

# Central School District #104

Student/Parent / Handbook, 2017 – 2018

Dear Parents/Guardians

Welcome to District #104! We have created this handbook to provide answers to many of the questions regarding school. It is our goal to help your student have a positive, productive educational experience. We provide many programs and activities, which help students grow academically, socially, and emotionally toward becoming excellent learners and citizens.

This handbook is a summary of Board policies, school procedures, and best practices. Information may be updated during the year without notice. This handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school, its current practices, procedures, rules, and regulations. Membership or participation in a school-sanctioned activity is a privilege and not a property right. If the information that you are seeking is not in this handbook, please contact your school administrator.

All of us at District #104; faculty, staff, school board members, and administrators extend to you and your student(s) a warm welcome to the 2017-2018 school year. Remember that your success in school and in later life depends largely on your attitude and effort.

Central SD #104 Administration

## Section 1 – Introductory Information and General Community Notices

### 1.01 - BOARD OF EDUCATION

Ms. Laurie Burian  
Mr. Chris Monroe  
Mrs. Sarah Svoboda  
Mr. Brent Whipple

Ms. DeWonda McComb  
Mrs. Andrea Mouser  
Dr. George Vineyard

### 1.02 - ADMINISTRATION

Ms. Dawn Elser, Superintendent  
Mr. Jered Weh, Central Elementary Principal  
Mrs. Cassy Shelton, Special Education Coordinator  
Mr. Tron Young, Joseph Arthur Middle School Principal

### 1.03 - DISTRICT MISSION STATEMENT

#### **Imagine – Inspire – Achieve**

**Imagine** – seeing beyond what exists to what could exist

**Inspire** – all to greatness through academic, physical, social and emotional growth

**Achieve** – to each person’s fullest potential

We will promote **Imagination, Inspiration** and **Achievement** in a global society by being: self-motivated learners, critical thinkers, effective communicators, skilled collaborators, culturally aware, responsible, and engaging citizens

### 1.04 - DISTRICT GOALS

Goal One: To provide the resources, professional development and technology (sustain, expand and use to the fullest potential) needed to achieve our mission

- Provide the technology to engage each student (based on student’s needs)
- Provide support to help all (high, average, low achievement) students to excel and achieve maximum potential
- Central will encourage, recognize, and reward excellent teaching
- Budgets will be aligned to school and District priorities
- Provide professional development that enhances staff use of technology in providing skill development and mastery of standards

Goal Two: To nurture and support a proactive district-wide communication system that encourages parent involvement and community partnerships

- Continue to submit materials to local media outlets
- Utilize the school/district website to improve communication
- Provide opportunities for parents and other stakeholders to be involved in school and District decision-making
- Increased use of two-way communication systems (email) with parents and communities
- Investigate community service opportunities for students

Goal Three: To provide an environment that is safe, healthy and conducive to learning

- Buildings will provide flexibility for storage, meeting and learning space
- Academic and athletic facilities will be safe, clean and well maintained
- Monitor operations and maintenance costs related to buildings
- Increase the use of recyclable and renewable resources

Goal Four: To provide an environment and resources that embraces, promotes all aspects of diversity

- Central will strive to equalize the opportunities for all students
- Behavioral expectations for students will be consistent and fair
- Students will actively participate in academic and extracurricular programming
- Students will indicate high levels of satisfaction

Goal Five: To provide a dynamic, all-encompassing curriculum

- Implement a grading practice that challenges students to achieve
- Monitor, measure and report academic strengths and weaknesses (during and post)
- Academic performance gaps among subgroups will decrease over time
- Central will update its curriculum to align the Common Core Standards
- Students will make successful transitions from elementary to middle school – from middle to high school

#### 1.05 - GENERAL INFORMATION

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website [www.central104.org](http://www.central104.org) or at the District office, located at: 303 Hartman Lane, O'Fallon, Illinois.

Central Elementary School is located and may be contacted at: 309 Hartman Lane, O'Fallon, Illinois. Joseph Arthur Middle School is located and may be contacted at: 160 St. Ellen Mine Road, O'Fallon, Illinois.

#### 1.06 - BUILDING / OFFICE HOURS

Central Elementary School office is open from 7:15 am to 3:45 pm Monday through Friday as per the school calendar. Joseph Arthur Middle School Office is open from 7:30 am to 4:00 pm Monday through Friday as per the school calendar.

Morning Pre-kindergarten and Early Childhood will begin at 8:00am and end at 10:30. Afternoon Pre-kindergarten and Early Childhood will begin at 12:10-2:40. Kindergarten through fourth grade, at Central Elementary School, will begin at 7:50 am with dismissal at 2:40 pm. Grades 5, 6, 7 and 8, at Joseph Arthur Middle School, will begin at 8:20 am with dismissal at 3:15 pm. A child is tardy if he/she arrives after the 8:25 am tardy bell at Joseph Arthur Middle School and after 7:55 at Central Elementary, and he/she must sign in at the office. Frequent tardiness is viewed as a disciplinary matter (see discipline section). Children should not arrive at school before 7:20 am. The school breakfast programs will begin at 7:30. All students must report to the gym, multi-purpose room, cafeteria, or outside immediately upon arrival.

#### 1.07 - EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

District #104 may also use an automated calling and/or email system to notify parents and students of school closings or early dismissals. Phone numbers that are up-to-date will receive a phone call informing them of school closings. One may also call 632-6336 for a recorded message, or check the District #104 website.

For your student's safety, make certain your student knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

#### 1.08 - DROP OFF / PICK-UP (Central)

To ensure the safety of students, we have established a drop off, pick-up procedure at the front door. Please DO NOT drop your child off in the bus lane, side street or staff parking lot. Parents are not permitted in the building in the mornings to walk their child to the classroom or at the end of the day to pick up their child. The students are to be dropped off at the last set of doors (no earlier than 7:20 am), which are the main office doors. The students are then asked to go to their lockers to put up their backpacks. The students will go to the cafeteria to eat breakfast. All other K-2 students go to the cafeteria and 3-4 students go to the gym. If the student is dropped off after 7:55 am, the student will need to sign in the office for a tardy slip. At the end of the day, parents should not arrive to line up for student pick-up before 2:30pm. Students will be sent to parent vehicles by school staff. We ask that you do not park on the street or parking lot and walk up to pick-up your child as this causes a lot of congestion in the parking lot and at the front door. If students cannot be picked up by 3:00 pm daily, the student will need to be enrolled in latchkey. Students not picked up by 3:00 pm will be sent to latchkey and parents will be responsible for paying latchkey fees. Chronic issues of being late may result in O'Fallon Police Department being notified and possibly taking the student to the police station.

#### 1.09 - CHANGES IN DISMISSAL ROUTINE

If there is any change in your child's transportation or after school care, written permission or a phone call from a parent/guardian must be received 30 minutes before the end of the school day or we cannot guarantee that the change can be made. We will not accept

verbal notice from a student. If you do not call or send written notice, we will continue with the daily transportation schedule the parent initially provided.

#### 1.10 - VIDEO AND AUDIO MONITORING SYSTEMS

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

Students may be photographed for various reasons in educational settings at District #104. Newspapers may run feature articles on students' activities. Students could be featured on our home web page engaging in school activities and sport competitions. Students will be pictured in our annual yearbook and monthly newsletter.

#### 1.11 - VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as guests and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

#### 1.12 - VOLUNTEERS

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office and District website. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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

#### 1.13 - SPECTATORS AT EVENTS

We encourage our students and their families to attend our sporting events. We do ask that you conduct yourself in a manner that reflects in a positive way on our school. All spectators are expected to conform to the Conference Code of Conduct. Anyone who violates the code of conduct will be asked to leave. Students at any extracurricular events, both at home and away, are subject to the Student Code of Conduct. Students should make arrangements to be picked up immediately after home games. Home games are usually over no later than 8:30 pm.

#### 1.14 - ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

#### 1.15 - EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mrs. Cassy Shelton, Special Education

Coordinator.

### 1.16 - INVITATIONS AND GIFTS

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home. The office is unable to release addresses and phone numbers of students.

### 1.17 - DRUG FREE, GUN FREE ZONE

District #104 has been declared as a Drug Free, Gun Free Zone. Any illegal possession of drugs or guns within 1,000 feet of Central School will result in prosecution under federal and/or state statutes.

### 1.18 - TELEPHONES / CELL PHONES / SMART PHONES

The telephones in the office and classrooms are to be used by students only in the event of an emergency. Telephones are to be used only with the prior permission given by school personnel.

Students with cell phones must keep them in their lockers during the school day. Cell phones are to be turned off during the school day. Students are prohibited from using cell phones during the school day. This includes text messaging, checking voice mail, email, games, etc. If a student violates the rule the cell phone will be taken away. The cell phone will be given to the principal and a parent must pick it up from the office. Students may be disciplined for cell phone use during the school day. If a parent needs to contact their student they should call the school office.

### 1.19 - LOST AND FOUND

The hallway accumulates lost items such as coats, hats, gloves, school supplies, etc. over a period of time. If your child is missing something, ask them to check in the hallway to see if it has been turned in. If they should find an article that has been lost, inform them to take it to the lost and found so it may be claimed. Student's clothing and other possessions should be marked with their name, initial, etc. Items not claimed will be donated to charity.

### 1.20 - VALUABLES AT SCHOOL

District #104 is not responsible or liable for lost or stolen articles at school. Students should not bring items of value to school such as radios, electronic games, video recorders, cameras, cell phones, CD players, mp3 players, iPods, trading cards, etc. Because such items are a great temptation for theft and a distraction, school personnel may take items to the office for safekeeping. Parents/guardians will be responsible for claiming items that have been taken to the office. Students that repeatedly bring items to school are considered to be insubordinate. (See discipline) Students should not bring a large amount of money to school at any time.

## **Section 2 – Attendance, Academic Promotion, and Graduation**

### 2.01 - ENROLLMENT

Children who are five (5) years old by September 1 of this school year are eligible to enroll in school. Students moving out of our district during the school year may continue attendance in our school district without paying tuition for the remainder of the school year.

### 2.02 - RESIDENCY

Any person who knowingly or willingly presents any false information regarding the residency of a student for the purpose of enrolling that student to attend school in District #104, or who knowingly enrolls a student who is not a resident of District #104, shall be guilty of a Class C Misdemeanor, under the Illinois School Code. This is punishable by up to 30 days of incarceration in the St. Clair County Jail and/or a fine up to \$1,500.00. Any non-resident student will be charged tuition of 110% of the per capita cost of maintaining the school of the district for the preceding school year for each day that a child is illegally enrolled.

In order to verify residency two proofs are required. One document from each of the two groups listed below must be presented before a student is enrolled:

#### *Group A*

Home Ownership Title, Deed or Mortgage Statement

Current Lease Agreement **with a** Current Receipt of Monthly Rent

Current Real Estate Tax Bill

*Group B*

Current Utility Bill (water, electric, sewer, or cable - not cell phone)

Current Homeowner's Insurance Statement

Current Renter's Insurance Statement

2.03 - ATTENDANCE

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school, are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

There are two types of absences: excused and unexcused. Excused absences include: personal student illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the building principal. All other absences are considered unexcused. The principal must approve pre-arranged excused absences.

The school may require documentation explaining the reason for the student's absence. In order to obtain an excused admit slip a student must produce a note from the parent/guardian, doctor or dentist within 24 hours of the absence. The goal of our attendance policies and procedures is to encourage regular attendance and discourage frequent and/or unacceptable absenteeism.

In the event of any absence, the student's parent or guardian is required to call the school before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the parent to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential. No class work or tests can be made up for credit without an excused absence.

Students that attend less than 300 minutes of instructional time must be counted as half day absent. Students that is present less than 150 minutes of instructional time are counted as absent for a full day. Lunch and passing periods do not count as instructional time. If a student is signed out of school before the end of the day, it will be counted against their attendance. When perfect attendance is calculated, signing your child out early will be counted against the student's perfect attendance as well as tardies.

If your child has had a communicable disease such as chickenpox, measles, impetigo, scabies, etc. call the school nurse's office (632-6336, ext. 107) and find out when the child may safely return to school.

2.04 - RELEASE TIME FOR RELIGIOUS OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least five (5) calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

2.05 - TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

#### 2.06 - TRUANCY ORDINANCE

District #104 cooperates with the O'Fallon Police Department in enforcing the City Truancy Ordinance. This ordinance makes it unlawful for anyone under the age of eighteen to "absent himself or herself from attendance at school without parental permission." Each offense is subject to a fine not to exceed \$500.00.

As a parent or caregiver, the law obligates you to make sure that your child attends school. A parent or caregiver who fails to meet this obligation may be guilty of an infraction and subject to prosecution.

Students who miss an excessive amount of school are put at-risk of being retained due to poor attendance.

#### 2.07 - TARDY TO SCHOOL / CLASS

The most effective class is the one that starts on time. Therefore, all students are expected to report to school and classes on time. If tardy to first period, a student should report to the office. During the school day a student should go directly to his/her next class. Classroom teachers will report each student who arrives late to class as being tardy unless a written excuse from another teacher or the office is presented by the student. The teacher directly involved will deal with students who are tardy to class on an individual basis. Attendance will be taken by each 7th-8th grade teacher each period at JAMS. Here are the consequences for being tardy:

3rd tardy= teacher notifies the parent

5th tardy = office notifies the parent and an after school detention is served

7th tardy = mandatory parent meeting and an after school detention is served

9th tardy = office notifies parent and an in school suspension is served

The students start fresh each quarter.

#### 2.08 - CHANGE OF ADDRESS AND TELEPHONE NUMBER

In case of accident, injury, or illness of your child, you will be contacted by phone. Your home phone and a number where you can be reached during the day, as well as a name and number of your family physician, should be recorded on each student registration form.

Should there be any change of address or phone number during the school year, please call the office and give us the information. There are times when we need to get in contact with students and parents. At such times, this information is essential.

#### 2.09 - PLACEMENT OF STUDENTS

All decisions concerning the initial placement of a child shall be made in the best interest of the individual child involved. The school administration will have the final determination after reviewing any relevant documents and testing results.

#### 2.10 - KINDERGARTEN - 2ND GRADE

The kindergarten, first grade and second grade report card will be a Standards Based Report Card. The student's report card will show the students understanding of the Illinois State Reading, Writing and Math Standards as well as their Social and Emotional Growth Skills, Study Skills and Music, Physical Education, and Art Skills. The report card informs parents of their child's progress in each area:

#### **Academic Achievement Ratings**

- 4= Meets the Standard

#### **Learning Skills and Social Emotional Ratings**

- 3= Progressing Toward the Standard
  - 2= Demonstrates Limited Understanding of the Standard
  - 1=Demonstrates Significant Gaps with the Standard
- 3= Satisfactory
  - 2= Needs Improvement
  - 1= Below Standards

## 2.11 - GRADES 3-8

### Second Grade through Eighth Grade Grading System

Each student will receive a letter grade of A, B, C, D, or F, to indicate the level of achievement for the core subjects or electives. The meanings of these grades follow:

- An "A" student achieves all that is reasonable to expect in this grade level, subject, and group. This mark indicates outstanding initiative, which results in excellent work. The "A" student has mastered the necessary skills and can apply these skills independently.
- A "B" student achieves most of what is reasonable to expect in this grade level, subject, and group. A "B" indicates very good work. The student has acquired most of the skills being taught and can use these skills independently with minimal assistance.
- A "C" student achieves an acceptable amount of what is reasonable to expect in this grade level, subject, and group. The student has acquired some of the skills being taught but requires assistance in doing some of the assignments.
- A "D" student achieves very little of what is reasonable to expect in this grade level, subject, and group. A "D" indicates that the student is achieving or performing marginally in regards to grade level expectations.
- An "F" student achieves almost none of what is reasonable to expect in this grade level subject, and group. An "F" indicates that the student is not achieving or performing at acceptable grade level.

Each student will receive a grade of "S" for satisfactory, or a "U" for unsatisfactory, and "N" for needs improvement in areas of social emotional skills.

Core subjects for 2nd - 4th grade are: Reading, Language Arts, Math, Science and Social Studies. Core subjects for 5th - 8th grade are: English, Literature, Math, Science and Social Studies. The following is the grading scale for 3rd-8th grade.

- A+ = 97 & above, A=96-93, A- = 92-90
  - B+ =87 & above, B= 86-83, B- = 82-80
  - C+ = 77 & above, C=76-73, C- = 72-70
  - D+ = 67 & above, D=66-63, D- = 62-60
  - F=59 and below
- S=satisfactory
  - N=needs improvement
  - U=unsatisfactory

## 2.12 - ACADEMIC REPORTING AND PROMOTION

Four times a year, at the end of each nine weeks of school, each student receives a report card indicating the grades they have received for their school subjects. Please sign the envelope and return it to school (CES only). The dates report cards and progress reports are issued are listed in the school calendar. About the midpoint of each quarter, progress reports will be available via Skyward Family Access. Parent-teacher conferences are scheduled in October, for all parents. By February parents will be contacted for a conference if their child is considered to be at- risk or being considered for retention. Parents are encouraged to schedule conferences with the teacher whenever necessary.

## 2.13 - HONOR ROLL

The Honor Roll is based on grades in subjects where letter grades are used (i.e. A, B, C, D, and F). The Honor Roll has three levels:

- Highest, straight A's,
- High, more A's than B's,
- Honors, equal amount of A's and B's or more B's than A's

## 2.14 - GRADE LEVEL PROMOTION

Retention Policy: Retention of students is an acceptable practice in District 104 schools. It is the philosophy of District 104 that promotion of a student is recognition of the capability of the pupil to continue with more advanced work. Retention should signify that



a student's ability to continue in the advanced grade or subject is in serious doubt, and it is determined by those concerned that retention will be more beneficial to a pupil's total school experience than promotion.

Retention of Middle School students will be based on the following guidelines: A first and second report period grade will be posted. A third and fourth report period will be posted. A year to date grade point average (GPA) will be calculated based on the four quarter grades. The first, second, third, and fourth period grades will appear on the individual student's report card. Students posting a cumulative GPA of 1.0 or greater will be promoted to the next grade level. Students posting a GPA of less than 1.0 may be retained at their current grade level at the discretion of the building Principal. The number of courses a student successfully passes or fails will be considered as part of the retention guidelines. All subjects with the exception of electives will be considered in the calculation of GPA. Only core subjects will be considered in the calculation of the GPA.

Notification of "at-risk" status will include a parent-teacher conference and an invitation to meet with the teacher to craft an assistance plan to provide the student with the opportunity to make academic progress. The implementation of an assistance plan is not a guarantee of promotion to the next grade level.

The following factors should be considered by the building Principal when student retention is a possibility based upon GPA, standardized assessments and existing extenuating circumstances:

1. Extent to which the pupil has put forth effort.
2. Regularity of pupil's attendance.
3. Probable effect upon student if promoted or retained.
4. Pupil's chronological age.
5. Pupil's ability in subject matter.
6. Whether pupil has been subjected to frequent transfers from one school to another during the school term.
7. Social maturity.

These are only suggestions and not the only criteria to be considered when making individual decisions in reference to retention. Decisions should be based upon all relevant information available. The final decision to retain will be made by the building Principal.

### 2.15 - PHYSICAL EDUCATION (P.E.)

Students do not currently change clothes for P.E. class. However, we do ask that they have a pair of tennis shoes that can be left at school to wear only for P.E. Tennis shoes are needed in order that students are able to participate in the activities; many of which would be difficult or dangerous to do in hard-soled shoes.

There are times when students, for health reasons, should not take P.E. class. They will need a note from a parent/guardian for one or two days of non-participation. Non-participation of three (3) or more consecutive days requires a doctor's written excuse. If some unusual circumstance exists where the absence from P.E. will be longer than 3 days but is not, in the parent's opinion, reasonable to go to the doctor, please contact the school administration to discuss the situation.

JAMS students who do not take physical education classes during the day will not be eligible to participate in the school's athletic programs that same day, or as long as the period of time they are excused from participating in P.E.

### 2.16 - HOMEWORK

As students progress through the grades, they should expect to receive work to do outside of class time.

Homework is an essential part of the curriculum and is regularly assigned. Homework assignments are designed to serve one or more of the following purposes:

- Reinforcing what is taught that day in class
- Allowing the student to expand the depth and breadth of the subject being taught
- Reinforcing the basic study skills that are taught in class and in the study skills unit
- Providing regular monitoring of student progress

### 2.17 - MAKE-UP WORK

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

### 2.18 - SEMESTER EXAMS

All 7th - 8th grade students will take semester exams each semester. These tests are comprehensive over the semester and constitute 10% of the final semester grade. Please do not take trips that would cause your student to be absent during Semester Exams.

### 2.20 - CHEATING

Cheating on tests or assignments, plagiarism or any other type of deception to obtain credit without effort is universally recognized as improper conduct. Students who engage in cheating or other deceitful activities will receive a "0" on the assignment.

## **Section 3 – Student Fees and Meal Cost**

### 3.01 - FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities, including registration, technology, and athletics. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay registration fees or certain charges. Students whose parent or guardian is unable to afford student registration fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lunch, lost and damaged books, locks, materials, supplies, and/or equipment..

A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

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

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

Within 30 days, the Superintendent will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the District office at 632-6336 x.101.

### 3.02 - FEE SCHEDULES (2017-2018)

Registration fee is \$60.00 per student in each grade. Students who choose to participate in Athletics or Extracurricular clubs will have a participation fee of \$15.00 per activity with a maximum of \$30.00 per year per student. Students in 5th - 8th grades are required to pay a \$40.00 technology fee.

Only the registration fee may be waived with an approved fee waiver form.

Latch Key has a registration fee of \$15.00 per student. Charges for before school and after school care vary based on the number of days a student is present. Please contact the District Office (632-6336 x. 101) for a list of the specific charges for before school and after school care.

### 3.03 - SCHOOL BREAKFAST / LUNCH PROGRAM

District #104 operates a school lunch program meeting all the state and federal guidelines. An a la Carte menu may be available for students in grades 5-8.

A breakfast program is offered every school day for all students. Breakfast begins thirty minutes (30) before the start of school.

Paid breakfast charge is \$1.00 per meal. Paid lunch charge is \$2.30 per meal. A la Carte items are not included in these charges. Outstanding balances may accrue interest and additional charges if not paid in a timely fashion. Adult paid lunch charge is \$2.60. Adult paid breakfast charge is \$1.40. Milk is \$0.55.

In accordance with state and federal guidelines, District #104 offers free or reduced price lunches to those families that meet the guidelines established. Forms are available in each school office to apply for free or reduced price meals. The application must be completed in full, submitted to the District office, and approved before family members may receive free or reduced price lunches. A family that qualifies for free or reduced priced meals may still owe the District for food service until the application is approved or if their student chooses food from the a la Carte menu.

Students are expected to use one of the following options for lunch:

- Eat hot lunch in the cafeteria; or
- Bring a sack lunch and eat it in the cafeteria.

This is a closed campus. All students are required to eat in the cafeteria unless picked-up by a parent/guardian through the office.

We have a food service agreement with Aramark. Aramark provides nutritious and well-balanced meals for students and staff. We consider good nutrition and a well balanced diet a vital part of the health program of the school. Students may bring their lunch from home and supplement it with milk or fruit juice. Bringing soda to school is strongly discouraged.

## **Section 4 – Transportation and Parking**

### 4.01 - BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. The building principal must approve exceptions, in advance.

While students are on the bus, they are under the supervision of the bus driver. In most cases, the bus driver can handle bus discipline problems. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

- Students are to sit in their assigned seats at all times
- Do not stand in the entrance or in the aisle
- Do not move from one seat to another while on the bus
- Keep all parts of the body and all objects inside the bus
- Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed
- Enter and exit the bus only when the bus is fully stopped
- All school rules apply while on the bus, at a bus stop, or waiting for the bus
- Use emergency door only in an emergency

- In the event of emergency, stay on the bus and await instructions from the bus driver
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required
- Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action
- Keep the bus neat and clean
- Athletic footwear equipped with cleats or spikes are not allowed on the bus
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services
- Be waiting at your bus stop on time
- Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment
- Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated
- Eating is not permitted on the bus
- Parents will be liable for any defacing or damage students do to the bus

Students may be suspended from riding the school bus for engaging in gross disobedience or misconduct. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

The school has clearly marked locations available for school visitor parking.

**Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Vehicles are to enter the pick-up lane from the back of school. Please obey the one way traffic pattern and do not enter off of Hartman Lane through the exit.**

For questions regarding school transportation issues, contact: Ms. Cassy Shelton 632-6336 x. 161.

#### 4.02 - REIMBURSEMENT

Parent(s) or legal guardian(s) who must provide transportation to and from school because free transportation is not available for their children may be eligible to receive money from the state to help offset some of the cost. If you can answer yes to the following questions, you may be eligible to receive reimbursement for providing such transportation:

- Will the student be under the age of 21 at the close of the school year?
- Is the student a full-time student in grades K-12?
- Does the student either reside 1.5 miles or more from school or live less than 1.5 miles from school but must be transported due to a serious safety hazard approved by the Illinois Department of Transportation?
- Does the student attend a school within Illinois, which meets Illinois compulsory attendance laws?
- Did the parent/guardian incur transportation expenses resulting from transporting the student to and from school?

If you answered yes to all of the above questions, lived in Illinois and wish to file a claim, you must go to the school where each of your children is enrolled and complete a claim application. Once all claims are completed at the school, the claim forms will be sent to the Illinois State Board of Education. If your claim is approved, you should receive a check directly from the state for the lesser of the cost of transporting your child/children or the average per student reimbursement paid to public schools for transporting regular education students. If insufficient funds are appropriated by the General Assembly, all claims will be prorated.

#### 4.03 - BICYCLES

Students wishing to ride bicycles to school are expected to follow all traffic and safety laws, including walking their bicycle when a large number of students are assembled. Bicycles should be kept in the bike racks until school is dismissed and should be securely locked. Students should respect other student's bicycles by staying away from the bicycle racks at all times.

### **Section 5 – Health and Safety**

#### 5.01 - STUDENTS WITH FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at 632-6336, ext. 107.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

#### 5.02 - TREATS AND SNACKS

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

#### 5.03 - CARE OF STUDENTS WITH DIABETES

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

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

For further information, please contact your Building Principal.

#### 5.04 - HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

For information on home or hospital instruction, contact: Ms. Cassy Shelton 632-6336 x. 161.

#### 5.05 - IMMUNIZATION AND HEALTH EXAMINATIONS

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

- Entering Kindergarten or the first grade
- Entering the sixth and ninth grades
- Enrolling in an Illinois school for the first time, regardless of the student's grade

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. An appropriate medical professional must sign the schedule and statement of medical reasons.

#### 5.06 - EYE EXAMINATION

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye

examination will take place within 60 days after October 15.

#### 5.07 - DENTAL EXAMINATION

All children entering Kindergarten, second, and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

A student will be exempted from the above requirements for:

- Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection
- Health examination or immunization requirements on medical grounds if a physician provides written verification
- Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist
- Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist

#### 5.08 - STUDENT MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form".

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or nonprescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or nonprescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

#### 5.09 - COMMUNICABLE DISEASES

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

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

#### 5.10 - HEAD LICE

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

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

Infested children are prohibited from riding the bus to school to be checked for head lice.

All health and immunization requirements must be completed prior to enrollment on the first day of school. Students transferring in after the start of the year must meet this requirement within 30 days of enrollment. Kindergarten or first grade and fifth and ninth grades, and every student first entering any school in this district shall be immunized in accordance with the rules and regulations developed by the Department of Public Health. Dental examinations for students in kindergarten, grade 2 and grade 6 must be completed prior to May 15 of those school years.

#### 5.11 - PERSONAL ILLNESS

If a student becomes ill during the school day, parent/guardian or an “emergency person” designated by parent/guardian must be contacted through the school office before the student will be allowed to go home. This is for the safety and well being of the student. Should emergency conditions require medical attention and contacting the parents proves unsuccessful, the school will contact emergency medical help.

Students with fevers and/or symptoms of vomiting and/or diarrhea need to be kept home until they are symptom free without any fever reducing medications for at least 24 hours. If your child has a fever of 100°F or greater, symptoms of vomiting, or diarrhea while they are at school they will be required to go home. Since these symptoms are usually contagious, your child cannot return to school until they are symptom free for at least 24 hours without medication. For example, their body temperature should be normal (96°F - 99°F) for at least 24 hours. If they require medicine to keep their temperature within normal range, then this is not symptom free. It would be the same for vomiting or diarrhea - no vomiting or diarrhea in the past 24 hours.

#### 5.12 - INJURIES

In case of an injury, the student or some other person should notify the staff member in charge immediately. If the staff member determines the injury is serious, then parent/guardian will be notified as quickly as possible. In case of immediate attention, the school personnel will call 9-1-1 prior to parent/guardian notification.

#### 5.13 - ANIMALS ON SCHOOL PROPERTY

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

#### 5.14 - SAFETY DRILL PROCEDURES AND CONDUCT

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

### **Section 6 – Discipline and Behavior Expectations**

#### 6.01 - GENERAL BUILDING CONDUCT

Students shall not arrive at Central Elementary School before 7:20 a.m. and classes begin at 7:50 a.m. and students are dismissed at 2:40 p.m. each day. Students shall not arrive at Joseph Arthur Middle School before 7:30 a.m. and classes begin at 8:20 a.m. and students are dismissed at 3:15 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the building principal.

#### 6.02 - CAFETERIA CONDUCT EXPECTATIONS

- Students shall not save seats for other students.

- Students shall walk to lunch and shall be orderly and moderately quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container.
- No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons, or other items.
- Students shall follow the instructions of the lunchroom supervisors and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when supervisors or staff members make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Misbehavior may result in consequences in according to the school's disciplinary procedures.

#### 6.03 - STUDENT DRESS (GRADES 4-8)

Central School District #104 believes that appearance is a major factor in developing a proper attitude toward learning. In general, it is expected that each student demonstrate good personal hygiene by coming to school physically clean and appropriately dressed for school. Clothing worn by students that is detrimental to their health or safety or which disrupt the educational process, are unacceptable. We expect parents to assume a major responsibility for seeing the manner in which students dress is in keeping with the dress code; however, **the building principal has the final decision.** When students violate the dress code, he/she will be asked to change clothes or cover up the inappropriate item. If they are unable or unwilling to do so, his/her parents will be contacted. Serious or repeat offenses will result in disciplinary action.

#### The following are unacceptable:

- Clothing in poor taste (tobacco or drug logos, alcohol, advertisements, indecent pictures, sexually suggestive slogans, inappropriate sayings, anything promoting gang activity or promotion)
- Exposed undergarments or see through items
- Display of bare midriff or shoulders
- Hats, caps, bandanas, head coverings or sunglasses worn in school
- Pajama pants or slippers without approval from the teacher or administration
- Sagging pants

#### 6.04 - DRESS CODE (PK-3)

Because of the various kinds of activities in which students in PK-3 become involved, more latitude in clothing may be allowed. The school administration and teacher of those students will contact their parents when students are not properly dressed.

#### 6.05 - STUDENT DISCIPLINE

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

- Using, possessing, distributing, purchasing, or selling tobacco materials (including electronic cigarettes or e-cigarettes).
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling:
  - Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - Any 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.
  - "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.



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

- Using, possessing, controlling or transferring a firearm or “look alike,” knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
- Using or possessing an electronic paging device.
- Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones, smartphones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- 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.
- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, 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, smartphone or cellular phone.
- Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association’s most current banned substance list, unless administered in accordance with a prescription.
- Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s 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; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

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

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or

- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

We can best serve the students by working together, by inquiring about situations or events should a misunderstanding or breakdown in communication develop, and by supporting one another. Teachers and other staff members are urged to refrain from using discipline methods, which may be physically or psychologically damaging to children such as ridicule, excessive displays of temper, etc. Every staff member has jurisdiction over each student in the entire school. Students are expected to show respect for anyone acting in a supervisory capacity.

#### 6.06 - DISCIPLINARY MEASURES

Disciplinary measures may include:

- Disciplinary conference
- Withholding of privileges
- Seizure of contraband
- Notifying parents/guardians
- Temporary removal from the classroom to the office
- In-school suspension for a period not to exceed 10 consecutive school days
- Suspension of bus riding privileges
- Suspension from school and all school activities for up to 10 consecutive school days - a suspended student is prohibited from being on any school grounds or at school activities
- If a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit
- Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons
- Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on any school grounds or at school activities

#### 6.07 - CORPORAL PUNISHMENT

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

#### 6.08 - DANGEROUS OBJECTS USED OR ATTEMPTED TO BE USED TO CAUSE HARM

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 may be expelled for a period of not less than one year:

- A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The superintendent may modify the expulsion period, and the board on a case-by-case basis may modify the superintendent's determination.
- A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

#### 6.09 - GANG AND GANG ACTIVITY

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall:

- Wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang; or
- Use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; or
- Request any person to pay protection or otherwise intimidate, harass or threaten any person; or
- Commit any other illegal act or other violation of district policies, or
- Incite other students to act with physical violence upon any other person.

## 6.10 - PREVENTING BULLYING, INTIMIDATION AND (SEXUAL) HARASSMENT

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of:

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

Examples of prohibited conduct include, 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Students can submit a harassment report at [www.bullyhelp.org](http://www.bullyhelp.org). This site will email the report to a designated school official to be investigated.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Nondiscrimination Coordinator:

Ms. Cassy Shelton - 309 Hartman Lane - O'Fallon, Illinois - 618-632-6336 x. 161

Complaint Managers:

Mr. Jered Weh - 309 Hartman Lane - O'Fallon, Illinois - 618-632-6336 x. 120

Mr. Tron Young - 160 St. Ellen Mine Road - O'Fallon, Illinois - 618-632-6336 x. 102

## 6.11 - DUE PROCESS

- Prior to suspension, parents/guardians will be consulted by telephone or meet with the school administrator. A written statement giving the reasons for the suspension and the rules and regulations violated by the student shall be sent to the parent/guardian of the student by mail.
- The School administration, upon written receipt of a request for an Administration Review from the parent/guardian of the suspended student, shall arrange for an Administration Review with the Superintendent.
- Upon completion of the Administration Review, the Superintendent shall make his/her findings available to the Board of Education within thirty days (30) of the initial date of student's suspension, if the time constraints of the appeal permit.
- The Board of Education shall review the finding, as reported by the Superintendent and render a decision.
- The Superintendent shall notify the parents/guardians of the suspended student of the Board's decision. He shall also notify the school administration that initiated the suspension.

- If the Board of Education disallows a suspension, the student's absence shall be excused and all education opportunities missed by the student shall, if possible, be afforded him/her, including the making up of any tests. Furthermore, the student's record will be expunged of all notations or remarks regarding this matter.
- The finding of the Board of Education shall be final.
- The Department of Mental Health shall be invited to send a representative to consult with the administration or the Board of Education at any Administration Review or Hearing in which evidence exists that mental illness may be a causative factor in the student's behavior.
- Upon receipt of ten (10) accumulated days of suspension, out of school, a student will be required to appear before the Board of Education for an Administration Review and possible expulsion.

#### 6.12 - BEHAVIORAL EXPECTATIONS (CES)

The goal of the PK - 4th grade behavioral expectations are to provide a physically and psychologically safe learning environment for our students. Our expectations utilize a system of appropriate and positive behaviors to enhance the learning environment. The systems seeks first to educate students and parents concerning socially acceptable behavior, second to provide intervention services for repeat offenders, and last to provide for the systematic removal of students from the classroom or school when it is necessary to ensure a physically and psychologically safe learning environment for our students.

No single discipline plan is appropriate for all classrooms and grade levels. All efforts will be used to promote a positive and healthy school climate. The discipline will be effective and appropriate, culturally responsive and developmentally appropriate for the age of the student and their class. Teachers may individualize classroom management/behavior plans to enhance relationships and build a positive climate. Classroom circumstances may take place that need immediate attention from the classroom teacher. Classroom rules may be adjusted throughout the school year. Parents/Guardians should contact their child's classroom teacher for specific information on classroom management and student expectations.

Any student who is suspended from school will be entitled to make up any missed work, including homework and tests, for equivalent academic credit.

While general guidelines have been established for communication to students and parents, such factors as the nature of the infraction, the severity of the offense, the student's previous discipline record, the age of the student, and other extenuating circumstances might reasonably be considered to determine the severity of the disciplinary action.

A student that exhibits inappropriate behavior will be issued a Discipline Referral. The following guidelines will be enforced for the Discipline Referral: A Discipline Referral will be sent home with the student explaining the reason for the report and the steps that have been taken to correct the behavior. It will be the student's responsibility to have a parent/guardian sign the referral and return it to school office the following day.

#### Lunch Detention

Lunch detention may be used with a student as a corrective disciplinary measure, provided that the student's parent/guardian have been notified by the administration. A notice of the student's lunch detention will be given to the parent/guardian at least one day prior to the day the lunch detention is served. Students who are serving lunch detention will be supervised in the office detention room by school staff. The student will sit in the designated area to eat lunch and will not receive recess.

#### After School Detention

After school detention may be used with a student, provided that the student's parent/guardians is notified by the administration. A notice of the student's detention shall be given to the parents/guardians at least one day prior to the day the detention is served. School staff will supervise students who are detained after school. A detention for any given day is limited to sixty minutes. Parents/guardians shall provide transportation for the student. After school detentions are served immediately after school for sixty minutes.

#### Good Citizenship

Students will have the opportunity to be named the Student of the Month by exhibiting ROAR behavior and positive social/emotional qualities. Incentives, tiger tickets, and rewards are provided for students who demonstrate ROAR behavior at school.

#### 6.13 - DISCIPLINE PROCEDURES (JAMS)

The first principle in Joseph Arthur Middle School's Discipline System is to emphasize and reward good conduct. This is done in a variety of ways. Students of the Month are recognized, monthly PBIS activities are held and ROAR Store is held.

Unfortunately incentives and rewards are not enough to maintain a peaceful and productive school. The Faculty and Administration attempt to separate lapses of good conduct into three categories with an accounting system for each and consequences with increase in

severity as infractions accumulate. The three categories are:

- Being on time,
- Being prepared for class, and
- Being well behaved.

#### Detention

JAMS uses of a wide range of disciplinary procedures depending upon the severity and repetition of behavior. It should be understood that each individual incident must be decided on the basis of the behavior.

After school detention may be used with a student as a way to correct behavior, provided that the student's parent/guardians have been notified by the administration. A notice of the student's detention shall be given to the parents/guardians at least one day prior to the day the detention is served. School staff will supervise students who are detained after school to serve a detention. A detention for any given day is limited to sixty minutes. Parents/guardians shall provide transportation for the student. Failure to serve a detention or write the essay on the assigned day will result in the assignment of a day of In-school suspension (ISS).

#### In-School Suspension

Some offenders of the student conduct code may be assigned to an In-School suspension (depending upon the infraction) and will be allowed to do their work and receive full credit. Arrangements with the teachers on assignments will be made through the office.. Students will not be released for lunch when assigned to ISS.. Students may purchase a lunch from the school lunch program or bring a sack lunch. Any student tardy to ISS will be referred to the office and the tardy will be recorded in his/her first period class record.

Please see Exhibit - Short Term Out-of-School Suspension (1-3 Days) Reporting Form and Long Term Out-of-School Suspension (4-10 Days) Reporting Form at the end of document.

#### Out of School Suspension

1 to 3 days- only used if a student's continued presence at school would pose:

- a) A threat to school safety
- b) A disruption to other students' learning opportunities
  - School officials shall determine the meaning of "threat to school safety" and "disruption to other students' learning opportunities" on a case-by- case basis.
  - School officials must "make all reasonable efforts" to resolve the threat or disruption and to minimize the length of the suspension.

3+ days- only if all available behavioral and disciplinary interventions have been exhausted.

4 to 10 days- only used if student's continuing presence in school would either:

- a) Pose a threat to the safety of other students, staff or the school community
- b) Substantially disrupts, impedes or interferes with the operation of the school.

#### 6.14 – FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Field trips are considered an extension of classroom activity and the course of study. Field trips are encouraged when the experience is an integral part of the curriculum and when it contributes to the desired educational goals of the school district.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher; or
- Failure to complete appropriate coursework; or
- Behavioral or safety concerns; or
- Denial of permission from administration; or
- Other reasons as determined by the school.

Guidelines for field trips are:

- Parents/Grandparents who wish to chaperone must fill out a volunteer form in order to attend a field trip; this volunteer forms/background check must be completed before the day of the field trip.

- The building principal and Superintendent must approve all field trips and only approved school district students shall participate in the field trip.
- Staff members shall adequately supervise all field trips. Volunteer adults may be selected to assist as a chaperone. An adult that has been selected to chaperone a field trip must be able to give their undivided attention to supervising students.
- Only approved students shall ride school provided transportation and shall not be allowed to be transported via private vehicle unless extenuating circumstances exist and approval has been obtained from the building principal.
- The teacher shall arrange for the supervision and appropriate alternative learning experiences for non-participating students.

## **Section 7 – Internet, Technology, and Publications**

### 7.01 - INTERNET ACCEPTABLE USE

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

Acceptable Use - Access to the 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 electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The building principal or Superintendent 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.

Damage to Chromebook - Incidental damage to Chromebook, including normal wear and tear of the device will be covered through the technology fee. However, damage caused by physical misuse or lost items will result in additional fees.

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

- 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; or
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused; or
- Downloading of copyrighted material for other than personal use; or
- Using the network for private financial or commercial gain; or
- Wastefully using resources, such as file space; or
- Hacking or gaining unauthorized access to files, resources, or entities; or
- 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; or
- Using another user’s account or password; or
- Posting material authored or created by another without his/her consent; or
- Posting anonymous messages; or
- Using the network for commercial or private advertising; or
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- 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:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- 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.
- Do not use the network in any way that would disrupt its use by other users.
- 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 District #104 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 Internet 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:

- 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.
- Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- 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.

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 as an education tool:

- The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- 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.
- 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.
- Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- Use of the School District's email system constitutes consent to these regulations.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

#### 7.02 - GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

- The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
- The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.

- The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
- Distribution must be done in an orderly and peaceful manner, and may not be coercive.
- The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.

Students must not distribute material that:

- Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
- Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
- Is reasonably viewed as promoting illegal drug use; or
- Is primarily prepared by non-students.

A student may use the School District's Uniform Grievance Procedure to resolve a complaint. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with this section.

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

- Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
- Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
- Is primarily intended for the immediate solicitation of funds; or
- Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

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

## **Section 8 – Search and Seizure**

### **8.01 - SEARCH AND SEIZURE**

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

### **8.02 - SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, following regulations are effective during the entire year, including the summer vacation period.

Academic Eligibility — Students must be passing all classes in order to play or attend extra-curricular events.. The F List will be published on Friday each week. Athletes may practice during this time. Students that are ineligible or who are on the F list may not attend home or away games. Students that come to games that are ineligible or who are on the F List will be sent home, or if that is not possible, they will be supervised out of the event area until a parent picks them up. including searches conducted through the use of specially trained dogs.



### 8.03 - SEIZURE OF PROPERTY

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

### 8.04 - COATS AND BACKPACKS

For health, safety, and security reasons all student book bags and coats must be stored in the proper designated areas. Since many large book bags, suitcase style book bags, and backpacks with hard plastic bottoms with wheels will not fit in student lockers, parents should be careful in purchasing book bags for their child. The locker openings are only six inches wide; book bags that do not collapse to six inches will not fit.

## **Section 9 – Athletics and Extracurricular Activities**

### 9.01 - ATHLETIC AND EXTRACURRICULAR INFORMATION

District #104 recognizes that student activities are an important part of the school. We provide interscholastic athletic competition in girls and boys volleyball, girls and boys basketball, girls softball, boys baseball, girls and boys soccer, girls and boys bowling, and girls and boys track.

We encourage academic related extra curricular activities such as: Scholastic Bowl, Student Council, Band, Chorus, Chess Team, and Cheerleading. District #104 will sponsor any academic extracurricular activity that the students will support by their regular attendance.

### 9.02 - EXTRA CURRICULAR ACTIVITY REGULATIONS

One of the major objectives of formal education is teaching citizenship and responsibility for one's actions. Any student-representing District #104 may be suspended or dropped from any team or organization for any violation or act either in school or out of school, which adversely affects the school's function of teaching this objective.

The activities governed by these regulations shall include all athletic teams, band/music organizations, choral organizations, student council, and any other sanctioned extra curricular organization.

All participants in the above named activities will be expected to conform to the following Code of Conduct. All participants owe this to themselves and their fellow students to be highly successful at any endeavor that demands, self-discipline, training, and sacrifice.

### 9.03 - CODE OF CONDUCT

The

- Swearing or Abusive Language — Disciplinary action will be given by the coach, director, or sponsor of the activity. It may include removal from practice, removal from the event or game, and in cases of repeated misbehavior permanent removal from the team or organization.
- Outstanding Disciplinary Consequences — If a student has detentions/Office Referrals to serve for a disciplinary referral, they must serve their detention/office referral at or before the appointed time. If a student fails to serve the detention/office referral, they will not be allowed to rejoin the team/organization until they have served the detention/office referral.
- Other Unacceptable Behavior — Disciplinary action may include game/event suspension or removal from any activity. Some examples of unacceptable behavior are: confrontation with a coach, director, sponsor, participant from another school, or game/contest official. Poor sportsmanship is an example of unacceptable behavior.
- Any referral to the office for a serious violation such as fighting, sexual harassment, or any other breach of school rules will result in the following: First offense — Participants will be suspended from game/event activity for 20% of the regular season schedule. If the regular season is ten games, the suspension would be two games/events. The game/event suspensions may be applied to pre or post season. Additionally, the participant must meet with the Social Worker to analyze why they violated the code of conduct and to put together an action plan to prevent future occurrences. Second Offense — Participants may be suspended for a minimum of 50% of a season (i.e. First violation happened in basketball and second between seasons then suspension may start in track) up to a maximum of a full calendar year of all extra curricular activities (i.e. February to February) Each case will be decided individually by the school administration. After the administration determines the consequence, the participant must meet with the Social Worker to analyze why they violated the Code of Conduct a second time and to put together an action plan to prevent future occurrences. Before reinstatement, the participant and parent must meet with the administration. In the meeting the participant should explain how their behavior has changed and present their action plan. The administration will evaluate each case on its merit and determine whether the student will be allowed to resume play or participation in extracurricular activities,

- Use of Tobacco Products — First Offense — Participants will be suspended from game activity for a minimum of 50% of the regular season schedule. If the regular season is ten games, then the suspension will be five games. The game suspension may be applied to pre and/or post season. Full reinstatement on the team is dependent on the following: the participant must meet with the Social Worker to analyze why they violated the code of conduct and to put together an action plan to prevent future occurrences. The participant and parent must meet with the administration. In the meeting the participant should explain how their behavior has changed and present their action plan. The administration will evaluate each case on its merit and determine whether the student will be allowed to resume play. Second Offense — Participants will be suspended from all extracurricular activities for a period of one calendar year. (February to February) At the beginning of the year suspension, the participant must meet with the Social Worker to analyze why they violated the code of conduct a second time and to put together an action plan to prevent future occurrences. Full reinstatement on the team is dependent on the following: the participant must meet with the Social Worker to analyze why they violated the Code of Conduct and put together an action plan to prevent future occurrences. The participant and parent must meet with the administration. In the meeting the participant should explain how their behavior has changed and present their action plan. The administration will evaluate each case on its merit and determine whether the student will be allowed to resume play. Third Offense — Participant will be suspended from all extracurricular activities for the remainder of his/her attendance at Central School District.
- Use of Illegal drugs, Alcoholic Beverages — First Offense — The possession of illegal drugs, or alcoholic beverages will immediately be reported to law enforcement authorities. A student will be subject to further disciplinary action according to the Central School District's Discipline Plan. Participants will be suspended from all extracurricular activities for up to one calendar year. At the beginning of the year suspension, the participant must meet with the Social Worker to analyze why they violated the Code of Conduct a second time and to put together an action plan to prevent future occurrences. Full reinstatement on the team is dependent on the following: the participant must meet with the Social Worker to analyze why they violated the Code of Conduct and to put together an action plan to prevent future occurrences. The participant and parent must meet with the administration. In the meeting the participant should explain how their behavior has changed and present their action plan. The administration will evaluate each case on its merit and determine whether the student will be allowed to resume play.

#### 9.04 - ELIGIBILITY STANDARDS FOR EXTRACURRICULAR ACTIVITIES

District #104 subscribes to the philosophy that extra and co-curricular, and/or other administratively identified areas are integral important parts of the educational program. Students are encouraged to participate in those activities that best suit the students' need. The goal of extracurricular and/or other identified activities are to support and reinforce the academic program and standards of the school. Extra-curricular activities should be construed, as training grounds and winning cannot be the total criteria for success. Rather a good extra-curricular program coupled together with a strong and sound academic program is the standard necessary for the ultimate goal of education and good citizenship.

Those students who select to participate in extra or cross curricular activities including clubs, classes or school organizations including clubs, classes or school organizations including athletics shall:

- Meet all criteria established by the Southern Illinois Junior High School Athletic Association (SIJHSAA) by being a full-time student and filing with the school an up-to-date physical, insurance forms and a student participation agreement; and
- Not have failed or be failing any subjects as determined by the weekly eligibility report filed by the building principal or athletic director on Friday of each week.

Eligibility shall be determined on a week-to-week basis and shall be interpreted by the following method:

- Each teacher shall be responsible to notify the athletic director by the end of the school day on Thursday of any student with a cumulative failing grade; and
- The athletic director will compile a list by Friday morning of those students who are failing one or more classes; and
- Students listed shall not be eligible to participate in extra school competition for the period Monday through Saturday of the week following the Friday report; and
- Students who successfully raise failing grades to a "passing" grade shall be reinstated to eligibility on the Monday following at least one full week of ineligibility; and
- The building principal or athletic director shall notify all sponsors/coaches by weekly memorandum of ineligible students; and
- It shall be the responsibility of the athletic director or coach to notify students and the responsibility of the athletic director to notify parents and to enforce the above eligibility standards.

#### 9.05 - REQUIREMENTS FOR PARTICIPATION

A student must have the following fully executed documents on file at the school office before the student's first participation in any activity:

- A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
- A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
- Proof the athlete is covered by medical insurance; and
- A receipt showing the athlete and his/her parents received a copy of the athletic handbook, which contains the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.

#### 9.06 - RULES IN EFFECT

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport, which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

#### 9.07 - ABSENCE FROM SCHOOL ON DAY OF ACTIVITY

A student-athlete who is absent from school for half day or more on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

#### 9.08 - STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

### **Section 10 – Student Services**

#### 10.01 - BUCKET FILLING (CES)

Bucket Filling is an easy to understand concept: Everyone carries an invisible bucket that holds our good thoughts and feelings. When our buckets are full, we feel happy and when our buckets are empty, we feel sad.

Children quickly understand that they can fill buckets when they do and say things that are kind, considerate, caring and respectful. They also learn that when they are mean, inconsiderate, uncaring or disrespectful, they dip into buckets and remove those good feelings. Even the youngest child understands that actions and words can either fill a bucket or dip into it. When we fill someone else's bucket we also fill our own bucket and when we dip from someone's bucket we dip from our own bucket as well. We want to be BUCKET FILLERS!!! During the school year we are encouraging, reminding and recognizing everyone's efforts to be bucket fillers at home, at school and everywhere we go.

#### 10.02 - DISCIPLINE OF STUDENTS WITH DISABILITIES

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

### 10.03 - EDUCATION OF CHILDREN WITH DISABILITIES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school office.

### 10.04 - EARLY CHILDHOOD / PRE-KINDERGARTEN PROGRAM

District #104 offers two ½ day programs for children who are at-risk and are between the ages of three and five. To determine eligibility, screenings are held in the spring and summer of each year.

### 10.05 - LATCHKEY PROGRAM

Latchkey program information (hours, students eligible, etc.) is available in the Central School District main office. Morning Latchkey hours are 6:00am-7:30am and afternoon hours are 3:00pm - 6:00pm.

### 10.06 – MENTOR PROGRAM

District #104 conducts a mentor program for kindergarten through the eighth grade students. Student referrals to the mentor program are made by the social worker. Mentors meet once a week for one hour with their mentee at school; student benefits include increased motivation and self-esteem.

### 10.07 - POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

PBIS are a systems approach to preventing and responding to school and classroom discipline problems. PBIS develops school-wide systems that support staff to teach and promote positive behavior in all students. By reducing behavioral incidents, PBIS creates and maintains a safer learning environment where teachers can teach and students can learn.

PBIS Addresses:

- High rates of problem behavior that interfere with learning
- Ineffective and inefficient disciplinary practices
- Lack of supports for staff to address problem behavior
- Lack of general and specialized behavior interventions
- Negative school climates
- Reliance on crisis/reactive management

Specialized school staff will be identified and trained to provide leadership in developing individualized intervention teams for students with intensive needs and partner with local mental health staff and other community representatives.

### 10.08 - RESPONSE TO INTERVENTION (RTI)

Response to intervention is: an assessment and intervention process for systematically monitoring student progress and making decisions about the need for instructional modifications or increasingly intensified services using progress monitoring data.

RTI utilizes a problem-solving framework to identify and address academic and behavioral difficulties for all students using scientific, research-based instruction. RTI is the practice of:

- Providing high-quality instruction/intervention matched to all students needs; and
- Using learning rate over time and level of performance to; and
- Make important educational decisions to guide instruction

RTI practices are proactive, incorporating both prevention and intervention and is effective at all levels from elementary through secondary buildings. District #104 provides instruction in both reading and math.

### 10.09 - SCHOOL RESOURCE OFFICER (SRO)

The City of O'Fallon, as a part of its "community policing" efforts, supports public schools by providing a School Resource Officer. As part of the program, an officer is assigned to Central School District #104 on a part-time basis and works with the administration, faculty, students, and parents of our district to help maintain a strong academic environment and assist toward the maintenance of an

atmosphere of safety, which is conducive to teaching and learning.

While on school property, the SRO is considered a member of the Central School District #104 staff. As a staff member, the SRO may assist the principal by interviewing students and conducting investigations into regular school matters without contacting parents or guardians. When matters become criminal in nature, the SRO will inform the principal who will immediately attempt to contact the parent or guardian of the student.

Other duties include but are not limited to:

- Presentations designed to promote student understanding of the law,
- Presentation on public safety issues,
- Attending school functions, such as athletic events, concerts, and assemblies, etc.

The SRO may provide the school population, including family members, with a confidential source of counseling regarding various social problems, especially those relating to the criminal justice system. The SRO may also provide administrators, staff, students, and their families with information concerning various community support agencies. The SRO can be reached by calling the Central School Office, 632-6336.

#### 10.10 - SOCIAL WORK/COUNSELING

The school social worker provides support to students who are experiencing problems, which interfere with their academic, social or behavioral adjustment. The social worker also provides consultative services to parents and teachers to help facilitate a better understanding of the developmental and environmental changes that a student experiences.

#### 10.11 - SPECIAL SERVICES

District #104 provides special services for students with identified "special needs". We offer Title I Reading, a program designed to help children bring their reading achievement up to grade level. We also offer Response to Intervention (RTI), a program that provides early intervention services to at-risk students and students with disabilities through research based curriculum. The primary goal of RTI is to improve reading and math skills.

Special instruction/classes are provided for students identified through a formalized process as in need of special services. These classes are designed to meet the individual needs of students to enable them to achieve according to their special abilities. District #104 offers: speech therapy, physical therapy, Special Education including instruction for students with specific learning disabilities, educable mentally handicapped, emotionally handicapped, and behavior disorders. District #104 is associated with Belleville Area Special Services Cooperative and coordinates educational services for students identified with special needs. Parents who believe their child needs special services should contact the school office at 632-6336.

### **Section 11 – Parental Rights and Legal Notifications**

#### 11.01 - ASBESTOS NOTIFICATION

Asbestos material is present at District #104. These asbestos materials are located at Central Elementary School and are in good condition. This notice is to notify you that District #104 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act for the School Facility/Facilities. Copies of the Management Plan are available in the Administrative Office of the school district and in the Administrative Office of each school building. These plans are available for your inspection during normal business hours of the office (Monday through Friday, 8:00 am - 4:00 pm) and during other times by special arrangement. We request that appointments be made with us to review such plans.

#### 11.02 - BIOMETRIC INFORMATION

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

#### 11.03 - ENGLISH LANGUAGE LEARNERS

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be:

- Given an opportunity to provide input to the program, and

- Provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact Ms. Cassy Shelton at 632-6336 x. 161.

#### 11.04 - GRIEVANCE PROCEDURE

A grievance is a difference of opinion raised by a student or group of students involving:

- The meaning, interpretation or application of established policies regarding civil or human rights
- Difference of treatment
- Application of the legal requirements of civil or human rights legislation

This procedure is not intended to limit the option of the district and a grievant to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place that will afford a fair and equitable opportunity for all persons. The grievance procedure is not required if the grievant prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to

- Representation
- Presenting witness and evidence by confidentiality
- Reviewing relevant records
- Proceeding without harassment and/or retaliation

More detailed information is available in the office of the Superintendent. Time limits refer to days when school is in session. The grievance procedure for students is published in the district student handbook and publications that reach all students including those in special education. The procedure along with explanations, due process and directions, are available for inspection in the Superintendent's office. It is the policy of this district that all grievances be resolved quickly and at the lowest step possible.

#### Grievance definitions

- A grievant is defined as any student or group of students submitting a grievance in their own behalf
- Days are defined as days when school is in session
- Right to Representation
- A grievant(s) may choose to be represented by an attorney or other person of their choosing, such as a relative or advocate - issues of ordinary school operation should however, be resolved as informally as possible
- Right to Present Witness and Evidence
- Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses - both parties shall have the opportunity for hearing and questioning witness(s)

All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decision of the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next part of the grievant(s) to appeal the decision to the next step within the specific time limits shall be an acceptance of the decision rendered at that step.

Unless state laws and right-to-privacy laws are violated, a relevant record with names and identifying information must be made available to the grievant(s) for use as evidence in the grievance issue. During the grievance procedure except at Step III and IV...the grievant(s) shall have the right to designate whether the procedure and meeting will be confidential, including names and related information.

The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event-giving rise to a grievance. An oral response must be made within five (5) days.

If the problem is not resolved, the grievance should be referred informally to the school administration. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

If the grievance is still not resolved it should be submitted in writing within ten (10) days to the District Superintendent and Equal Opportunity Coordinator of Title IX, Section 504, and other applicable civil or human rights laws. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within the ten (10) days and a written response made within five (5) days.

If the issue is not satisfactorily resolved, the grievant(s) may appeal the grievance in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty days (60) and a written response shall be given within five (5) days. The decision of the Board shall be binding and final.

#### 11.05 - HOMELESS CHILD'S RIGHT TO EDUCATION

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

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

#### 11.06 - 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. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats. This does not include academic tests or academic assessments.

#### 11.07 - INTEGRATED PEST MANAGEMENT

Integrated Pest Management (IPM) is the practice of determining and implementing the most appropriate and least hazardous techniques for controlling pests. It controls pests by emphasizing prevention and by employing physical, cultural, biological, and only as a last resort, least hazardous chemical controls.

IPM is the best approach to pest control. Every effort is made to help protect the health and safety of students and staff. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that it is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency where pesticides must be used immediately, we will notify you as soon as possible. To be added to the list, please contact: Mrs. Virginia Shelton at 632-6336. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

#### 11.08 - MANDATED REPORTERS

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

#### 11.09 - PARENTAL INVOLVEMENT (TITLE I)

The school annually has a meeting for all Parents/Guardians, which takes place early in the school year. At the meeting, the school will discuss parental involvement, and opportunities for parents to get involved in the education of their children. Parents are encouraged to attend the meeting and participate in the discussions that occur. Parents should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents are encouraged to inquire about available meeting times, and to work with teachers. Parents will be involved in an organized and timely

way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which parents may wish to become involved include:

- Parent-teacher advisory committee - Contact: Mr. Jered Weh, Central Principal at 632-6336 x. 120.

The school provides parents with access to:

- School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results; and
- A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet; and
- Opportunities for regular meetings to formulate suggestions, share experiences with other parents, and participate as appropriate in decisions relating to the education of their children if such parents so desire; and
- Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves. In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Ms. Cassy Shelton at 632-6336 x. 161.

Parents of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Ms. Cassy Shelton at 632-6336 x. 161.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

#### 11.10 - PRIVACY PROTECTION FROM SURVEYS

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey:

- That is created by a person or entity other than a district official, staff member, or student, and
- Regardless of whether the student answering the questions can be identified, and
- Regardless of the subject matter of the questions.

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

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

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

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



## 11.11 - RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

- The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.
- The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record.
- Students 18 years of age or older have access and copy rights to both permanent and temporary records.
- A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.
- These rights are denied to any person against whom an order of protection has been entered concerning the student.
- The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.
- A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.
- If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
- Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
- Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.
- Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
- The right to a copy of any school student record proposed to be destroyed or deleted.
- The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
- The right to prohibit the release of directory information.
- District will not release directory information regarding students, without parent consent:
  - Name
  - Address

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

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

- The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

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

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

#### 11.12 - SCHOOL VISITATION RIGHTS

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

#### 11.13 - SEX AND VIOLENT OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's student's:

- To attend a conference at the school with school personnel to discuss the progress of their child; or
- To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services; or
- To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

#### 11.14 - SEX EDUCATION INSTRUCTION

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

#### 11.15 - STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 3-8 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year; and
- Ensure students get a good night's sleep the night before exams; and
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein; and
- Remind and emphasize for students the importance of good performance on standardized testing; and
- Ensure students are on time and prepared for tests, with appropriate materials; and
- Teach students the importance of honesty and ethics during the performance of these and other tests; and
- Encourage students to relax on testing day.

#### 11.16 - TEACHER QUALIFICATIONS

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

- Whether the teacher has met State licensure requirement; and
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived; and
- The teacher's college major; and
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school or District office.

#### 11.17 - TRANSFER TO ANOTHER SCHOOL

Central School has many students each year who transfer in or out after the school year begins. If it becomes necessary for a student to transfer from school, notify the office as soon as possible. Prior to the student's last day of attendance, the parent should contact the Central Office to assure that the proper records can be maintained. Each school is required by law to keep the permanent record card for sixty years. Temporary records must be maintained for five years. Central will purge all temporary records when a child graduates, or transfers to another school. If parents wish to witness or participate in the purge, contact the office.

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

**Exhibit - Short Term Out-of-School Suspension (1-3 Days) Reporting Form**

Dear Parent(s)/Guardian(s):

Illinois law requires a School District to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Incident Date

Student handbook rules and/or Board policy violated: \_\_\_\_\_

Date and time of pre-suspension conference with student: \_\_\_\_\_

*(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)*

**Date(s) of suspension:** \_\_\_\_\_

**Date student is eligible to return to school:** \_\_\_\_\_

**Description of incident:** *(List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Rational for the specific for duration of the suspension:**

**It has been further determined that:** *(At least one of the following must be completed.)*

**I. Your child's continued presence at school poses a threat to school safety.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

\_\_\_\_\_  
\_\_\_\_\_  
**II. Your child's continued presence at school poses a disruption to other students' learning opportunities.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

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**During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.**

Upon returning to school, your child will be given an opportunity to make up work missed during the suspension for equivalent academic credit.

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to *(insert name and address of the superintendent)*.

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Building Principal	Date
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cc: Board of Education

### **Exhibit – Long Term Out-of-School Suspension (4-10 Days) Reporting Form**

Dear Parent(s)/Guardian(s):

Illinois law requires a school district to provide the following information to a parent/guardian of a child who is being suspended from school due to an act of gross disobedience or misconduct.

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Student	Incident Date
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Student handbook rules and/or board policy violated: \_\_\_\_\_

Date and time of pre-suspension conference with student: \_\_\_\_\_

*(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)*

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**Date(s) of suspension:** \_\_\_\_\_

**Date student is eligible to return to school:** \_\_\_\_\_

**Description of incident:** *(List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Rationale for the specific duration of the suspension:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**It has been further determined that:** *(At least one of the following must be completed.)*

**I. Your child's continued presence at school poses a threat to the safety of other students, staff or members of the school community.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Your child's continued presence at school substantially disrupts, impedes or interferes with the operation of the school.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. To this end, the following available and appropriate behavioral and disciplinary interventions have been exhausted: *(List all behavioral and disciplinary interventions and resources previously utilized to address the student's behavior or indicate if there are no appropriate and available interventions and resources. Examples of behavioral and disciplinary interventions include but are not limited to any previous correspondence with parents or guardians about the behavior, check-in/check-out, functional behavioral analysis (FIB), behavioral improvement plan (BIP), social academic instructional group (SAIG), in-school suspension, out-of-school suspension and/or other interventions and resources.)*

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**During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.**

Your child will be given an opportunity to complete missed assignments or work missed during the suspension for equivalent academic credit in accordance with School District policy.

Students who are suspended out-of-school for longer than four (4) days must be provided with appropriate and available support services during the period of suspension. The following support services are appropriate and available to your child: *(Note that this requirement only applies to students who are suspended out-of-school for 5 through 10 school days. List all support services or indicate if no support services are appropriate and available.)*

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To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to *(insert name and address of the Superintendent)*.

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Building Principal	Date
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cc: Board of Education