occur during school sessions. The Comprehensive Plan sets up definite safety procedures to be followed in the event of fire, severe weather, or other potentially dangerous situations, including terrorism.

Each school in District No. 11 has detailed instructions on how to "evacuate" or "take cover" depending on the nature of the emergency. Under normal conditions, students will be released at dismissal time. However, under emergency situations at dismissal time the principal or his designee may determine that students should remain at school until conditions improve or parents come to pick up students. Starting early in the school year, and continuing throughout the year, disaster drills will be conducted in each school.

## EMERGENCY SCHOOL CLOSING

School closings because of extreme weather or emergency situations will be announced over radio stations, WBGZ (1570 AM), KMOX (1120 AM), and local television stations (Channel 2, 4, and 5).

The decision to cancel school will be made as early as possible. The district will also use the district-wide phone dialer to notify families. The same procedure will be used if school is dismissed early. In the event of school closure for emergency situations, students should have designated homes to report to if a parent is not at home to receive them.

## FAITH'S LAW

Faith's Law expands the criminal definition of grooming beyond electronic communications to include written communications and acts committed in person or by conduct through a third party. The law also makes it clear that mandated reporters must report suspected grooming to DCFS under the Abused and Neglected Child Reporting Act.

In addition to expanding the criminal definition of grooming, Faith's Law includes several new requirements for schools and educators intended to prevent sexual abuse and misconduct in schools. Faith's Law adds a completely new section to the Illinois School Code (105 ILCS 5/22-85.5) pertaining to sexual misconduct in schools.

This section applies beginning July 1, 2022, and requires all school districts, charter schools, and nonpublic schools to develop an employee code of professional conduct policy that must be made available on the school's website and included in any staff, student, or parent handbook.

### The employee code of professional conduct policy must:

1. Incorporate the Code of Ethics for Illinois Educators found at 23 IL Adm Code 22.20.
2. Incorporate the definition of "sexual misconduct" in Section 85.5(c) of the School Code.
3. Identify the expectations for employees and agents of the school district, charter school, or nonpublic school regarding how to maintain a professional relationship with students, including the expectations for staff-student boundaries; recognize the age and developmental level of the students served; and establish guidelines for all of the following situations:
  - a. Transporting a student.
  - b. Taking or possessing a photo or a video of a student.
  - c. Meeting with a student or contacting a student outside of the employee's or agent's professional role.
4. Reference the employee reporting requirements required under the Abused and Neglected Child Reporting Act and under Title IX of the federal Education Amendments of 1972.

5. Reference required employee training that is related to child abuse and educator ethics that are applicable under State and federal law.

The law specifically provides that any violation of the employee code of professional conduct or failure to report a violation may subject an employee to discipline, up to and including dismissal from employment. Inappropriate behavior, bullying, harassment and other concerns of this nature may be reported directly to a school/district administrator or anonymously at [altonschools.org](http://altonschools.org) by using the Stay Safe/Speak Up link.

## FEES AND SUPPLIES

Each family must pay the following material and supply fees prior to the beginning of the school year:

### Supplemental Fees:

Early Childhood (1/2) day.....	\$85.00	Per year	Per student
Kindergarten thru Grade 5.....	\$90.00	Per year	Per student
Grades 6 thru 12.....	\$100.00	Per year	Per student

### Technology Fees:

Kindergarten thru Grade 12.....	\$20.00	Per year	Per student
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**Students will pay their fees annually. For a full list of fees, visit the District website.** Replacement costs will be assessed for books lost or damaged beyond normal use. If student attends school for a partial year, fees shall be prorated/refunded on a quarterly basis. Fees are subject to change by the Board of Education.

## FEE-WAIVER REQUESTS

Your student's fee balance is available on Family Web Access. You may be eligible for a waiver of certain student fees if you are Directly Certified as receiving SNAP, TANF or Medicaid benefits. If your student is Directly Certified, a waiver of certain supplemental fees will automatically be applied.

If you do not receive these benefits and believe that your household income falls below the Federal Income Eligibility Guidelines, you may complete a Household Income Application. You must provide two month's proof of the income listed on the application. This form is available at every school, or on the district website. The use of false information is a felony under Illinois law.

## FIELD TRIPS

Field Trips are part of the instructional program. All field trips must have the written approval of the building principal. Students must have their guardian's written permission to participate.

During the trip, the teacher supervises the group of students. Parents are frequently asked to accompany classroom groups on their field trips and assist in supervising. This is one of the ways parent volunteer efforts are of great value to the school program. There may be a charge for admission to some attractions. Parents attending field trips may be required to complete a background check.

### FOOD SERVICE

The Alton School District will again offer a healthy breakfast and lunch each day AT NO CHARGE for ALL enrolled K-12 grade students, regardless of income. This is through the Community Eligibility Provision (CEP) of the Healthy, Hunger-Free Kids Act that allows schools with high poverty rates to provide breakfast and lunch to all students at no charge. The district became eligible for this provision in the 2015-16 school year. Students will be able to participate in these meal programs without having to submit an application.

Food service is an integral part of the total educational program. Two of the goals of the program are to provide nutritious, satisfying meals and to promote nutritional habits through nutrition education.

Students may choose from a wide variety of menu offerings, although students attending K-5 schools may have a more limited menu. Breakfast is served daily in all Alton District Schools. A monthly menu is provided for students on the District website.

Money must be deposited into your family's school meal account before purchasing ala carte or any 'extra' items above and beyond the standard school meals offered at no charge. Deposits may be made by check or cash at the school office, or by credit card with no fee through Family Web Access.

The Food Service Program operates in cooperation with guidelines established for the Child Nutrition Programs of the United States Department of Agriculture, the Illinois State Board of Education, the Illinois Department of Public Health, and the Alton Community Unit School District No. 11 Board of Education.

### FOSTER TRANSPORTATION PLAN

The district provides transportation for students in foster placement including to their home school/school of origin. Please call (618) 474-2600 for assistance.

### GIFTED LEARNERS AND ACCELERATION

The Alton School District offers resources and programs to provide acceleration and enrichment for students as needed. In kindergarten through sixth grade, district benchmark assessments are analyzed to determine appropriate learning objectives for all students, including those showing proficiency in advance of the instruction. All teachers use grouping strategies within and beyond the classroom to ensure that students are able to collaborate on appropriate enrichment activities.

In the spring of second grade, every second grade student is assessed using a research based cognitive abilities test that measures reasoning skills with verbal, quantitative, and nonverbal questions. The student data from this assessment is analyzed by district administrators to create clusters of students that can be provided accelerated instruction, enrichment and advanced assignments. Courses in seventh through twelfth grade are scheduled based on student performance on standard aligned assessments. This includes an advanced pathway for acceleration often labeled as Honors courses in middle school and AP or Honors courses in high school.

The District has an established referral process available for students, teachers, and/or parents/guardians requesting consideration for Accelerated Placement.

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; (c) early entrance to kindergarten or first grade; and (d) automatic acceleration in 9th-12th grade. For more information on accelerated placement and the required assessment/eligibility process, please call (618) 474-2600 or contact Rene Hart, rhart@altonschools.org.

### GRADING SYSTEM

The following scale will be used for the district's regular instructional program, grades 3-12:

<u>Letter Grade</u>	<u>Numerical Equivalent</u>
A.....	90 - 100
B.....	80 - 89
C.....	70 - 79
D.....	60 - 69
F.....	0 - 59

This scale is intended for use on standard reports of student progress such as report cards, academic warnings, progress reports, etc. It is not intended to interfere with the instructional assessment and flexibility that teachers may need in their daily work with students. The Alton School District uses the following grading categories in grades 3-12 for measuring student progress and providing productive feedback.

	Percentage of Final Grade
Daily Work	30%
Quizzes	30%
Tests	30%
Homework	10%

Elementary and Middle School grades are cumulative by quarter. Quarter grades are averaged to report a final grade. High School grades are cumulative for the semester and the final grade is reported based on 80% cumulative grades and 20% Final Exam.

### GRADUATION REQUIREMENTS

Twenty-two (22) credits and completing the SAT are required for graduation:

<u>Subject</u>	<u>Credit</u>
English 1	1
English 2	1
English 3	1
English Elective	½
Speech 4 & Theater or English Elective	½
Mathematics (Algebra 1 and Geometry)	3
Science (including Biology)	2
U.S. History	1
American Government/Civics	½
Social Studies Elective	½
Health	½
Physical Education	1 ½
Auto Safety	¼
Consumer Education	½
Music, Art, Foreign Language or Vocational Elective Credits	1
	<u>7 1/4</u>
	22 Credits

### HEALTH SERVICES

The primary purpose of the health services is the maintenance and improvement of the health of the students. School nurses provide the health services of District No. 11. Nursing services are provided in all school buildings, or by phone. Other designated personnel may administer first aid when the nurse is out of the building. If your child has a medical problem or is on medication, please contact the building nurse. Parents are asked to cooperate with the health program by:

1. Providing the school nurse with proof that students entering the pre-school, kindergarten or first, sixth, or ninth grade and any new entering students have current health examination and up-to-date immunizations.
2. Providing the school nurse with information regarding additional immunizations and boosters so that all student health records can be updated.
3. Providing a physician's written release for returning to school.
4. Providing upon request a physician's certificate if a child is unable to participate in physical activity or physical education for more than one week. Physical Education is required by state law.
5. Notifying the school in the morning when a child is ill or will be absent from school for any reason.

6. Students should be fever free for 24 hours before returning to school.
7. Providing written instruction from a physician when it is necessary to administer medication of any kind at school.
8. Please discuss influenza and influenza vaccination options with your child's physician.

### Nurses have a responsibility for:

1. Vision and hearing screening and notifying parents, if necessary;
2. Maintenance of cumulative health record on each child;
3. Conferring with parents regarding special health problems;
4. Conferring with teachers concerning health problems which might affect a child's progress;
5. Serving as a consultant in health instruction;
6. Assisting in control of communicable diseases.

### HOME TEACHING

Home teaching is provided for students that will be out of school due to health reasons for more than two weeks. A child's physician must complete a home teaching application to be eligible for district consideration. Contact the Special Education Office for more information (618) 463-2137.

### HOMELESS STUDENTS AND FAMILIES-RIGHTS

As outlined in the federal McKinney-Vento Act, the Alton School District provides services to district homeless families. This includes transportation to and from the child's school.

Homeless families and students are considered to be individuals living doubled up with family or friends, in motels or campgrounds, in shelters, in cars or other situations where stabilized housing is not evident. Through community, state and federal allocations, the district has additional resources and services available to homeless families and students. For additional information, please contact the district's homeless liaison at (618) 474-2600.

### HUMAN GROWTH AND DEVELOPMENT/ SEXUALLY TRANSMITTED DISEASES

All elementary, middle school, and high school students who take Health will be participating in a unit of instruction on Human Growth and Development.

All middle school and high school Health Education students will also participate in a unit on Sexually Transmitted Diseases. This unit is a part of the Health Education Program of the Alton School District and has been introduced to meet state requirements of instruction.

If you should have any questions concerning your child's involvement in this program, please contact your child's building principal.

## INSTRUCTIONAL MATERIAL

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

### LOCAL SERVICES

#### ABUSE AND NEGLECT

Hotline 1-800-252-2873  
Department-Child and Family Services-Division of Protection  
1101 Eastport Plaza Drive, Suite 150 Collinsville, IL 62234 (618) 381-7700

#### ALCOHOL AND DRUG COUNSELING

Alcoholics Anonymous, Al-Anon, Al-Ateen (618) 463-2429

#### CENTERSTONE—ALTON

2615 Edwards St., Alton, IL 62002 (618) 462-2331

#### CLOTHING/FOOD

Crisis Food Center and Nearly New Shop  
21 E. 6th St., Alton, IL 62002 (618) 462-8201 (answering machine)

#### RUNAWAY

Hotline 1-800-621-4000  
National Runaway Safeline  
Call 1-800-786-2929, Click 1800runaway.org, Text 66008

#### SALVATION ARMY CITADEL

525 Alby St., Alton, IL 62002 (618) 465-7764

#### WOMEN'S CRISIS CENTER

Oasis Women's Center  
111 Market St., Alton, IL 62002 (618) 465-1978

#### ILLINOIS DEPARTMENT OF STATE POLICE (ISP)

State law requires schools to notify parents/guardians during school registration or parent/teacher conferences that information about Illinois Sex Offenders Registry, Illinois Murderer and Violent Offenders Against Youth Registry is available to the public on this ISP website: [www.isp.illinois](http://www.isp.illinois)

## MEDIA RELEASE - STUDENT

### **Authorization for Release of Photograph, Voice, Use of Likeness or Printed Quotes or Statements.**

By signing the Alton School District's consent form, I hereby release to the Alton Community Unit School District #11 (ACUSD #11), its schools, officers, agents, employees and/or affiliates the rights of my student's photograph, image, likeness, representative's voice as recorded on videotape or film and any oral or written statement(s) regardless of format (whether they are direct quotes or paraphrased by ACUSD #11) for the purpose of promotional videos, publications and marketing material including Internet publications and other web-based programs related to ACUSD #11 school/district programs, sponsored functions and extracurricular activities.

I hereby release any and all claims against ACUSD #11 its officers, agents, employees and/or affiliates arising out of or in connection with the usage of my student's photo, likeness, representative's voice and/or oral or written statement(s) regardless of format (whether they are direct quotes or paraphrased by ACUSD #11) for the purpose of promotional videos, publications and marketing material including Internet publications related school/district programs, sponsored functions and extracurricular activities.

I acknowledge that this release is legally binding and I understand that this is the entity's final notice regarding this matter and that ACUSD #11, its officers, agents, and/or affiliates may proceed in reliance thereon.

The undersigned in the release desires to assist in the work of ACUSD #11, its officers, agents, employees and/or affiliates by making the entity's image, likeness, representative's voice and/or oral written statement(s) available for ACUSD #11's program marketing publication(s) related to any and all school district activities.

By signing the consent form, I acknowledge that for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, I on behalf of my student, hereby release, indemnify and hold harmless, ACUSD #11, its officers, agents, employees and/or affiliates from and against any and all claims, losses, suits, damages, or costs (including reasonable attorney's fees) arising out of, resulting from or relating to the entity's participation in ACUSD #11's marketing publication(s) related to any and all school and district activities and sanctioned events. I further acknowledge that:

1. I am a person of legal age and am the person identified on the consent form who is authorized to execute this release;
2. I have read this release in its entirety;
3. I fully understand and accept its terms; and
4. I have executed this release voluntarily.

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## ADMINISTRATION OF MEDICINE

Alton Community Unit School District No. 11 guidelines for the administration of medication include the following requirements:

1. No non-prescription medication will be administered at school without a doctor's order.
2. **Only medication that is absolutely necessary for the critical health and well-being of the student will be administered at school.**
3. The school nurse must receive a written statement from the student's physician stating that the medication is absolutely necessary for the critical health and well-being of the student.
4. The student's physician must also provide the school nurse a written order detailing:
  - a. the necessity for the medication during the day,
  - b. the type of disease or illness involved,
  - c. the benefits of the medication,
  - d. the side effects,
  - e. the name of the drug, dosage, and the time interval in which the medication is to be taken and,
  - f. an emergency number where he/she can be reached.
5. A NEW "MEDICATION AUTHORIZATION" FORM MUST BE SUBMITTED EACH SCHOOL YEAR. WE WILL NOT ACCEPT COPIES OF FORMS FROM PRIOR YEARS. ANY CHANGE IN MEDICATION OR DOSAGE WILL ALSO REQUIRE A NEW FORM.
6. All approved medication must meet the above requirements. Such approved medication must be brought in a container appropriately labeled by the physician or pharmacist. The parent or guardian must bring the medicine to school to avoid unsupervised transportation.
7. Parents are to use the School Medication Authorization Form (MN-24) for school administration of medication and the parent/guardian signature is required.
8. Students who may require injectable medications and/or transportation to the hospital should have the Injectable Medication Authorization Form (MN-24c) completed and on file.
9. A physician's signature is no longer required on the Medication Authorization Form for the use of an asthma inhaler only. However, the Parent/Guardian signature is still required and there must be a prescription label on the inhaler. You will need to provide an Asthma Action Plan from your child's physician.
10. Compassionate Use of Medical Cannabis is in effect at Alton Community Unit School District #11. Please see your School Nurse for more information.

**If you have any questions, please call your school principal or nurse.**

## PARENT - TEACHER CONFERENCES

Parent-Teacher conferences are scheduled during the school year to provide the parent an opportunity to discuss with the teacher their child's progress in school.

In addition to scheduled parent-teacher conferences on **October 24th and 25th**, conferences may be scheduled at various times on days when school is in session. Arrangements may be made by contacting the building principal. Conferences may also be requested by the teacher.

## PARENTAL CHAIN OF COMMAND

The Alton School District takes pride in its communication efforts with all stakeholders of the District. To ensure that parent concerns or issues are heard by the appropriate individual who can resolve the issue at the point of origin and provide a direct response, the Board of Education asks that parents follow the District's Chain of Command outlined below.

It is the intent of the Chain of Command to resolve concerns and issues during the earliest steps with the individual(s) directly involved with the concerns.

- Step 1) In the event of a concern, a parent or community member should contact the teacher, Assistant Principal, supervisor, coach or staff member who is directly involved with the concern or situation.
- Step 2) If a parent or community member has completed Step 1 and feels that the issue/concerns was not remedied, they should contact the building Principal, Director of the program, or the Athletic Director (for sports-related concerns).
- Step 3) If a parent or community member has completed Steps 1 and 2 and feels that the issue/concern warrants yet further discussion, the parent or community member should then contact the Administrative Center to speak with a central office administrator.

## PARENTS RIGHT TO KNOW

In accordance with the ESEA Section 1111 (h) (6) PARENTS RIGHT TO KNOW, the Alton School District No. 11 is notifying every parent that you have the right and may request information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

4. Whether the child is provided services by paraprofessionals and if so, their qualifications.

If you have any questions, please feel free to contact the School District Superintendent, at (618) 474-2600 extension 50601.

### **PEDICULOSIS POLICY (HEAD LICE)**

The school nurse will determine an active case of head lice based on the presence of live lice in the hair. When the school nurse has confirmed a student has an active case of head lice, the parent or guardian will be contacted.

Parents/guardians will have the choice to pick up the student or have them remain at school for the rest of the day. If the parent is unable to pick up the student, the student will be sent back to class and allowed to ride the bus home.

A student who has been excluded from school for an active case of head lice may be readmitted to school only after the school nurse has determined that the student was treated for head lice and has checked the student's hair.

Parents will be advised that the child must be accompanied to the school by an adult. If live lice are found upon examination for re-entry, the student will be sent home for thorough removal. If nits are found, the student may still return to school.

Parents will be informed to check their student(s) (and any individuals at home) daily for 3 weeks and retreat 7-10 days from original treatment if lice are present and to continue the process of nit removal. They should contact their doctor if live lice continue after two over-the-counter treatments.

Even in severe cases, students should miss no more than two (2) full days of school. Students will be excused for 2 days for an active case of head lice. After 2 days, students will be counted unexcused and considered truant.

The school nurse retains the authority to monitor for signs of re-infestation in 7-10 days per the nurse's discretion. School nurses also retain the authority to exclude a student for the presence of eggs (nits) if the student has had repeated infestations of live lice, e.g. if a student has had 3 active cases of head lice in a current school year, the student can be excluded per the school nurse's discretion until they present nit free.

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## **NOTIFICATION OF PESTICIDE USAGE**

### **Integrated Pest Management**

As required by Illinois State Law, Alton C.U.S.D. #11 has adopted an Integrated Pest Management program. The IPM program controls pests in the District facilities through a combination of preventative techniques, non-chemical pest control methods, and the appropriate use of pesticides that are the least harmful to human health and the environment. We are aggressively working toward reducing the application of pesticides using IPM strategies and the lowest risk factor chemical controls that are available. Some of the non-chemical strategies are:

1. Localizing food consumption to one or two places in each building.
2. Reducing or eliminating food storage in classrooms.
3. Using careful and consistent cleaning techniques.
4. Reducing the amount of clutter in classrooms, lockers, storage areas, etc.

We are convinced that by careful management of the buildings and grounds we can greatly reduce the need for chemical pesticides.

### **Pesticide Application Dates**

In keeping with IPM techniques, we will use only the safest pesticides available. If chemical controls are needed, either in the building or on the grounds, application of those chemicals will take place **only on the first and third Fridays of each month.**

### **Parent Registry**

In the unlikely event that pesticides must be used on days other than specified above, we created a voluntary registration. By placing your name on this list, you are asking to be notified two days before an airborne pesticide application (other than on the first or third Fridays of each month).

In the event of an extreme emergency when pesticides must be used immediately, we will notify you as soon as possible after the application. If you wish to be notified, please stop by the Alton School District #11 Administrative Office to complete the **Registration for Notification of Pesticide Application Form.** This will then go on file with the Director of Buildings & Grounds.

### **Contacts:**

1. Mr. David McClintock, Director of Buildings & Grounds, is the person in charge of the IPM program for the school district. He can be contacted by phone at (618) 474-2600, ext. 50643 between 7:00 a.m. and 3:00 p.m.
2. Mr. Rick Klug is the IPM Consultant for the school district. He conducts inspections of the buildings and grounds, provides advice on all IPM matters, and is familiar with all chemicals that are used for pest control. He can be reached at (636) 233-8630.



## RECESS AND P.E. EXCUSES

Students **MAY NOT** be excused from participation in recess, intramural and/or physical education class without a written note from a parent or guardian.

In unusual circumstances when a student needs to be excused for more than one week, a **Written Doctor's Statement** is required. This will also be considered to be excused from recess and/or intramural activities during the school hours for the time specified, or until released by the physician.

## SCHOOL BUS RULES AND REGULATIONS

### Parents should review these rules with their children:

- Be prompt at your designated bus stop; the driver cannot wait if you are tardy. (Each student should be at the stop **TEN MINUTES** prior to and after the scheduled bus time.) Due to traffic or conditions, the bus may arrive a little early or a little late.
- Stay off the roadway at all times while waiting for the bus.
- Do not approach the bus until it has reached a complete stop. (Five or six feet is recommended as a danger zone.)
- Remain seated at all times in a firm, safe position. (Sitting firmly on the bottom of the seat, with your back square against the back of the seat.)
- Always be alert to a signal of danger from the driver.
- Remain in the bus and await instructions from the driver in the event of a road emergency.
- Keep hands, head and feet inside the bus at all times.
- Do not throw anything into, out of, or within the bus.
- Excessive or loud talking, laughter, or unnecessary confusion and scuffling will not be permitted at any time since it will divert the driver's attention and possibly result in an accident.
- **MAINTAIN ABSOLUTE QUIET WHEN APPROACHING A RAIL ROAD CROSSING.**
- Never tamper with the bus or any of its equipment.
- Any damage to the bus or equipment must be paid for by those responsible.
- Your safety and comfort on the bus is our concern.
- Any conduct that is not conducive to the safety and comfort of all students will not be permitted.
- Loud or boisterous conduct, horseplay, fights or threats of fights interfere with the driver and other students. If a student conducts himself or herself in this manner, he/she will be subject to disciplinary procedure which may include suspension from bus services as well as school disciplinary action.
- Assist in keeping the bus clean and safe at all times.

- **FOOD WILL NOT BE PERMITTED ON THE BUS AT ANY TIME.**
- Animals, insects, or reptiles will not be permitted on the bus.
- Books, instruments, coats, etc., will be kept out of the aisles, and must be carried on the lap of the owner.
- Objects, such as large instruments that cannot be carried on a student's lap, will be carried on a space-available basis only and then only with the permission of the principal and bus terminal manager.
- Never leave articles of any kind on the bus.
- Be courteous and considerate of the bus driver and your fellow passengers.
- Help provide for the safety and comfort of smaller younger children.
- Do not ask the driver to stop or allow you to leave the bus at any place other than your regular bus stop. He cannot do this without proper authorization. (A note from the parent, countersigned by the building principal must be presented to the driver. This is the only way in which students may leave the bus at a stop not their own.)
- Observe safety precautions when unloading.
- When it is necessary to cross the street or roadway, proceed to a point at least 10 feet in front of the bus where traffic may be observed from both directions and wait for a signal from the bus driver before attempting to cross.
- **Do not cross a four lane roadway at any time. The driver is not permitted by law to transport a student who has crossed a four lane roadway.**
- Smoking or the use of tobacco products is prohibited at all times as is the use of any flammable items.

All District rules and regulations will apply to athletic and field trips as well as to transportation of students between their homes and the school. Any infraction of the rules will result in the issuance of a Conduct Notice by the bus driver. Failure to follow these regulations may result in suspension from transportation and/or school.

## SCHOOL BUS TRANSPORTATION

The Alton School District contracts with Illinois Central School Bus Company for transportation services. Most students residing within the boundaries of the school district are eligible for transportation. Eligibility includes the following:

- Residing 1.5 miles or greater from the school of attendance
  - Residing closer than 1.5 miles to the school in an area designated by the Illinois Department of Transportation as a hazardous walking route
- IDOT issued several approvals in 2019 for new hazardous walking routes. With the approval of these routes, **nearly all students** in the District are eligible for transportation.

Parents/Guardians and students should be aware that, per Board Policy 7:220, which is available on the district's website, electronic video and audio recordings are used on school buses.

Kindergarten Parents—for your child's safety it is requested that parents meet their Kindergarten Students at the bus stop each afternoon or provide a note to the school and bus company indicating if the child may walk home alone or with another student or parent.

Questions regarding bus stops, routes or bus delays should be directed to Illinois Central, at (618) 466-5400.

Questions regarding discipline should be directed to the building administrator(s). Other questions or concerns may be directed to the District Office at (618) 474-2600.

### **SCHOOL PARTY/BIRTHDAY CELEBRATION GUIDELINES**

Parents of elementary students are allowed to bring in reasonable, store-bought birthday treats for their child to share with classmates for his/her/their birthday. Parents will not be allowed to go to the classroom.

Treats can be left in the office and will be taken to the classroom when the teacher is ready for the treats to be served.

Other school parties will be held at the School's and/or District's discretion.

### **SCHOOL SOCIAL WORKERS**

The role of the school social worker is to work with students, parents, and school personnel and to make school a place to be for the greatest possible number of students.

In addition, the school social worker functions as a member of the MTSS team within the school to determine whether students are in need of Tier II & III Services and locate appropriate Social/Emotional Services.

The school social worker also has knowledge of community agencies and helps students, parents, and educational personnel to use these agencies when appropriate.

School social work staff members also meet with groups of students and parents to provide parenting workshops and information about how to handle stress, divorce, poor self-esteem, drug and alcohol concerns, and mental health issues.

### **SPECIAL EDUCATION FILES**

Under Illinois Student Records Rules and Regulations, any student records pertaining to special education, such as psychological evaluations and comprehensive case studies, are classified as Temporary Records and are normally destroyed with all other Temporary Records five years after the student graduates or otherwise permanently withdraws from school.

These Temporary Records may have future use and may therefore be transferred to a parent or to the student if he/she has reached the age of maturity (18 years of age). Copies of these records can be obtained by written request through the Special Education Office, 550 Landmarks Boulevard Suite A, Alton, IL 62002.

Any citizen of the Alton School District No. 11 may request a copy of the Procedural Safeguards for Parents/Guardians of Students with Disabilities from the Special Education Office. Call (618) 463-2137.

### **THE SPECIAL EDUCATION PROGRAM**

Illinois Special Education Rules and Regulations and Federal Law require public schools to provide a free and appropriate educational program to anyone between the ages of 3 years old and until the day before their 22nd birthday who has been identified as eligible for special education services. Once a student receives their diploma or reaches maximum age, the responsibility for special education services from Alton School District No. 11 will be terminated.

The Alton School District provides a variety of services for students found eligible for special education. Each student with an IEP (Individualized Education Program) receives the services as determined by a multidisciplinary team of professionals to meet the student's individual needs. Services range from support within the general education classroom to a self-contained special education program.

The District promotes a co-teaching model where a special education teacher works with the general education teacher within the general education classroom.

A parent who feels their child may be eligible for special education services may contact their building principal or the Special Education Office at (618) 463-2137 for more information.

As part of a MTSS (Multi-tiered System of Support) process, a team of professionals within the building will identify and implement interventions and accommodations to assist the child within the general education classroom. Data is collected on the success of these interventions and accommodations. Every attempt to keep the student in a general education classroom and provide interventions is made before the school team recommends the child be brought to referral conference.

When a referral has been made, the building of attendance will gather the information about the child. Data is presented at a referral conference and determination for further testing may be made. We encourage parental participation throughout the referral process. The Director of Special Education will notify the parents of the outcome of the referral meeting. If it is a recommendation from this team that further testing is warranted, a Case Study will begin and testing will be completed. A Child Review meeting involving parents, teachers, and other professionals will be held to review the evaluation data and determine eligibility. If a child is found eligible for Special Education services according to eligibility criteria an IEP will be written and services provided.

## SPECIAL EDUCATION SERVICES

As a result of a disability and the adverse affects of the disability, some children require specialized instruction in order to benefit educationally.

After receiving parental permission, a thorough case study to identify a child's unique needs and determine eligibility will be conducted. If it is determined that a child requires specialized instruction, an Individualized Education Program will be written and the child will receive specialized instruction when the parent gives the district permission to deliver the service.

If a child is not found to be eligible for Special Education Services, parents/guardians can request a 504 evaluation to determine if their child qualifies for a 504 Plan.

The 23 Illinois Administrative Code 226 provides the guidelines within which eligibility for services is determined and service is delivered. A full continuum of service delivery options exist in the Alton Community Unit School District No. 11. To the maximum extent possible, special education services are delivered in the special education environment. If necessary, in order to meet unique individual educational needs, a child may receive specialized instruction in a self-contained classroom or in a public/private school placement.

## SPEECH AND LANGUAGE SERVICES

Any child can be referred for a speech/language evaluation. As a result of the referral, a child with parental permission may be evaluated for eligibility to receive speech and language services. As a result of the evaluation, a child may, with parental permission, begin to receive speech and language services once the Individualized Education Program (IEP) is written.

## STUDENT ACCIDENT INSURANCE

Insurance is available to any student who desires it. It covers students going to and from school and during the school day. It can be purchased at the beginning of the school year. The Standard and Deluxe Plans both carry a plan maximum of \$25,000. All high school inter-scholastic football activities are excluded from the School Time Plan and the 24-Hour Plan. Parents will have the choice of two coverage options. The rates are subject to change.

<u>SCHOOL TIME PLAN:</u>	<u>STANDARD PLAN:</u>	<u>DELUXE PLAN:</u>
Grades Pre-K—8	\$23.00	\$52.00
Grades 9—12	\$46.00	\$105.00
<u>24-HOUR COVERAGE:</u>		
Grades Pre-K—12	\$125.00	\$275.00
<u>OPTIONAL FOOTBALL</u> (Grades 9-12):	\$162.00	\$369.00

## STUDENT ACCIDENTS AT SCHOOL

In case of a student accident, the following procedures will be followed:

1. Accidents must be reported immediately to a teacher, principal or staff member.
2. The injured person will receive care.
3. The parent will be notified if the injury is serious or if medical attention is needed.
4. An accident report form will be filled out and kept on file in the office.

## STUDENT/FAMILY PRIVACY RIGHTS AND SURVEYS

**Surveys** - 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 School Board 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 and regardless of who created the survey.

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

**Surveys Requesting Personal Information** - School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or District) containing one or more of the following items:

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

The student's parent/guardian may:

1. Inspect the survey or evaluation upon, and within a reasonable time of their request, and/or
2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option. Policy 7:15

## State Seal and Commendation of Biliteracy

The State Seal of Biliteracy is a recognition given by a district/school to graduating high school students who have demonstrated a high level of proficiency in both English and in reading, writing, listening, and speaking in another world language.

The State Commendation toward Biliteracy is a recognition given by a district/school to graduating high school students who have demonstrated significant progress toward achieving a high level of proficiency in both English and in reading, writing, listening, and speaking in another world language.

Proficiency can be demonstrated through the local assessments listed below.

English Assessments	Targeted World Language Assessments
<p><b>SAT (requirement for all students):</b></p> <ul style="list-style-type: none"> <li>• 480 Evidence Based Reading and Writing Score</li> </ul> <p><b>ACT:</b></p> <ul style="list-style-type: none"> <li>• Composite Score of at least a 21</li> </ul> <p><b>ACCESS for ELL Students:</b></p> <ul style="list-style-type: none"> <li>• Minimum score for the Seal of Biliteracy- 4.8 overall</li> <li>• Minimum score for the Commendation of Biliteracy- 3.5 literacy</li> </ul>	<p style="text-align: center;"><b>Combined With</b></p> <p><b>AP Exam: Spanish</b></p> <ul style="list-style-type: none"> <li>• Minimum score for the Seal of Biliteracy- 4</li> <li>• Minimum score for the Commendation of Biliteracy- 3</li> </ul> <p><i>*Additional languages available upon request.</i>  <i>*There is a fee for AP assessments. Fee reductions available based on need or hardship.</i></p> <p><b>AAPPL Language Assessment: Spanish</b></p> <ul style="list-style-type: none"> <li>• Minimum score for the Seal of Biliteracy- I-5 (Form B)</li> <li>• Minimum score for the Commendation of Biliteracy- I-1 (Form B)</li> </ul> <p><i>*Additional languages available upon request.</i></p>

Alternatively, students may earn the Seal or Commendation through the portfolio method. To qualify for the Seal or Commendation under these circumstances, a student will need to build a portfolio of evidence that demonstrates their proficiency in the language. If a standardized test exists for the target language, then the portfolio method is not allowed.

If a State Seal of Biliteracy or a State Commendation of Biliteracy is awarded, the student's diploma will contain the ISBE Seal or Commendation graphic. The award and target language will be indicated on both the diploma and the transcript.

For more information regarding the State Seal of Biliteracy or the State Commendation of Biliteracy, please contact Rene Hart at [rhart@altonschools.org](mailto:rhart@altonschools.org).

## STUDENT'S RECORD RELEASE

No identifiable information other than directory information, which includes such things as name, grade, birthday, and address, about any student shall be released to anyone who is not an employee of District No. 11 without notification to parents except for the following: appropriate state and federal officials as designated by law; and, in emergencies, where the release of such information is for the safety of the child and others.

In addition, no identifiable information, defined by law as temporary information, shall be released to anyone who is not an employee of District No. 11 without the written consent of the parent or student except for those reasons stated above. Additional information may be obtained by contacting your building principal.

### ALTON COMMUNITY UNIT SCHOOL DISTRICT #11 NOTIFICATION OF RIGHTS CONCERNING STUDENT RECORDS

#### Notification of Rights of Parents and Students

Rules concerning student records at Alton Community Unit School District No. 11 are based on requirements of the Federal Family Educational Rights and Privacy Act, the Illinois School Student Records Act, and on the Board of Education's Student Records Policy.

The Student Records Policy may be reviewed in District No. 11 administrative offices. Questions concerning the policy, the information provided below, or particular student records should be directed to the student's guidance counselor or to the building principal.

A "School Student Record" means any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored.

#### Permanent and Temporary Records

##### **The student permanent record shall consist of the following:**

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s).
2. Evidence required by the Missing Children Records Act.
3. Academic transcripts, including: grades, graduation date, and grade level achieved; as applicable, and if allowed by District policy, scores received on college entrance examinations if that inclusion is requested in writing by an eligible student or the student's parent/guardian; the unique student identifier assigned and used by ISBE's Student Information System; as applicable, designation of an Advanced Placement computer science course as a mathematics-based, quantitative course for purposes of meeting State graduation requirements; as applicable designation of the student's achievement of the State Seal of Biliteracy, awarded; as applicable, designation of the student's achievement of the State Commendation Toward Biliteracy; and as applicable, designation of the student's achievement of the Global Scholar Certification.

4. Attendance record.
5. Health record, defined by ISBE rule as "medical documentation" necessary for enrollment and proof of having certain examinations.
6. Record of release of permanent record information that contains the information listed in the Record of Release.
7. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12).

*All permanent student records will be destroyed 60 years after the student graduates or permanently withdraws from school.*

##### **The student temporary record contains all information not required to be kept in the student permanent record and must include:**

1. Record of release of temporary record information that contains the information listed in the Record of Release.
2. Scores received on the State assessment tests administered in the elementary grade levels (kindergarten through grade 8).
3. Completed home language survey.
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.
5. Any final finding report received from DCFS provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record.
6. Any biometric information that is collected.
7. Health-related information, defined by ISBE rule as "current documentation of a student's health information, not otherwise governed by the MHDDCA or other privacy laws, that includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs, e.g., glucose readings, long-term medications administered during school hours, documentation regarding a student athlete's and his or her parents' acknowledgement of the District's concussion policy adopted under Section 22-80 of the (School) Code, and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports."
8. Accident report, defined by ISBE rule as "documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or if the school nurse has referred the student for a medical evaluation, regardless of whether the parent or guardian, student (if 18 years or older), or an unaccompanied youth has followed through on that request."

9. Any documentation of a student's transfer, including records indicating the school or school district to which the student transferred.
10. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement.
11. Information contained in related service logs maintained by the District for a student with an individualized education program, including for speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services.

**The temporary record may also consist of:**

1. Family background information.
2. Intelligence test scores, group and individual.
3. Aptitude test scores.
4. Reports of psychological evaluations, including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews.
5. Elementary and secondary achievement level test results.
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations.
7. Honors and awards received.
8. Teacher anecdotal records.
9. Other disciplinary information.
10. Special education records.
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973.
12. Verified reports or information from non-educational persons, agencies or organizations of clear relevance to the student's education.

*Student temporary records from which pertinent information has been recorded on the permanent record will be destroyed five years after a student graduates or permanently withdraws from school.*

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. For more information, please go to: [www2.ed.gov/ferpa](http://www2.ed.gov/ferpa)

*For more detailed Student Records information contact the Secretary to the Board of Education at (618) 433-7820.*

**Directory Information** - The following information is designated as directory information and shall be released to the general public, unless the parent requests in writing, delivered to the building principal by October 1 of the current school year or within 30 days of initial enrollment, that any or all such information not be released:

1. Identifying information, including the student's name, address, telephone listing, photograph, grade level, birth date and place, and parents' names and addresses.
2. Academic awards, degree and honors.
3. Information in relation to school-sponsored activities, organizations, and athletics.
4. Period of attendance in the school.

As required by federal law, the District will, upon military recruiters' request, provide recruiters with access to high school student names, addresses, and telephone numbers, unless the parent requests in writing that such information not be so disclosed without prior written consent. Such a request must be delivered to the building principal by October 1 of the current school year or within 30 days of initial enrollment.

**Parents and Student Rights in Regard to Student Records** - Parents or a student who has become 18 years old ("eligible student"), have the right to:

1. Inspect and copy the student's education records within 15 days of the date the District receives a request that identifies the records which the parent or eligible student wishes to inspect. The principal will make arrangements for access and will notify the parent or student of the time and place where the records may be inspected. There will be a charge of 15 cents per page for copies.
2. Request the amendment of student records that the parent or eligible student believes are inaccurate or misleading, by writing to the school principal. The written request should clearly identify the part of the record sought to be changed, and specify why it is inaccurate or misleading. If the district determines not to make the requested changes, the district will so notify the parent or student of its decision, of the right to a hearing regarding the request for amendment, and of the procedures for such a hearing.
3. Receive, upon request, copies of records proposed to be destroyed. The school will notify parents and students of the records destruction schedule.
4. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that disclosure without consent is authorized by state or federal statute.
  - a. Among the types of disclosure without consent allowed by statute is disclosure to a school official with legitimate educational interests, meaning a person who needs to review an education record in order to fulfill his or her professional responsibilities. The term "school official" may for these purposes include an administrator, certified or support staff member (including health or medical staff and law enforcement unit personnel), or person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or diagnostician), or a parent or student serving on a school-established disciplinary or grievance committee.

- b. The District will disclose a student's education records without consent to a school in which the student seeks or intends to enroll, upon request by that school, subject to the right of the parents (or student, as applicable) upon notice of the proposed transfer to inspect and copy the records and to seek amendment of their contents using the procedure described above.
5. File a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of the Family Educational Rights and Privacy Act. The address of the agency that administers the Act is: Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

**Limitation on Right of Access Where Court Order of Protection Exists** - No person who is prohibited by a court order of protection from inspecting or obtaining school records of a student shall have any right of access to the school records of that student, if the school's principal or the principal's designee has been provided a copy of such order.

**Other Protections** - A parent or student may not be forced by any person or agency to release information from the student's temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

## TECHNOLOGY

The Alton School District has over 7,000 technology devices. These devices and all of our schools are equipped with high speed internet access. We maintain a five year refresh cycle for all student and staff assigned devices. This insures students and staff have access to the best available technology.

Students at grades K-12 are provided with individual devices while other grades and certain subject areas utilize 1-1 devices or labs. All classrooms in the district are equipped with a permanently mounted projector. This classroom configuration enables the teacher to utilize technology as a teaching tool which benefits students in the learning process. Each classroom in the district is also equipped with a telephone that enables the teacher to easily communicate with parents. These phones also enhance the safety of our students by providing easy and convenient access to the office and emergency services.

Each student and their parent/guardian are required to sign an Acceptable Use Policy at the beginning of the school year. This policy communicates what the acceptable use of a device and the district network is and what happens when the student's use of the device or network becomes unacceptable.

A student is not permitted to use a device until he/she and their parent have first read and signed the Acceptable Use Policy. Please be sure to read and sign the agreement as soon as possible so that your student does not miss out on the use of technology at school. The agreement may be found at: <http://www.altonschools.org>, follow the parent link to Student AUP. You may also get a copy at your student's school office.

## ACCEPTABLE USE OF ELECTRONIC NETWORKS POLICY

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

### Terms and Conditions

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

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

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

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

- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

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

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

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

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

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

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

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

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

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text. Student work may only be published if there is written permission from both the parent/guardian and student.

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

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



**Internet Safety** - Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is almost assured if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

**Social Networking** – 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.

### **ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY**

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

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online publications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators.

SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities 45
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

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

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

### **CHILDREN'S ONLINE PRIVACY PROTECTION ACT**

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

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

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

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

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

[www.ftc.gov/opa/2012/12/kidsapp.shim](http://www.ftc.gov/opa/2012/12/kidsapp.shim)  
[www.ftc.gov/opa/reporter/privacy/coppa.shtml](http://www.ftc.gov/opa/reporter/privacy/coppa.shtml)

### **BRING YOUR OWN TECHNOLOGY (BYOT) PROGRAM: RESPONSIBLE USE CONDUCT**

**The Superintendent or designee shall establish a *Bring Your Own Technology (BYOT) Program*. The program will:**

1. Promote educational excellence by facilitating resource sharing, innovation, and communication to enhance (a) technology use skills; (b) web-literacy and critical thinking skills about Internet resources and materials, including making wise choices; and (c) habits for responsible digital citizenship required in the 21st century.
2. Provide sufficient wireless infrastructure within budget parameters.
3. Provide access to the Internet only through the District's electronic networks.
4. Identify approved BYOT devices and what District-owned technology devices may be available; e.g., laptops, tablet devices, E-readers, and/or smartphones.
5. Align with Board policies 4:140, *Waiver of Student Fees*; 5:125 *Personal Technology and Social Media; Usage and Conduct*; 5:170, *Copyright*; 6:120, *Education of Children with Disabilities*; 6:235, *Access to Electronic Networks*; 7:140, *Search and Seizure*; 7:180, *Preventing Bullying, Intimidation, and Harassment*; 7:190, *Student Discipline*; and 7:340, *Student Records*.

6. Provide relevant staff members with BYOT professional development opportunities, including the provision of:
  - a. Classroom management information about issues associated with the program, e.g., technical support, responsible use, etc.
  - b. A copy of or access to this policy and any building-specific rules for the program;
  - c. Additional training, if necessary, about 5:170, *Copyright*; and
  - d. Information concerning appropriate behavior of staff members as required by State law and policy 5:120, *Ethics and Conduct*.
7. Provide a method to inform parents/guardians and students about this policy.
8. Include the program in the annual report to the Board as required under policy 6:10, *Education Philosophy and Objectives*.

The District reserves the right to discontinue its BYOT program at any time. The District does not provide liability protection for BYOT devices, and it is not responsible for any damages to them.

**Responsible Use** - The District recognizes students participating in the program as responsible young adults and holds high expectations of their conduct in connection with their participation in the program. Teachers may encourage students to bring their own devices as supplemental in-class materials when: (a) using the devices will appropriately enhance, or otherwise illustrate, the subjects being taught; (b) the Building Principal has approved their use and found that their use is age-appropriate; and (c) the student's parent/guardian has signed the *Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement Form*. A student's right to privacy in his or her device is limited; any reasonable suspicion of activities that violate law or Board policies will be treated according to policy 7:140, *Search and Seizure*.

Responsible use in the program incorporates into this policy the individual's *Acceptable Use of Electronic Networks* agreement pursuant to policy 6:235, *Access to Electronic Networks*.

Responsible use also incorporates the established usage and conduct rules in policy 5:125, *Social Media* 6:220 and *Personal Technology; Usage and Conduct* for staff and 7:190, *Student Discipline* for students. Failure to follow these rules and the specific BYOT program student guidelines may result in: (a) the loss of access to the District's electronic network and/or student's BYOT privileges; (b) disciplinary action pursuant to 7:190 *Student Discipline*, 7:200, *Suspension Procedures*, or 7:210, *Expulsion Procedures*; and/or (c) appropriate legal action, including referrals of suspected or alleged criminal acts to appropriate law enforcement agencies.

**BRING YOUR OWN TECHNOLOGY (BYOT) PROGRAM  
PARTICIPATION AUTHORIZATION AND  
RESPONSIBLE USE AGREEMENT**

**I hereby request that my child be allowed to participate in the District's BYOT program.**

I have read this **BYOT Participation Authorization and Responsible Use** agreement. I understand the program is designed for educational purposes and that the District's Internet gateway must be accessed to minimize access to inappropriate material.

I will hold harmless the District, its employees, agents, and Board members, for any harm caused by materials or software obtained via the District's network and compliance with federal law(s) (the Children's Internet Protection Act (CIPA) requirements).

I have read the *Student Authorization for Electronic Network Access* form. I have also read and discussed with my child the following documents: (1) the Responsible Use and Conduct portion of policy 6:220, *Bring Your Own Technology (BYOT) Programs; Responsible Use and Conduct*; (2) 6:220-E2, *Bring Your Own Technology (BYOT) Program Student Guidelines*; and (3) 6:235-E5, *Children's Online Privacy Protection Act*.

I understand that my child and I share the responsibility for technical support, providing a properly charged BYOT device, and keeping the BYOT device free from viruses, malware and/or any other harmful programs that could infect or harm the District's electronic network.

I understand that the District does not provide liability protection for BYOT devices, and it is not responsible for any damages.

I understand that my child's privacy rights in his/her BYOT device while on any school property are limited as outlined in Board policy.

I consent that my child may share another student's BYOT device, or in the alternative, be asked to share his/her BYOT device with another student, from time to time as directed by the classroom teacher.

*This exhibit accompanies policy 6:220, Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct. It should be sent home with students along with 6:220-E1, Authorization to participate in the Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct Agreement. It outlines BYOT guidelines. Building Principals may want to include this in the student handbook. Modify' this exhibit to reflect the District's and any building-specific guidelines.*

**The purpose of the District's BYOT program is to extend and enrich the learning environment. The following guidelines apply to students who participate in the program:**

- Access only the District's Internet gateway. The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate at school pursuant to policy 6:235, *Access to Electronic Networks*. Make no attempts to bypass the District's Internet gateway. Similar to when a filter is disabled or malfunctions, it is impossible to control all Internet material, and a BYOT participant may discover inappropriate material. It may also be discovered if and/or when sharing a BYOT device with another student. Report inappropriate content and conduct to your classroom teacher.
- Follow the standards of your parents/guardians. The District respects each family's right to decide whether or not to participate. District-provided technology may be an alternative.
- Access only authorized data or files on the computer or Internet sites that are relevant to the classroom curriculum and suggested by a teacher. Students are strictly prohibited from infecting the District's network(s) with a virus or malware program designed to damage, alter, or destroy the network, and hacking, altering, or bypassing security policies. Using anti-virus and anti-malware software on BYOT devices is encouraged. The District may examine any BYOT device that it suspects is causing network problems or may be the source of an attack or virus infection.
- Use of a BYOT device is subject to policy 7:190, *Student Discipline*. That means BYOT devices are for curriculum-based instruction only. Devices are still prohibited during non-instructional times, e.g., the cafeteria, gymnasium, locker rooms, hallways, and bathrooms, etc.
- Transmit only appropriate content while using the District's electronic network. At no time, may a photographic image or video of any person on campus be made, posted, or shared. Any reasonable suspicion of an activity that violates law or Board policies will be treated according to policy 7:140, *Search and Seizure*. Bullying or sexual material will not be tolerated and will be managed pursuant to policy 7:180, *Preventing Bullying, Intimidation, and Harassment*. Retrieval of devices that become involved in a law enforcement investigation is the student and parent/guardian's responsibility.
- Charge all BYOT devices prior to school every day. Turn off and keep BYOT devices in the sight of the teacher during assessments, unless otherwise directed by a teacher. Immediately follow any teacher's instruction to shut down BYOT devices or close the screen. All BYOT devices must be in silent mode and put away when directed by teachers.
- Sharing BYOT devices with other students is allowed only when a parent/guardian has approved this in writing through the *Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement Form* and the teacher has directed it.

## TELEPHONE USE

School office telephones may be used by students in case of an emergency or with staff permission. Student cell phone use at school is subject to authorization and approval by the building principal as outlined in the student handbook.

## TITLE I PARENT COMPACT

Dear Parent(s):

Our district elementary handbook, policies, and building procedures are all designed to organize our buildings in such a way that we can most effectively deliver the best possible instructional program for your child.

Title I law requires that schools that receive federal financial support must have a signed compact with parents indicating their support of the school academic program, and building procedures. Please read the information below and note that your registration includes an electronic signature in agreement.

### Student Agreement

- I will do my best work.
- I will treat others with respect.
- I will follow the rules.

### Parent Agreement

- I will make sure my child attends school regularly.
- I will routinely review my child's progress.
- I will cooperate and communicate with the school.
- I will support school work at home.
- I have reviewed the District Handbook.
- I will support the rules and guidelines with my child.

### Teacher Agreement

- I will provide quality instruction.
- I will provide a safe and caring environment.
- I will communicate student progress.
- I will provide special activities to make learning enjoyable.

## TRUANCY

Parents have the legal obligation (Illinois School Code, 105 LCS/26 and City of Alton Ordinance No. 6107; Title 7, Chapter 16) to cause their children to attend school at all times it is in session.

Illinois law defines "Chronic Truant" as a student who misses 5% of school days within an academic year without valid cause. That is nine days of an average 180-day school year.

Illinois law defines "Chronic Absentee" as a student who misses 10% of school days within an academic year with or without a valid excuse. That's 18 days of an average 180-day school year. Excused absences include illness, suspension, need to care for family members, etc.

It shall be unlawful for any person having custody or control of any child subject to compulsory school attendance to knowingly and willfully permit such child to be absent from such attendance without valid cause for all or any part of a school day, and shall be deemed to have permitted truancy.

Any person violating this law, upon conviction, shall be subject to a fine and in addition thereto or in lieu thereof, a period of community service and/or possible incarceration of the parent. Each day upon which a violation occurs shall constitute a separate offense.

## VISION AND HEARING SCREENINGS

Annual vision and hearing screenings will be done, as mandated by Illinois Department of Public Health. The screening procedures are not to be a substitute for a doctor's evaluation. Students are not required to undergo a vision or hearing screening **IF** a signed evaluation by an ear specialist, optometrist or ophthalmologist has been completed within the last 12 months and in the students health file at school. If a vision report is not filed each year, the required screenings will be done for the mandated groups of students.

## VOLUNTEER PROGRAMS

There are a number of areas in which parents may contribute to the school program through volunteer work. Persons who are interested in participating as a volunteer in any program should contact the school principal. Volunteers may be required to submit to a background check.

## WITHDRAWALS AND TRANSFERS

Parents who plan to move from the community or transfer their children to another Alton school should notify the office at least a day ahead of the withdrawal. This allows the school, time to properly complete the transfer form. Parents must sign the Release of Record Form for children leaving the Alton School District. Computer devices, all books and materials should be returned to the teacher.

## ALTON SCHOOL DISTRICT #11 SUPPLY LISTS for 2024-2025

### Kindergarten

Backpack/book bag (no rolling backpacks)  
24 #2 sharpened pencils  
12 glue sticks  
1 bottle white glue (no gel or glitter)  
4 boxes of 24 count Crayola crayons  
1 pair of blunt tip scissors, Fiskars preferred  
2 boxes of family size tissues  
1 plastic school/pencil box, 5x8  
1 bottle hand sanitizer (girls)  
1 tub-style box wet wipes (boys)  
2 boxes 8-10 ct. Crayola washable markers  
2 wide-ruled spiral notebooks  
2 three-prong pocket folders, solid colors  
(Plastic)  
1 box quart Ziploc bags  
1 box gallon Ziploc bags  
1 roll paper towels  
2 large pink erasers  
4 dry erase markers (black)  
Clorox wipes  
2 sets of headphones  
(no Bluetooth, no earbuds)

### 1<sup>st</sup> Grade

Backpack/book bag (no rolling backpacks)  
3 packages 24 #2 sharpened pencils  
8 glue sticks  
3 boxes of 24 count Crayola crayons  
1 pair of scissors, Fiskars preferred  
2 boxes of family size tissues  
1 school/pencil box, 5x8  
1 bottle hand sanitizer  
1 tub-style box wet wipes (boys)  
1 Clorox wipes (girls)  
1 box 8-10 ct. Crayola washable markers  
2 wide-ruled spiral notebooks  
4 three-prong pocket folders  
1 box quart Ziploc bags  
1 box gallon Ziploc bags  
1 roll paper towels  
2 large pink erasers  
6 dry erase markers (black)  
1 yellow highlighter  
2 sets of headphones  
(no Bluetooth, no earbuds)

### 2<sup>nd</sup> Grade

Backpack/book bag (no rolling backpacks)  
3 packages 24 #2 sharpened pencils  
8 glue sticks  
2 boxes of 24 count Crayola crayons  
1 pair of scissors, Fiskars preferred  
2 boxes of family size tissues  
1 school/pencil box, 5x8  
1 bottle hand sanitizer  
1 tub-style box wet wipes (boys)  
1 Clorox wipes (girls)  
1 box 8-10 ct. Crayola washable markers  
3 wide-ruled spiral notebooks  
4 three-prong pocket folders  
1 box quart Ziploc bags (boys)  
1 box gallon Ziploc bags (girls)  
1 roll paper towels  
2 large pink erasers  
4 dry erase markers (black)  
12 inch ruler with centimeters  
1 pack pencil top erasers  
1 pack wide-ruled notebook paper  
2 sets of headphones or earbuds  
(no Bluetooth)

## ALTON SCHOOL DISTRICT #11 SUPPLY LISTS for 2024-2025

### 3<sup>rd</sup> Grade

4 pkg #2 pencils (sharpened)  
1 backpack (NO wheels)  
1 roll of paper towels  
2 boxes of family size tissues  
2 pkg loose leaf paper (wide-lined)  
1 box quart Ziplock bags - girls  
1 box gallon Ziplock bags - boys  
1 box 24 Crayons  
1 pkg 10 washable markers  
1 pkg colored pencils  
1 pkg Dry Erase Markers (black, blue, red)  
Scissors (pointed)  
5 spiral notebooks (wide-lined)  
1 bottle Hand Sanitizer - girls  
1 container Clorox wipes - boys  
4 glue sticks  
4 pocket folders (3 prong)  
1 pkg pencil top erasers  
Red ink pens  
2 highlighters  
1 soft pencil pouch (no boxes)  
2 pkg 3x5 note cards  
1 1"- 2" 3 ring binder  
2 sets earbuds or headphones

### 4<sup>th</sup> Grade

4 pkg #2 pencils (sharpened)  
1 backpack (NO wheels)  
1 roll of paper towels  
2 boxes of family size tissues  
2 pkg loose leaf paper (wide-lined)  
1 box quart Ziplock Sliders - girls  
1 box gallon Ziplock Sliders - boys  
1 box 24 Crayons  
1 pkg 10 washable markers  
1 pkg colored pencils  
1 pkg Dry Erase Markers (black, blue, red)  
Scissors (pointed)  
5 spiral notebooks (wide-lined)  
1 bottle Hand Sanitizer - girls  
1 container Clorox wipes - boys  
4 glue sticks  
4 pocket folders (3 holes)  
1 pkg pencil top erasers  
Red ink pens  
2 highlighters  
1 soft pencil pouch or box  
2 pkg 3x5 note cards - boys  
2 Post-it notes - girls  
2 sets earbuds or headphones

### 5<sup>th</sup> Grade

4 pkg #2 pencils (sharpened)  
1 backpack (NO wheels)  
1 roll of paper towels  
2 boxes of family size tissues  
2 pkg loose leaf paper (wide-lined)  
1 box quart Ziplock bags - girls  
1 box gallon Ziplock bags - boys  
1 box 24 Crayons  
1 pkg 10 washable markers  
1 pkg colored pencils  
1 pkg Dry Erase Markers (black, blue, red)  
Scissors (pointed)  
6 spiral notebooks (wide-lined)  
1 bottle Hand Sanitizer - girls  
1 container Clorox wipes - boys  
4 glue sticks  
4 pocket folders (3 holes)  
1 pkg pencil top erasers  
Red ink pens  
1 pkg highlighters  
1 soft pencil pouch or box  
2 pkgs 3x5 note cards  
1 1"- 2" 3 ring binder  
2 Post-it notes  
2 sets earbuds or headphones

## ALTON SCHOOL DISTRICT #11 SUPPLY LISTS for 2024-2025

### Alton Middle School Supplies 6th-7th-8th

- 2 - Packages of loose leaf paper
- 5 - Three prong pocket folders  
(red, yellow, green, blue, black)
- 24 - Pencils
- 4 - Notebooks (red, yellow, green, blue)
- 1 - Box Kleenex
- 1 - Package small/thin dry erase markers
- 1 - Package multicolor highlighters
- 1 - Package 3x5 notecards
- 1 - Small pencil sharpener
- 1 - Soft pencil pouch (clear or mesh)
- 3 - Sets of earbuds
- 1 - Roll of paper towels
- 1 - 1 inch binder

*One of the following items depending on the first letter  
of student's last name:*

- Sanitizer Wipes (last name A-M)
- Hand Sanitizer (last name N-Z)

**Some classes might require special supplies**

**Information will be sent home with your  
child when extra supplies are needed.**

### Mark Twain K-1<sup>st</sup> School Supplies

- 1 box of tissues
- 1 roll of paper towels
- 1 box of crayons
- 4 bottles of glue
- 8 glue sticks
- 1 box of wipes
- 10 sharpened pencils
- 1 pencil box
- 1 box of markers (washable)

### Mark Twain 2<sup>nd</sup> - 3<sup>rd</sup> School Supplies

- Dry erase markers-package of 6
- Stapler
- 4 boxes of tissues
- Markers-5 packages of 10
- 5 packs of colored pencils
- 10 folders
- 1 pack of highlighters
- 3 packs of construction paper
- 30 pencils
- 2 bottles of white out

### Mark Twain 4<sup>th</sup> - 5<sup>th</sup> School Supplies

- 4 boxes of tissues
- 3 rolls of paper towels
- 4 notebook paper (250 count)
- 6 spiral notebooks (one subject)
- 30 #2 pencils
- 10 pencil top erasers
- Basic calculator
- 1 package of markers
- 1 package colored pencils
- 6 pocket folders with tabs  
(plain colors)
- 1 bottle anti-bacterial hand sanitizer
- 1 set earbuds or headphones

### Mark Twain 6<sup>th</sup> - 8<sup>th</sup> School Supplies

- 4 - 1 inch binders
- Earbuds/Headphones
- 5 folders with prongs
- 2 bottles hand sanitizer
- 5 boxes tissues
- 5 notebooks
- 5 packs #2 pencils
- Large erasers/Pencil toppers
- Pack of dry erase markers
- Scissors
- Glue sticks
- 1 pack of graph paper
- Ruler
- Lysol Wipes
- Clipboard

### Mark Twain 9<sup>th</sup> - 12<sup>th</sup> School Supplies

- 10 Expo markers
- 5 one subject notebooks
- 5 one subject folders with prongs
- Hand sanitizer
- 5 boxes tissues
- Erasable pens
- Pencils
- Erasers/Eraser toppers
- Earbuds
- Ziploc Bags

## UNIFORM GRIEVANCE PROCEDURE

**Policy 2:260 can be found in its entirety on our district website at [altonschools.org](http://altonschools.org)—District—Board of Education—Board Policies.**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972, excluding Title IX sexual harassment complaints governed by policy 2:265, Title IX Sexual Harassment Grievance Procedure
3. Section 504 of the Rehabilitation Act of 1973
4. Equal Employment Opportunities Act (Title VII of the Civil Rights Act)
5. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964
6. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, and/or programs
10. Victims' Economic Security and Safety Act, 820 ILCS 180/
11. Illinois Equal Pay Act of 2003, 820 ILCS 112/
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/
14. Misuse of genetic information prohibited by the IL Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act
15. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably.

A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians).

### **Nondiscrimination Coordinator:**

Elaine Kane

Name

550 Landmarks Blvd, Suite A, Alton, IL 62002

Address

[ekane@altonschools.org](mailto:ekane@altonschools.org)

Email

(618) 474-2600

Telephone

### **Complaint Manager:**

Dr. Wendy Adams

Name

550 Landmarks Blvd, Suite A, Alton, IL 62002

Address

[wadams@altonschools.org](mailto:wadams@altonschools.org)

Email

(618) 474-2600

Telephone

### **Complaint Manager:**

Michael Bellm

Name

550 Landmarks Blvd, Suite A, Alton, IL 62002

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[mbellm@altonschools.org](mailto:mbellm@altonschools.org)

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Telephone



# ALTON COMMUNITY UNIT DISTRICT NO. 11 CONDUCT GUIDELINES

2024-2025

## Table of Contents

Introduction and Philosophy
Basic Rights and Responsibilities
Guidelines
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Elementary School
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## STUDENT CONDUCT

### Introduction

It is the belief of the Alton School District that students should be in an environment where effective teaching and learning can occur. Therefore, we expect all students to behave in an appropriate manner. The conduct of students that is disruptive to an environment conducive to teaching and learning will not be tolerated.

The District's behavior policy will be enforced in a consistent manner by school personnel and by the Board of Education in order to promote the orderly operation of our schools. Discipline will be administered fairly, firmly, and consistently in an effort to maintain a good learning environment, to promote the development of self-discipline among the students, and to modify unacceptable behavior.

Individual student rights will be respected and protected, but the right of expression by students does not permit the disruption of normal operations of the school nor does it permit interference with the lawful rights of others. In cases of gross disobedience or misconduct, disciplinary action may include suspension by the assistant principal, principal, or superintendent. It may also include expulsion by the Board of Education in accordance with Chapter 122, Section 10-22.6 of The School Code of Illinois. When criminal acts are committed on school property, the appropriate law enforcement officials will be involved.

At the beginning of the school year and when students transfer into the District during the year, an orientation of the discipline policy will be given to students, parents, and school employees. The Board of Education believes that parents/guardians are responsible for the conduct of their children.

The Board of Education's Student Behavior Policy forms the basis for our expectations of students' behavior. We encourage you to read this information and to discuss the importance of good citizenship and appropriate conduct with your child. If you have a specific concern with the Conduct Guidelines, you are encouraged to discuss them with your child's principal.

Revised March, 2024

Alton School District Board of Education and Administration

## **Board Policies**

Alton School District Board of Education Policies are available on the district website at [www.altonschools.org](http://www.altonschools.org) under Board Policies. These policies may be updated or amended during the year and are considered in effect once adopted by the Board. The failure to acknowledge receipt of the handbook and policies will not relieve a student from being responsible for knowing and/or complying with School and School District rules, policies, and procedures.

## **Systems of Support**

The Alton School District uses a multi-tiered system of supports (MTSS) which is a proactive and preventative framework that integrates data and instruction to maximize student achievement and support students social, emotional, and behavior needs from a strengths-based perspective. MTSS offers a framework for educators to engage in data-based decision making related to program improvement, high-quality instruction and intervention, social and emotional learning, and positive behavioral supports necessary to ensure positive outcomes for districts, schools, teachers, and students.

The MTSS framework is comprised of four essential components: screening, progress monitoring, multi-level prevention system, and data-based decision making. Depending on state law, MTSS data may also support identification of students with learning or other disabilities.

As part of the MTSS, the district utilizes Positive Behavior Interventions and Supports (PBIS). PBIS is a school-wide systems approach aimed at establishing a positive school culture while providing individualized behavior supports to ensure a safe and effective learning environment for all students.

The first tier of PBIS is referred to as the “universal” where the vast majority of our students consistently demonstrate respectful and appropriate behaviors (80-90%). The second tier is for a small group of students who benefit from targeted supports and group interventions (5-15%). The third tier is for a very small group of students (1-7%) who need intensive and specialized interventions that are provided individually and in direct partnership with the family.

## **STUDENT BEHAVIOR POLICY**

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; and (4) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, 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; or
4. Anywhere, including e-learning/remote learning 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.

### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes and vaping devices.
2. Using, possessing, distributing, purchasing, selling, or offering for sale 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 or controlled substance, or cannabis (including medical cannabis, and any form of marijuana).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - 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. Any substance inhaled, injected, smoked (including electronic cigarettes and vaping devices) and 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 tablet or powdered form.
  - g. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, or 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, or controlled substance, or other substance that is prohibited by this policy.
  - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body (including vaping devices); and (b) grow, process, store, or conceal cannabis or controlled substances.
4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using a cellular telephone, video recording device, Bluetooth speakers, Bluetooth headphones, Bluetooth earbuds, or any other Bluetooth device; or other 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 is prohibited. Additional prohibited conduct specifically includes, but is not limited to, creating, 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 phone. Airdropping in any form is prohibited. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept silenced 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) or 504 plan; (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.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. 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.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure, the distribution of pornographic materials, sexting, and sexual assault.
11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited, is prohibited.

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 had the prohibited substance, as applicable, in their possession.

12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit written threat against a school employee, a student, or any school-related personnel. Written threats include but are not limited to threats written on paper, acts of vandalism (e.g. threats written on bathroom stalls/walls, etc.), threats made on social media, threats communicated digitally or via text message, and/or threats made on any Internet website. If the threat could be reasonably interpreted as a threat to the safety and security of the threatened individual, the student(s), or the school community, and/or causes a substantial disruption to, impedes, or interferes with the operation of the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts including the use of early and positive intervention, as well as other supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

## BASIC RIGHTS AND RESPONSIBILITIES

### I. Each student shall be entitled to:

- A. An educational opportunity equal to that of other students.
- B. Due process involving any disciplinary action taken against the student by school authorities.

### II. Each student shall be responsible to:

- A. Accord other students, teachers, and other school employees the same lawful rights and privileges.
- B. Obey the policies, procedures, rules, and regulations established by appropriate school authorities.
- C. Pursue the required course of study.
- D. Dress appropriately. (Appearance shall not disrupt the educational process.)
- E. Not take or use any property that belongs to others without proper authorization.
- F. Not engage in conduct that the student knows, or should reasonably know, to be inappropriate.
- G. Abide by directives of teachers, administrators, and other school employees.

### III. Each teacher shall be entitled to:

- A. An environment free of offensive language or threats of physical violence.
- B. Use reasonable force as needed to maintain safety for other students.
- C. Remove a student from the classroom for disruptive behavior.

### IV. Each administrator shall have the responsibility to:

- A. Know and to accurately follow discipline guidelines as established by District Policy.
- B. Make school rules and regulations contained in a handbook and/or district calendar available to all students and parents. However, the failure of a student or parent to receive a handbook and/or calendar shall in no way prevent the student from being disciplined for inappropriate conduct.
- C. Notify law enforcement agencies of criminal violations by students as deemed necessary.
- D. Implement intervention procedures within his/her jurisdiction through available means; e.g., in-service evaluation criteria, special counseling procedures, and programs.
- E. Notify parents in a timely manner of any violation of discipline.

**V. Each parent shall be entitled to:**

- A. Information concerning the lawful policies, procedures, rules and regulations established by school authorities.
- B. Expect a safe educational environment for his/her child.
- C. Have access to his/her child's school record according to District guidelines and the Illinois School Code.

**VI. Each parent shall be responsible for:**

- A. Seeing that his/her child attends school in accordance with Illinois State Laws.
- B. Being aware of District policies and building rules and regulations concerning his/her child.
- C. Being aware of the academic and behavioral requirements in the classroom.
- D. Meeting the physical needs of his/her child including nutrition, clothing, proper rest, and healthy home environment.
- E. Communicating with school personnel, either by conference, telephone, or in writing concerning the necessity to meet the special needs of his/her child.
- F. Developing self-discipline in his/her child.
- G. Being aware of the consequences of misbehavior on the part of his/her child.
- H. Having working telephone and emergency telephone numbers, and email if available, on file in the school office of his/her child.
- I. Engaging with school personnel respectfully, without using offensive language and/or threats.

**VII. The Board of Education shall have the rights and responsibilities to:**

- A. Hold students to strict account for disorderly conduct on school property and the right to discipline students for disorderly conduct on the way to and from school.
- B. Hold the parents or legal guardians liable for all damages caused by their child or ward.
- C. Review any disciplinary action against a student by school personnel.
- D. Expel students from school for serious violation(s) of school policy and guidelines.

**VIII. Discipline Intervention and Strategies:**

- A. Each student is to be informed of behavior expectations and the rights and responsibilities that he/she enjoys as a student of the particular Alton Public School attended. Failure of a student to receive a handbook and/or calendar shall not excuse student conduct otherwise subject to discipline.
- B. Consistent and effective discipline procedures shall be followed in each classroom. District staff shall be trained in assertive and/or cooperative discipline techniques or other suitable disciplinary approaches.

- C. All instructional, as well as administrative staff, shall be aware of resource personnel available for assistance in the solution of discipline problems. These include:
  - 1. Counselors
  - 2. School Psychologists
  - 3. Health Services
  - 4. Alternative Classroom Teachers
  - 5. Social Workers
  - 6. Student Assistance Program (SAP)
  - 7. Project Success
- D. Effective communication among students, teachers, parents, and administrators provides for the prevention of many discipline problems.
  - 1. Student-teacher conferences
    - (a) Behavior Contracts
    - (b) Granting or withdrawal of privileges
  - 2. Parent-Teacher Contact
  - 3. Staffing with parents, teachers, and any other specialized professional individuals who may give input to behavioral problems of any student.
- E. Other resources may be necessary for prevention/intervention of discipline situations. These include:
  - 1. Social agencies
  - 2. Mental health services
  - 3. Probation officers/juvenile court services
  - 4. Law enforcement agencies
  - 5. Child protective services

**GUIDELINES**

**Absences From School/Truancy**

Parents of high school, middle school, and elementary students have three (3) school days to provide information for the absence or truancy to be excused.

**Bicycles and Skateboards**

Students may ride bicycles and skateboards to school only if the following rules are followed:

- 1. Obey the Rules of the Road.
- 2. Keep the bicycle or skateboard in safe condition.
- 3. Bring a lock.
- 4. Walk bicycle or skateboard on and off school grounds.
- 5. Do not drive any motor driven vehicle.
- 6. Do not walk or ride bicycle or skateboard in front of building before or after school while buses are loading and unloading.
- 7. Bicycles are to be parked in designated parking area.
- 8. Skateboards are to be walked onto campus and stored in a locker or other area designated by the building administrator.
- 9. Students are not to be in the bicycle parking area during unauthorized times.

### **Canine Use**

The use of drug sniffing dogs by school officials may occur at any time on school premises, in accordance with district policy.

### **Corporal Punishment**

Corporal punishment shall not be used in the Alton School District.

### **Destruction**

Acts of vandalism are not permitted. Offenders may be required to pay for damages or other restitution, be subject to legal prosecution, and be disciplined by school authorities.

### **Drugs, Narcotics, and Alcohol**

Possession, distribution, or use of any type of drugs including but not limited to medical marijuana, alcohol, narcotics, or noxious or look-alike substance or paraphernalia is strictly forbidden. Controlled substances will be confiscated and offenders are subject to legal prosecution.

### **Electronic Devices**

Students are not to bring electronic cigarettes, radios, video cameras, digital cameras, or any Bluetooth device, laser pointers, hand-held video games, walkie-talkies, and pagers to school unless so authorized by a building administrator. Cell phones/Smart phones/tablets are allowed on campus; however, they must be silenced and not visible during regular school day hours. Text-messaging and taking videos/pictures with a camera and/or cell/smart phone/tablet are subject to authorized use. Sexting is strictly prohibited. Unauthorized use of devices that are similar to and/or perform the same functions as items listed, but not necessarily limited to those items listed above, will result in confiscation and school discipline. If permission is granted, then the student will be held responsible for the operation and safety of the item.

The district's "Bring Your Own Device" policy (Board policy 6:220) applies to electronic devices.

Possession of electronic cigarettes and/or related paraphernalia is subject to confiscation and school discipline. The severity of the discipline may be subject to the circumstances of the possession, including but not limited to unauthorized use of an electronic device, tobacco offense, and/or drug offense.

### **The School District is NOT responsible for replacing items brought to school that are lost, stolen, or damaged.**

### **Fighting**

If physical confrontation is anticipated, a student should seek assistance from an administrator, teacher, or staff member. Students participating in fighting at the middle school and high school levels, on school property, may be subject to legal prosecution.

### **Fire and Emergency Equipment**

Tampering with or damaging fire and emergency equipment is a criminal offense and is forbidden.

### **Food and Drink in Halls, Classrooms, and on School Buses**

Food and beverages are not to be consumed in the hallways, classrooms, or on school buses unless so authorized. There should be no outside food/beverage delivery to ACUSD school campuses, except when there are special occasions and the delivery has been approved by the school office.

### **Leaving School Property**

Students are to officially check out through the office or designated areas prior to leaving school property during the school day.

### **Motorized Vehicles**

The operation of motorized vehicles is prohibited at the elementary and middle schools. High school students' privilege to operate a motorized vehicle is subject to the following rules:

1. Have a permit or some form of authorization from the principal.
2. Operate their vehicles safely.
3. Student/Parent/Guardian acknowledged consent allowing school officials to search the vehicle at any time while parked on school property.
4. Follow all other rules set forth in the AHS Parking Rules & Regulations Form.

### **School Buses**

Behavior on school buses is governed by all the rules described within the Behavior Rules section of this handbook. We reserve the right to assign seats on buses. Parents will receive information regarding bus rules and expectations during the first two weeks of school. New parents will be oriented upon entering the Alton School District. Students are to follow the directions of the bus driver.

1. The driver, and bus monitor where applicable, is in charge of the pupils and the bus. Pupils must obey the driver, and monitor if a monitor is on board, promptly and respectfully.
2. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
3. Pupils should never stand in the roadway while waiting for the bus.
4. Smoking or eating on the bus at any time is not permitted.
5. Unnecessary conversation with the driver is prohibited.
6. Only students assigned to the bus, ACUSD employees, and Illinois Central employees may board a bus. No other persons may board a bus for any reason unless invited by the school bus driver or school district Personnel.

Students may be suspended from riding the school bus for up to ten (10) consecutive days for engaging in gross disobedience or misconduct, including but not limited to:

1. Prohibited student conduct as defined in the Student Behavior Policy.
2. Willful injury or threat of injury to a bus driver or another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as a school official deems to threaten the safe operation of the bus and/or its occupants.

## **Search and Seizure**

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.

Desks, lockers, and other storage facilities utilized by students are the property of the school district. Acceptance of the use of such facilities by the student implies consent to inspection and examination of the contents by appropriate school personnel. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, backpacks, book bags, water bottles, lunch boxes, automobiles, coats, pockets, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Principals, teachers or other school employees in the normal course of their duties may find it necessary to question a student about the student's or other person's actions. Where circumstances permit, such questioning should be accomplished in private.

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 social networking account 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.

School officials may not request or require a student or his/her parents/guardians to provide a password or other related account information to gain access to the student's account or profile on a social networking site.

## **Seizure of Property**

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

## **Student Dress Policy**

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Improper attire that is not to be worn includes, but is not limited to the following:

- Gang colors or symbols are not permitted on school property or at any school function.
- Clothing which exhibits advertising for drugs, alcohol, or tobacco is not permitted on school property or at any school function.
- Clothing which exhibits profanity, vulgarity, or ethnic, or gender slurs is not permitted on school property or at any school function.
- Clothing which exhibits military or paramilitary insignia (this does not include camouflage clothing) is not permitted on school property or at any school function unless it is worn by military personnel or ROTC members.
- Mesh or see-through clothing or clothing which has been torn or cut away (including extremely short shorts) which expose body parts or under garments which are normally covered is not permitted on school property or at any school function.
- All top garments must cover shoulder to shoulder and the student's entire torso must be covered.
- Clothing bearing insignia and slogans that are offensive or profane or which exhibits weapons, ammunition or violence is not permitted.
- Brief or sagging clothing with undue exposure of the body or undergarments are not permitted. Pants must properly fit and be worn at the student's waist and undergarments should not be visible in the front or back of the student's body.
- Shirts/tops must cover cleavage and midriff.
- Undergarments and buttocks must remain entirely covered even while seated, with no exposed skin above the fingertips when arms are extended straight down at the side.
- Hats, hoods, and sunglasses are not to be worn in school buildings at any time. Exception: Prescription sunglasses are allowed with the consent of the school nurse.

\*Any other items deemed inappropriate by administration are subject to dress code violations.

## **Tobacco**

Tobacco in any form is strictly prohibited on school grounds and will be confiscated. Matches, lighters and electronic cigarettes are also prohibited and will be confiscated. Students found in possession of these items will receive school discipline and are subject to citations resulting in a fine (Alton & Godfrey City Ordinance).

## **Weapons, Ammunition, Fireworks**

Students are not to bring weapons, genuine or imitation, or ammunition to school. A weapon shall be defined as any object used or which could be used to cause harm. Fireworks (including stink-bombs) and explosive devices will be confiscated.

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
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.

## **INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS**

**Law enforcement officials shall be involved in cases of felony which includes theft of/or damage to property, bodily harm, possession of weapons (guns, brass knuckles, knives, Tasers, mace, etc.) drugs (possession and/or selling). Involvement of law enforcement officials shall be sought for those criminal acts which include, but are not limited to the following:**

- \* **Theft over \$300.**
- \* **Theft under \$300 when a teacher or administrator has direct knowledge regarding the incident.**
- \* **Theft from a person (purse snatching, etc.).**
- \* **Any sexual assault.**
- \* **Aggravated battery.**
- \* **Any weapon or ammunition, including toy guns.**
- \* **Assault with any kind of weapon.**

- \* **Aggravated assault - threat with a weapon.**
- \* **Drugs and alcohol.**
- \* **Disorderly Conduct.**
- \* **Terrorist Activity such as bomb threats, mob action, or any activity that may cause mass hysteria.**

**The liaison officer or appropriate authority shall be immediately notified of criminal acts. In criminal cases, the Superintendent of Schools or designee shall seek appropriate prosecution of violators regardless of whether or not the victim wishes to also prosecute.**

## **DISCIPLINARY ACTIONS**

### **Informal Talks**

A school official (teacher, administrator, social worker, or counselor) will talk to the student and try to reach an agreement regarding how the student should behave. Action taken and results are recorded and kept on file.

### **Student Disciplinary Conference**

A formal conference is held between the student and one or more school officials. During this conference the student must agree to correct his/her behavior. Action taken and results of the conference are recorded and kept on file.

### **Parental Involvement**

Parent(s) and/or legal guardian(s) are notified of disciplinary action by telephone, email, personal contact, or letter. A conference may be conducted with the student, his/her parent(s), a school administrator, and/or the teacher as appropriate. Action taken and results of the conference are recorded and kept on file.

### **Referral to Counselor/Social Worker**

Students may be required to meet with an assigned counselor/social worker on a periodic basis. The counselor/social worker will advise students concerning ways of improving his/her behavior. The counselor/social worker may recommend special projects to the student including reading, attending seminars, etc.

### **Assignment of Extra Work or Duties, or Restitution**

Depending on the nature of the behavior or infraction, restorative duties may be assigned or restitution sought to match the nature of the offense and are to be completed by the student on his/her own time. This work shall be assigned, supervised and evaluated by an administrator, teacher or designee. This assignment of extra work or duties, outside of school hours, must have parental permission.



### **Removal from Classroom**

Depending on the nature of the behavior or infraction, temporary removal from the classroom may be used as a disciplinary measure.

### **Detention**

Students may receive a detention before or after school hours, during lunch hour, or from a specific class at the discretion of the teacher and/or principal. Parents of students should be notified by the principal or teacher if the student is to be detained. The parents are responsible for the student's transportation. Action taken and results are to be recorded and kept on file.

### **Referral to Authorities**

Depending on the nature of the behavior or infraction, juvenile authorities, or other law enforcement may be notified whenever conduct involves criminal activity.

### **Withholding/Loss of Privileges**

Extracurricular activities are special privileges offered to enhance the students' over-all learning experience. Other benefits, such as riding the bus to and from home are also privileges, not rights. Any or all of these and other privileges may be revoked. Actions taken and results are recorded and kept on file.

### **Community Service**

Depending on the nature of the behavior or infraction, community service to meet human, educational, environmental, or public safety needs is an alternative to other disciplinary measures.

### **Seizure of Inappropriate and/or Illegal Items at School**

Depending on the nature of the behavior or infraction, school administration may confiscate and temporarily retain personal property that was used to violate school disciplinary rules.

### **Suspension of Bus Riding Privileges**

Depending on the nature of the behavior or infraction, temporary removal from the bus may be used as a disciplinary measure in accordance with Board policy 7:220, Bus Conduct.

### **Detention/In-School**

In-school detention (in-school supervision) requires that the student be removed from the student population. The student will be placed in the ISS/ISD room for a prescribed period of time. The student, while in ISS/ISD, will be responsible for completing all daily assignments provided by his/her teacher(s).

### **Restorative Practices**

Restorative practices help students deal with the harm they have caused to individuals and to the school community. The goals of restorative practices apply to both those involved and to the larger educational community, and encourage accountability and responsibility through personal reflection within a collaborative planning process. A few examples of restorative practices include circles, conferencing, mediation, restitution, and peer jury.

### **Suspension/Out-of-School**

Out-of-school suspension requires that the student be deprived of all the privileges of attending school for the number of days specified. All extra-curricular privileges are also suspended. Students shall not be present on any Alton School District property during suspension. Students receiving an out-of-school suspension are expected to remain current with class assignments. Action taken and results are recorded and kept on file. **Short-term suspensions consist of 1-3 days. Long-term suspensions consist of 4-10 days.**

### **Administrative Transfer/Placement**

Administrative transfer/placement occurs when a student eligible for suspension or expulsion is transferred to a state-approved alternative program.

### **Expulsion**

Expulsion is the removal of a student from school by action of the Board of Education. Students recommended for expulsion may be administratively transferred. See "Administrative Transfer/Placement".

### **Make-up Work**

A student who is absent from school for any reason, including suspension, is encouraged to continue to keep up with his/her school work. This recommendation is made for the purpose of helping students avoid major gaps in their educational program. In addition, keeping up with assignments during an absence is the best way for a student to ensure his/her ability to successfully complete assigned work upon returning to school following an absence.

The guidelines governing work missed during an absence are as follows:

1. It is the student's responsibility to get assignments, lecture notes, and other material needed to keep up with work missed.
2. Students returning to class from an absence are responsible for making the arrangements (research papers, projects, major tests, etc.) for missed work. The work must be completed within a time frame representing a day for every day of absence, including suspension.
3. Students will receive grades and credit for work made up.

4. Partial to full credit will be given to students for work missed due to an unexcused absence. Amount of credit will be established and consistently applied by respective elementary, middle, and high school levels.
5. Students called or sent out of class for any reason will be expected to complete work missed except if sent out for cheating.

**The above list of disciplinary measures is a range of options that will not always be applicable in every case.**

Suspension and expulsion may be the available and appropriate disciplinary interventions in some circumstances where other available and appropriate interventions have been exhausted or it has been determined that there are no other available and appropriate behavioral or disciplinary interventions.

School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.

Corporal punishment is prohibited. 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 physical interventions as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **DISCIPLINE PROCEDURES**

The following illustrations show the types of disciplinary action that may be taken for each disciplinary violation. In each instance a minimum and a maximum action is listed, as well as an action for the first occurrence and one for repeated occurrences.

If a student regularly exhibits excellent behavior but engages in an isolated occurrence of misconduct, school officials MAY consider the record of that student's good previous behavior before any action is taken.

If a student continually exhibits acts of misconduct or misbehavior, then the disciplinary action MAY be the maximum action listed.

**Students should not expect that they will automatically receive the minimum or maximum consequence.** Such factors as the length of time since their last infraction and willingness to accept responsibility/show remorse will be taken into account before any action is taken.

It must be clearly understood that the following examples and illustrations of discipline measures may be altered by the administration and the Board of Education depending on the nature of an infraction.

**Due to the Illinois School Student Records Act and the Family and Educational Rights and Privacy Act, parents/guardians will not be given information by District personnel on the discipline action taken against other students involved in a given situation.**

### **PROGRESSIVE DISCIPLINE**

The Alton Community Unit School District No. 11 utilizes the concept of progressive discipline in assigning consequences to students who exhibit inappropriate behavior. More significant consequences will be applied to students who continually exhibit behaviors which disrupt the educational process. The assignment of consequences for inappropriate behavior is at the sole discretion of the administrator, after consulting the Student Conduct Guidelines. The progression of consequences may result in a recommendation for expulsion.

**The following Discipline Matrix (for Elementary, Middle and High School), does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the rules and policies.**

**This Matrix provides only guidelines, and disciplinary decisions are made on a case-by-case basis.**

**The District may impose discipline outside the scope of the Discipline Matrix where appropriate, in its sole discretion.**

**The information provided is correct at time of deadline for publication.**

## ELEMENTARY SCHOOLS

### Action to be taken

Violation	Range	First Occurrence	Repeated Occurrence(s)
Absences/Truancy	Minimum	Parental Involvement	Parental Involvement
	Maximum	Parental Involvement	Court Action
Assault & Battery	Minimum	Parental Involvement	Suspension
	Maximum	Suspension**	Expulsion**
Bicycle Violations	Minimum	Informal Talk	5-Day Loss of Privilege
	Maximum	5-Day Loss of Privilege	Permanent Loss of Privilege
Cheating	Minimum	Informal Talk	Parental Involvement
	Maximum	Loss of Credit	Loss of Credit Detention
Coercion/Bullying	Minimum	Parental Involvement Informal Talk	Short Suspension
	Maximum	Short Suspension	Long Suspension
Computer Violations: Internet Use Agreement & Acceptable Use	Minimum	Parental Involvement Detention Loss of Privileges**	Loss of Privileges**
	Maximum	Short Suspension**	Privileges Revoked Long Suspension**
Defiance of Authority	Minimum	Informal Talk	Detention(s)
	Maximum	Parental Involvement Short Suspension**	Expulsion**
Destruction of Property/Vandalism	Minimum	Parental Involvement and Restitution	Suspension and Restitution
	Maximum	Short Suspension and Restitution**	Expulsion and Restitution**
Disorderly Conduct/Instigation	Minimum	Detention	Short Suspension**
	Maximum	Short Suspension**	Expulsion**
Disruption	Minimum	Informal Talk	Detention(s)
	Maximum	Detention	Short Suspension
Non-Prescribed Drugs and Look-alike Drugs, Narcotics, Alcohol, and Paraphernalia (Use, Possession or Distribution of)	Minimum	Short Suspension** Parental Involvement	Long Suspension** Parental Involvement
	Maximum	Long Suspension** Parental Involvement	Expulsion** Parental Involvement
		<b>**Police Involvement</b>	<b>**Police Involvement</b>

## ELEMENTARY SCHOOLS

### Action to be taken

Violation	Range	First Occurrence	Repeated Occurrence(s)
Electronic Devices, Unauthorized (Use of) (Refer to Electronic Devices Guidelines)	Minimum	Informal Talk, Confiscation, Parental Involvement**	Parental Involvement, Detention, Confiscation, Short Suspension**
	Maximum	Short Suspension Confiscation**	Suspension Confiscation**
Entering School Facility/Property Without Approval	Minimum	Parental Involvement**	Suspension**
	Maximum	Expulsion**	Expulsion**
Fighting/Entering into an Existing Fight	Minimum	Detention	Short Suspension
	Maximum	Long Suspension	Expulsion
Fire & Emergency Equipment Tampering	Minimum	Informal Talk	Detentions**
	Maximum	Parental Involvement Detention**	Short Suspension**
Fireworks & Explosive Devices (Possession of)	Minimum	Parental Involvement	Detentions
	Maximum	Expulsion**	Expulsion**
Flammable Items/Materials and Chemicals	Minimum	Parental Involvement	Long Suspension
	Maximum	Expulsion**	Expulsion**
Food, Gum, Drink in Halls, Classrooms & on School Buses	Minimum	Informal Talk	Detentions
	Maximum	Parental Involvement	Short Suspension
Forgery	Minimum	Parental Involvement	Detention
	Maximum	Detention	Short Suspension
Gangs & Related Gang Activities	Minimum	Parental Involvement**	Long Suspension**
	Maximum	Short Suspension** Activities' Suspension	Expulsion** Activities' Suspension
Guns/Ammunition	Minimum	Short Suspension**	Long Suspension**
	Maximum	Expulsion**	Expulsion**
Hallway Conduct	Minimum	Informal Talk	Detentions
	Maximum	Parental Involvement	Detentions
Harassment	Minimum	Parental Involvement Detention	Short Suspension**
	Maximum	Short Suspension**	Expulsion**
Improper Display of Affection	Minimum	Informal Talk	Parental Involvement
	Maximum	Parental Involvement	Detention
Improper Dress	Minimum	Informal Talk-Corrected if Deemed Necessary	Parental Involvement
	Maximum	Parental Involvement	Short Suspension
Leaving School Property Without Permission	Minimum	Parental Involvement**	Detentions**
	Maximum	Short Suspension**	Short Suspension**
		<b>**Police Involvement</b>	<b>**Police Involvement</b>

# ELEMENTARY SCHOOLS

## Action to be taken

Violation	Range	First Occurrence	Repeated Occurrence(s)
Loitering	Minimum	Informal Talk	Parental Involvement
	Maximum	Parental Involvement	Short Suspension
Physical Aggression	Minimum	Parental Involvement	Short Suspension
	Maximum	Detention	Long Suspension
Profanity	Minimum	Parental Involvement Detention	Parental Involvement Detention
	Maximum	Parental Involvement Detention	Short Suspension
School Bus Conduct	Minimum	Informal Talk Parental Involvement	Parental Involvement Detention
	Maximum	Suspension From Bus	Removal From Bus/OSS
Sexual Harassment Sexual Misconduct	Minimum	Parental Involvement	Parental Involvement With Short Suspension
	Maximum	Expulsion**	Expulsion**
Snowballs	Minimum	Informal Talk	Parental Involvement
	Maximum	Parental Involvement	Detention
Tardiness	Minimum	Parental Involvement	Parental Involvement
	Maximum	Parental Involvement	Parental Involvement Detention
Theft	Minimum	Parental Involvement Detention	Short Suspension
	Maximum	Short Suspension**	Expulsion**
Tobacco (Use or Possession of)	Minimum	Parental Involvement Detention**	Detentions**
	Maximum	Parental Involvement Detention**	Detentions Short Suspension**
Verbal Abuse/Threats	Minimum	Parental Involvement Detention	Parental Involvement Detention
	Maximum	Expulsion**	Expulsion**
Weapons or Look-alike Weapons Including Look-alike Toy Guns	Minimum	Parental Involvement Detention	Short Suspension
	Maximum	Expulsion**	Expulsion**
		<b>**Police Involvement</b>	<b>**Police Involvement</b>

## MIDDLE SCHOOL

### Action to be taken

Violation	Range	First Occurrence	Repeated Occurrence(s)
Absences, Unexcused, Failure to Follow Directive to Attend All Classes, Truancy	Minimum	Parental Involvement	In-School Detention
	Maximum	In-School Detention	Court Action
Assault & Battery	Minimum	In-School Supervision	Long Suspension
	Maximum	Expulsion**	Expulsion**
Bicycle Violations	Minimum	Informal Talk	Parental Involvement
	Maximum	Permanent Loss of Privileges	Long Suspension
Cheating	Minimum	Informal Talk Loss of Credit	Detention Parental Involvement
	Maximum	Detention	Course Failure
Coercion/Bullying	Minimum	Parental Involvement Detention	Short Suspension
	Maximum	Expulsion**	Expulsion**
Computer Violations: Internet Use Agreement & Acceptable Use	Minimum	Parental Involvement, Detention, Loss of Privileges**	Loss of Privileges**
	Maximum	Short Suspension**	Privileges Revoked Long Suspension**
Defiance of Authority	Minimum	Conference Detention	Parental Involvement Detention
	Maximum	Short Suspension**	Expulsion**
Destruction of Property/Vandalism	Minimum	Parental Involvement and Restitution	Long Suspension and Restitution
	Maximum	Expulsion and Restitution**	Expulsion and Restitution**
Disorderly Conduct	Minimum	In-School Supervision**	Long Suspension**
	Maximum	Expulsion**	Expulsion**
Disruption/Continued Disruption	Minimum	Informal Talk	Parental Involvement Detention
	Maximum	Short Suspension	Expulsion**
Non-Prescribed Drugs and Look-alike Drugs, Narcotics, Alcohol, and Paraphernalia (Use, Possession or Distribution of)	Minimum	In-School Supervision** SAP Referral Parental Involvement	Long Suspension** Parental Involvement
	Maximum	Expulsion**	Expulsion**
		<b>**Police Involvement</b>	<b>**Police Involvement</b>

## MIDDLE SCHOOL

### Action to be taken

Violation	Range	First Occurrence	Repeated Occurrence(s)
Electronic Devices, Unauthorized (Use of) (Refer to Electronic Guidelines)	Minimum	Informal Talk/Confiscation Parental Involvement**	Parental Involvement Detention Confiscation Short Suspension**
	Maximum	Short Suspension Confiscation**	Suspension Confiscation**
Entering School Facility/Property Without Approval	Minimum	Parental Involvement**	Suspension**
	Maximum	Expulsion**	Expulsion**
Failure to Identify Self or Display ID	Minimum	Parental Involvement Detention	Short Suspension
	Maximum	Short Suspension	Long Suspension
Fighting/Entering into an Existing Fight	Minimum	Short Suspension**	Long Suspension**
	Maximum	Expulsion**	Expulsion**
Fire and Emergency Equipment Tampering	Minimum	In-School Supervision	Long Supervision**
	Maximum	Expulsion**	Expulsion**
Fireworks & Explosive Devices (Use or Possession of)	Minimum	Parental Involvement	Short Suspension
	Maximum	Expulsion**	Expulsion**
Flammable Items/Materials and Chemicals	Minimum	Parental Involvement	Long Suspension
	Maximum	Expulsion**	Expulsion**
Food, Gum & Drink in Halls, Classrooms & on School Buses	Minimum	Informal Talk	Parental Involvement
	Maximum	Parental Involvement	Detention Short Suspension
Forgery	Minimum	Parental Involvement Detention	Detention
	Maximum	Short Suspension	Long Suspension
Gambling	Minimum	Conference	Short Suspension
	Maximum	Long Suspension**	Expulsion**
Gangs and Related Gang Activities	Minimum	Parental Involvement**	Long Suspension**
	Maximum	Short Suspension** Activities' Suspension	Expulsion** Activities' Suspension
Guns/Ammunition	Minimum	In-School Supervision	Long Suspension**
	Maximum	Expulsion**	Expulsion**
Hallway Conduct	Minimum	Informal Talk	Detention
	Maximum	Parental Involvement Detention	Short Suspension
		<b>**Police Involvement</b>	<b>**Police Involvement</b>

## MIDDLE SCHOOL

### Action to be taken

Violation	Range	First Occurrence	Repeated Occurrence(s)
Harassment	Minimum	Parental Involvement Detention	Short Suspension**
	Maximum	Short Suspension**	Expulsion**
Improper Display of Affection	Minimum	Conference	Parental Involvement
	Maximum	Short Suspension	Long Suspension
Improper Dress	Minimum	Informal Talk Corrected if Deemed Necessary	Detention
	Maximum	Short Suspension	Long Suspension
Instigation	Minimum	Detention	Short Suspension
	Maximum	Short Suspension	Long Suspension
Leaving School Property Without Permission	Minimum	Parental Involvement Detention	Short Suspension
	Maximum	Short Suspension	Long Suspension
Loitering	Minimum	Informal Talk	Parental Involvement
	Maximum	Short Suspension**	Long Suspension**
Mob Action (Fighting Involving 2 or More Students Against Another or Others)	Minimum	Short Suspension**	Long Suspension**
	Maximum	Expulsion**	Expulsion**
Physical Aggression	Minimum	Detention	Short Suspension
	Maximum	Short Suspension	Long Suspension
Profanity	Minimum	Informal Talk Detention	Parental Involvement Detention
	Maximum	Long Suspension	Long Suspension
School Bus Conduct	Minimum	Informal Talk	Suspension from Bus
	Maximum	Suspension from Bus	Remove from Bus/OSS
Sexual Harassment Sexual Misconduct	Minimum	Parental Involvement	Parental Involvement with Short Suspension
	Maximum	Expulsion**	Expulsion**
Snowballs/Rocks	Minimum	Parental Involvement Detention	Parental Involvement Detention
	Maximum	Short Suspension	Long Suspension
		<b>**Police Involvement</b>	<b>**Police Involvement</b>



## MIDDLE SCHOOL

### Action to be taken

Violation	Range	First Occurrence	Repeated Occurrence(s)
Tardiness	Minimum	Conference	Parental Involvement Detention
	Maximum	In-School Detention	In-School Supervision
Theft	Minimum	Parental Involvement Detention	Short Suspension
	Maximum	Expulsion**	Expulsion**
Tobacco (Use or Possession of)	Minimum	In-School Supervision**	Short Suspension**
	Maximum	Short Suspension**	Long Suspension**
Truancy	Minimum	Parental Involvement	Parental Involvement Detention
	Maximum	Parental Involvement Detention	ISS Court Action
Vaping - Nicotine Based- Synonymous With a Cigarette	Minimum	In-School Supervision**	Short Suspension**
	Maximum	Short Suspension**	Long Suspension**
Vaping - Any Inhalant Not Synonymous With a Cigarette	Minimum	Short Suspension**	Long Suspension**
	Maximum	Expulsion**	Expulsion**
Verbal Abuse Threats	Minimum	Parental Involvement Detention	Short Suspension
	Maximum	Expulsion**	Expulsion**
Weapons or Look-alike Weapons Including Look-alike and Toy Guns	Minimum	Parental Involvement Detention	Short Suspension
	Maximum	Expulsion**	Expulsion**
		<b>**Police Involvement</b>	<b>**Police Involvement</b>

# HIGH SCHOOL

## Action to be taken

Violation	Range	First Occurrence	Repeated Occurrence(s)
Absences, Unexcused, Failure to Follow Directive to Attend All Classes, Truancy	Minimum	Parental Involvement	In-School Detention
	Maximum	In-School Detention	Drop Alternative Placement Court Action
Assault & Battery	Minimum	In-School Supervision	Long Suspension
	Maximum	Expulsion**	Expulsion**
Cheating	Minimum	Parental Involvement Loss of Credit	Loss of Credit Parental Involvement
	Maximum	Short Suspension	Course Failure
Coercion/Bullying	Minimum	Conference Detention	Parental Involvement Short/Long Suspension
	Maximum	Expulsion**	Expulsion**
Computer Violations: Internet Use Agreement & Acceptable Use	Minimum	Parental Involvement Detention Loss of Privileges**	Loss of Privileges**
	Maximum	Short Suspension**	Privileges Revoked Long Suspension**
Confrontation	Minimum	Detention	In-School Suspension
	Maximum	Short Suspension**	Long Suspension**
Defiance of Authority	Minimum	Conference Detention	Suspension
	Maximum	Short Suspension**	Expulsion**
Destruction of Property/Vandalism	Minimum	Parental Involvement and Restitution Detention	Long Suspension and Restitution
	Maximum	Expulsion and Restitution**	Expulsion and Restitution**
Disorderly Conduct	Minimum	In-School Supervision**	Long Suspension**
	Maximum	Expulsion**	Expulsion**
Disruption/Continued Disruption	Minimum	Conference	Parental Involvement Detention
	Maximum	Expulsion**	Expulsion**
		<b>**Police Involvement</b>	<b>**Police Involvement</b>

# HIGH SCHOOL

## Action to be taken

Violation	Range	First Occurrence	Repeated Occurrence(s)
Non-Prescribed Drugs and Look-alike Drugs, Narcotics, Alcohol & Paraphernalia (Use, Possession or Distribution of)	Minimum	In-School Supervision** Parental Involvement SAP Referral	Expulsion** Parental Involvement
	Maximum	Expulsion** Parental Involvement	Expulsion** Parental Involvement
Electronic Devices, Unauthorized (Use of) (Refer to Electronic Device Guidelines)	Minimum	Informal Talk Confiscation Parental Involvement**	Parental Involvement Detention Confiscation Short Suspension**
	Maximum	Short Suspension Confiscation**	Suspension Confiscation**
Entering School Facility/Property Without Approval	Minimum	Parental Involvement**	Suspension**
	Maximum	Expulsion**	Expulsion**
Failure to Identify One's Self or Display ID	Minimum	Conference	Short Suspension
	Maximum	Detention Short Suspension	Long Suspension
Fighting/Entering Into an Existing Fight	Minimum	In-School Supervision**	Long Suspension**
	Maximum	Expulsion**	Expulsion**
Fire and Emergency Equipment Tampering	Minimum	In-School Supervision**	Long Suspension**
	Maximum	Long Suspension** Expulsion**	Expulsion**
Fireworks and Explosive Devices (Use or Possession of)	Minimum	In-School Supervision	Long Suspension
	Maximum	Expulsion**	Expulsion**
Flammable Items/Materials and Chemicals	Minimum	Parental Involvement	Long Suspension
	Maximum	Expulsion**	Expulsion**
Food & Drink in Halls, Classrooms & on School Buses	Minimum	Informal Talk	Parental Involvement
	Maximum	Detention	Short Suspension
Forgery	Minimum	Conference/Detention	Short Suspension
	Maximum	Short Suspension	Long Suspension
Gambling	Minimum	Conference Detention	Short Suspension
	Maximum	Long Suspension**	Expulsion**
		<b>**Police Involvement</b>	<b>**Police Involvement</b>

# HIGH SCHOOL

## Action to be taken

Violation	Range	First Occurrence	Repeated Occurrence(s)
Gangs and Related Gang Activities	Minimum	Parental Involvement**	Long Suspension**
	Maximum	Short Suspension** Activities' Suspension**	Expulsion** Activities' Suspension
Guns/Ammunition	Minimum	In-School Supervision**	Long Suspension**
	Maximum	Expulsion**	Expulsion**
Hallway Conduct	Minimum	Informal Talk	Short Suspension
	Maximum	Short Suspension	Long Suspension
Harassment	Minimum	Parental Involvement Detention	Short Suspension**
	Maximum	Short Suspension**	Expulsion**
Improper Display of Affection	Minimum	Conference Detention	Short Suspension
	Maximum	Short Suspension	Long Suspension
Improper Dress	Minimum	Informal Talk-Corrected if Deemed Necessary	Conference Detention
	Maximum	Short Suspension	Long Suspension
Instigation	Minimum	Detention	Short Suspension
	Maximum	Short Suspension	Long Suspension
Leaving Campus Without Permission	Minimum	Parental Involvement Detention	In-School Supervision
	Maximum	In-School Supervision	Long Suspension
Loitering	Minimum	Conference Detention Parental Involvement	Detention
	Maximum	Short Suspension**	Long Suspension**
Mob Action (Fighting Involving 2 or More Students Against Another or Others)	Minimum	Short Suspension**	Long Suspension**
	Maximum	Expulsion**	Expulsion**
Motorized Vehicles and Bicycles	Minimum	Informal Talk Detention	Permanent Loss of Permit
	Maximum	Loss of Permit	Long Suspension
Physical Aggression	Minimum	Detention	Short Suspension
	Maximum	Expulsion**	Expulsion**
Profanity	Minimum	Conference Detention	Short Suspension
	Maximum	Short Suspension	Long Suspension
		<b>**Police Involvement</b>	<b>**Police Involvement</b>

# HIGH SCHOOL

## Action to be taken

Violation	Range	First Occurrence	Repeated Occurrence(s)
School Bus Conduct	Minimum	Informal Talk	Bus Suspension
	Maximum	Suspension from Bus	Removal from Bus Long Suspension
Sexual Harassment Sexual Misconduct	Minimum	Parental Involvement	Parental Involvement with Short Suspension
	Maximum	Expulsion**	Expulsion**
Snowballs/Rocks	Minimum	Conference Detention	Short Suspension
	Maximum	Short Suspension	Long Suspension
Tardiness	Minimum	Conference	Parental Involvement Detention
	Maximum	In-School Detention	In-School Supervision Short Suspension
Theft	Minimum	In-School Supervision	Long Suspension
	Maximum	Expulsion**	Expulsion**
Tobacco/Vaporizers/Nicotine Products (Use or Possession of)	Minimum	In-School Supervision**	Short Suspension**
	Maximum	Short Suspension**	Long Suspension**
Vaping - Nicotine Based-Synonymous With a Cigarette	Minimum	In-School Supervision**	Short Suspension**
	Maximum	Short Suspension**	Long Suspension**
Vaping - Any Inhalant Not Synonymous With a Cigarette	Minimum	Short Suspension**	Long Suspension**
	Maximum	Expulsion**	Expulsion**
Verbal Abuse Threats	Minimum	Parental Involvement Detention	Short Suspension
	Maximum	Expulsion**	Expulsion**
Weapons or Look-alike Weapons Including Look-alike and Toy Guns	Minimum	Parental Involvement	Long Suspension
	Maximum	Expulsion**	Expulsion**
		<b>**Police Involvement</b>	<b>**Police Involvement</b>

**Repeated occurrences of expellable offenses may be calculated over the student's entire Alton High School career.**

## GLOSSARY

The following definitions apply to all K-12 students in attendance in district instructional and support programs as well as school sponsored activities and events.

### **ABUSIVE LANGUAGE**

Name calling, racial slurs, or derogatory statements addressed to others.

### **AMMUNITION**

Projectiles fired from guns or explosive devices.

### **ARSON**

The malicious, intentional attempt to burn any property.

### **ASD**

After School Detention.

### **ASSAULT AND BATTERY**

Attempting to cause and/or causing injury to another student or staff member.

### **BREAKING AND ENTERING**

Forceful entry into the property of another or into any portion of the school property.

### **BULLYING/COERCION**

Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student.

### **CHEATING**

Using, submitting, or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher.

### **COMPLICITY**

Association or participation in a wrongful act.

### **CONFERENCE**

A meeting conducted among students, parents, and school officials where participants may be notified either verbally or in writing of misconduct.

### **CONTROLLED SUBSTANCE**

1. any alcoholic substance
2. other illicit drugs or look-alike drugs
3. any potentially mind-altering substance

### **DEFIANCE OF SCHOOL AUTHORITY**

Refusal to comply with reasonable requests of school personnel.

### **DETENTION**

Temporary assignment of a student in a special room or area under the supervision of authorized school personnel.

### **DISORDERLY CONDUCT/INSTIGATION**

Any action of such unreasonable manner as to alarm or disturb another and to provoke a breach of peace.

### **DISRESPECT**

Display of rudeness or discourteousness toward a school employee.

### **DISRUPTION**

To disturb the regular or normal function as related to a standard of behavior. A breakdown in the orderly process of instruction and/or school activities.

### **ELECTRONIC DEVICES**

Including, but not limited to, cell phones, smart phones, tablets, Bluetooth speakers, Bluetooth headphones, Bluetooth earbuds, or any Bluetooth device, pagers, text messaging devices, camera phones, MP3 players, walkie/talkie, radios, laser pointers, electronic cigarettes, and/or other devices that are similar to and/or perform the same functions as items listed.

### **EXPLOSIVE DEVICE**

Any device or material that may explode or ignite.

### **EXTORTION**

The act or practice of obtaining something from another person by force or undue or illegal power or ingenuity.

### **FIGHTING**

Engaging in physical contact for the purpose of inflicting harm to another person. Entering into an existing fight.

### **FIREWORK**

A device containing powder that burns or explodes and produces lights, noise, and/or smell.

### **FORGERY**

The false making or alteration of a written document or another person's name or signature.

### **GAMBLING**

To play a game for money or for other stakes.

### **GANG ACTIVITY**

Any violation of school rules/policy/malicious or criminal behavior that a group of individuals come together to commit.

### **HARASSMENT**

To annoy continually. Words and/or actions directed toward an individual which are intended to harass that individual based on a person's sex, race, religion, or ethnic origin are considered harassment.

### **INSTIGATION**

Comment or action that promotes violence or inappropriate behavior.

### **INSUBORDINATION**

Any action involving open or persistent defiance of authority and/or school rules and regulations.

### **INTIMIDATION**

Threats or verbal comments with the intent to cause fear.

### **INTOXICATING AGENT**

Any substance, including but not limited to medical marijuana, used to excite or stupefy to the point where physical and mental control is markedly diminished.

### **ISD**

In School Detention.

### **ISS**

In School Supervision.

### **LOITERING**

Being in the hallway or unauthorized area without permission.

### **LONG-TERM SUSPENSION**

Removal of a student from school and school activities for a specific period of time, usually more than three days.

### **LOOK-ALIKE DRUGS AND WEAPONS**

Any material or substance that has the appearance of or is similar to the real thing.

### **LOSS OF PRIVILEGES**

Occurs when a student is not allowed to participate in any school activity other than academic classes. This may include extra-curricular activities during or after the regular school day.

### **LYING**

Intentionally giving untrue communication.

**MALICIOUS DAMAGE**

The intent to cause loss or harm resulting in injury to person, property, or reputation.

**NON-PRESCRIBED DRUGS**

Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.

**NORMAL EDUCATIONAL PROCESS**

Generally accepted action or operation of being educated.

**NORMALLY ESTABLISHED RULES**

Generally accepted prescribed guide for conduct or action.

**OBSCENE**

Statements and materials that school officials applying contemporary school standards would find offensive.

**OSS**

Out of School Suspension.

**PARAPHERNALIA**

Accessories, apparatus, or equipment that may be used in the manufacture of or utilization of a controlled substance.

**PHYSICAL ABUSE**

Any act intended to cause injury to another.

**PHYSICAL AGGRESSION**

A provoked or unprovoked attack using part of one's body.

**PROFANITY**

The act of uttering contemptuous language for the purpose of debasing the dignity of another person. The departure in the use of language from what is normally considered to be acceptable within the environment of a school or school-related area.

**PROJECT SUCCESS/STUDENT ASSISTANT PROGRAM**

An optional educational support program provided to students through the Student Assistance Coordinator. Conducted after the school day, it may be offered to any student as a prevention program or as a reduction of suspension in some infractions or an athletic code of conduct violation (pending completion of a required number of sessions which provide training in substance abuse prevention, social skills, communication, emotional self-control, and conflict resolution).

**REFERRAL**

A written notice of alleged misconduct to the appropriate administrator.

**REFUSAL TO IDENTIFY SELF**

Refusal to give correct name when requested to do so by school personnel or refusal to wear school ID.

**REPRIMAND**

Warning or disciplinary action taken by a school official for student misbehavior.

**RESTITUTION**

Restoration of something to its rightful owner: the making good of or giving an equivalent for some injury (as a loss of or damage to property).

**RESTRICTION OF BUS PRIVILEGES**

Temporary exclusion of a student from school transportation.

**RESTRICTION PENDING A PARENT CONFERENCE**

Removal of a student from school, school transportation, and school activities until a parental conference is held with the appropriate building administrator.

**ROBBERY**

The taking of property of another by force, violence, or threat.

**SALE OF INTOXICANTS**

The transfer of ownership from one person to another for a price or item of value, those substances that excite or stupefy to the point where physical and mental control is markedly diminished.

**SEXTING**

Sending, receiving, or possessing sexually explicit or otherwise inappropriate picture or images. Includes, but is not limited to, creating, sending, sharing, viewing, receiving or possessing an indecent depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

**SEXUAL HARRASSMENT**

Policy 7:20 contains a complete definition of conduct which constitutes sexual harassment.

**SEXUAL MISCONDUCT**

Inappropriate behavior of a sexual nature; may include, but is not limited to, physical, verbal, written and/or electronic communication.

**SHORT-TERM SUSPENSION**

Removal of a student from school and school activities for a period of 1 to 3 school days.

**SPECIAL ASSIGNMENT**

Occurs when a student is given any additional work to perform that other students in a non-disciplinary situation are not required to do.

**TARDY**

A student is considered "tardy" if he/she is not in the classroom (across the threshold) by the end of the tardy bell.

**THEFT**

Taking property that does not belong to that person.

**THREATS**

Disrespectful or other language that expresses an intent to do harm toward persons or property at school or school-related events.

**TIME-OUT**

Removal of the student from the regular academic setting or a restriction of privileges.

**TOBBACO**

Dried leaves of plants or liquids used for smoking, chewing, and snuffing.

**TRESPASS**

The unauthorized presence of an individual on school property.

**TRUANCY**

The intentional absence from school without legitimate cause.

**VANDALISM**

Destroying, mutilating, and defacing objects or materials belonging to the school, school personnel, or other persons.

**VAPING DEVICES**

A device used to vaporize substances for inhalation.

**VERBAL ABUSE**

Disrespectful language and/or language which is threatening in nature to a staff member or a student.

**VULGARITY**

The use of offensive language; repulsive language; profane language.

**WEAPONS**

A weapon shall be defined as any object used or which could be used to cause harm.

# 2025

## Holidays & Observances

### January

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### February

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

### March

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### April

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### May

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### June

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### July

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### August

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### September

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### October

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### November

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### December

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Jan 01** New Year's Day
- Jan 20** Martin Luther King Day
- Jan 29** Chinese New Year
- Feb 14** Valentine's Day
- Feb 17** President's Day
- Mar 01** Ramadan, 1st day
- Mar 05** Ash Wednesday
- Mar 17** St. Patrick's Day
- Mar 20** March equinox (GMT)
- Apr 01** April Fool's Day
- Apr 13** Passover
- Apr 20** Easter
- Apr 22** Earth Day
- Apr 23** Admin Assistants Day
- May 05** Cinco de Mayo
- May 11** Mother's Day
- May 26** Memorial Day
- Jun 08** Pentecost
- Jun 14** Flag Day
- Jun 15** Father's Day
- Jun 19** Juneteenth
- Jun 21** June Solstice (GMT)
- Jul 04** Independence Day
- Sep 01** Labor Day
- Sep 22** September equinox (GMT)
- Sep 23** Rosh Hashanah
- Oct 13** Federal Holiday
- Oct 31** Halloween
- Nov 11** Veterans Day
- Nov 27** Thanksgiving
- Dec 14** Hanukkah begins
- Dec 21** December Solstice (GMT)
- Dec 25** Christmas Day
- Dec 26** Kwanzaa begins
- Dec 31** New Year's Eve