Special Meeting

Monday, August 8, 2016 5:30 PM
Central 301 District Office, 275 South St, P.O. Box 396, Burlington, IL 60109

1. **Meeting Call to Order - President Kellenberger**
A. Roll Call
B. Approval of Agenda
2. **Pledge of Allegiance**
3. **Action Reports**
A. Consent Agenda
1) Board Policy Revisions
a. 6:190 ExtraCurricular and Co-curricular Activities
b. 7:240 Conduct Code for Participants in Extracurricular Activities
c. 7:300 Extracurricular Athletics
d. 7:305 Student Athlete Concussions and Head Injuries
2) Approve the Elementary Handbook
3) Approve the Middle School Handbook
4) Approve the High School Handbook
4. **Information Reports**
A. Presentation of the FY 17 Tentative Budget
B. Board Policy Revisions
1) 6:220 Bring Your Own Technology
2) 6:235 Access to Electronic Networks
5. **Executive Session**
A. *"The appointment, employment, resignation, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee or against the legal counsel for the District to determine its validity [5 ILCS 120/2(c)(1)].*
B. Open Session
C. Personnel Report
D. Action Items from Closed Session
6. **Adjourn**

Instruction

Extracurricular and Co-Curricular Activities

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

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants. ~~members~~.
2. Fees assessed students are reasonable and do not exceed the actual cost of operation.
3. The District has sufficient financial resources for the activity.
4. Requests from students. ~~Student body desires are considered~~.
5. The activity will be supervised by a school-approved sponsor.

~~Building Principals are responsible for the scheduling and announcing of student extracurricular and co-curricular activities.~~

Non-school sponsored student groups are governed by Board policy 7:330 *Student use of Buildings – Equal Access*. ~~on student use of school buildings~~.

Academic Criteria for Participation

For students in kindergarten through 8th grades: Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

For high school students: Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must not reach 4 points on the weekly eligibility form. These points are based on the following criteria:

- An"F" is worth 2 points
- A "D" is worth 1 point
- Per credit courses more than one credit will be figured accordingly

~~maintain an overall ___ grade point average~~. Any student-participant failing to meet these academic criteria shall be suspended for a minimum of one calendar week (Monday through Sunday) or until the specified academic criteria are met or whichever is longer. ~~from the activity for ___ calendar days or until the specified academic criteria are met, whichever is longer~~.

LEGAL REF.: 105 ILCS 5/10-20.30, and 5/24-24.

CROSS REF.: 4:170 (Safety), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics), 7:330 (Student Use of Buildings - Equal Access)

Students

Conduct Code for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with ~~School~~ Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school and on days when school is not in session, and whether on and off school property; emphasize that hazing and bullying activities are strictly prohibited; and (2) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the ~~School~~ Board.

~~All coaches and sponsors of~~ Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190 *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the ~~rules~~ code of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

~~Extracurricular Drug and Alcohol Testing Program~~

~~The District **maintains the option of** an extracurricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular activities is a privilege and participants need to be exemplars. The program promotes healthy and drug free participation.~~

~~Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign a "Random Drug and Alcohol Testing Consent" form will result in non-participation.~~

~~If a test is "positive," the student will not participate in extracurricular activities until after a "follow-up" test is requested by the Building Principal or designee and the results are reported. The Building Principal or designee will request a "follow-up" test after such an interval of time that the substance previously found would normally be eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities. If a "positive" result is obtained from the "follow-up" test, or any later test, the same previous procedure shall be followed.~~

~~The Superintendent or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.~~

Performance Enhancing Drug Testing of High School Student Athletes

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. IHSA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IHSA's banned substance list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, *Student Behavior*.

LEGAL REF.: Board of Education of Independent School Dist. No. 92 v. Earls, 122 S.Ct. 2559 (2002).

Clements v. Board of Education of Decatur, 478 N.E.2d 1209 (Ill.App.4, 1985).
Kevin Jordan v. O'Fallon THSD 203, 706 N.E.2d 137 (Ill.App.5, 1999).
Todd v. Rush County Schools, 133 F.3d 984 (7th Cir., 1998).
Veronica School Dist. 475 v. Acton, 515 U.S. 646 (1995).
105 ILCS 5/24-24, 5/27-23.3.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:190 (Student Discipline), 7:300 (Extracurricular Athletics)

Students

Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the ~~School~~ Board policy 6:190, Extracurricular and Co-Curricular Activities ~~on school sponsored extracurricular activities~~.
2. ~~The~~ A parent~~(s)~~/guardian~~(s)~~ of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form,*** offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness. ~~who assures that the student's health status allows for active athletic participation~~.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.
7. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete forms required by any sponsoring association such as the Illinois Elementary School Association, and the Illinois High School Association (IHSA), and (b) complete all forms required by the District including without limitation, signing and acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*. ~~concerning its performance-enhancing substance testing program, implemented in accordance with State law, before the student may participate in an athletic competition sponsored or sanctioned by IHSA.~~

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.: 105 ILCS 5/10-20.30, 25/2.
23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records)

Students

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student ~~athletes.~~ The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitations, each of the following:

   a. The Superintendent or designee must appoint or approve members of a Concussion Oversight Team for the District.

   b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:

      i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.

      ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.

   c. Each student and the student's parent/guardian shall be required to sign a concussion information form, each school year, before participating in an interscholastic athletic activity acknowledging that they have received and read written information that explains concussion prevention, symptoms, treatment, and oversight and that includes guidelines for safely resuming participation in an athletic activity following a concussion. The form must be approved by the Illinois High School Association.

   d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.

   e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An interscholastic athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.

   f. The following individuals must complete concussion training as specified in the Youth Sport Concussion Safety Act: all coaches or assistant coaches (whether volunteer or district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.

g. The Board shall approve school-specific emergency action plans as specified in the *Youth Sports Concussion Safety Act* for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate.

~~2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:~~

~~a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.~~

~~b. 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.~~

~~c. 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.~~

3. ~~Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.~~ (replaced below)

~~4. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.~~

~~5. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.~~

Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing the online concussion certification program in accordance with 105 ILCS 25/1.14.

Require all student athletes to view the Illinois High School Association's video about concussions.

Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic completion.

LEGAL REF.: 105 ILCS 5/22-80.
105 ILCS 25/1.15.

CROSS REF.: 4:170 (Safety), 7:300 (Extracurricular Athletics)



CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301

Elementary School Student and Parent Handbook

Central Community
Unit School District 301
Elementary Student/Parent Handbook 2016-2017

Mission Statement

Engage the mind, empower the learner, inspire excellence, influence the world

Country Trails Elementary School
Jeff King, Principal
Kristine Bushman, Assistant Principal
3701 Highland Woods Blvd
Elgin, IL 60124
(847) 717-8000

Howard B. Thomas Grade School
Carrie Ahlstedt, Principal
Julie Salamone, Assistant Principal
Box 395 - 44W575 Plato Road
Burlington, IL 60109
(847) 464-6008

Lily Lake Grade School
Rebecca Jurs, Principal
5N720 Route 47
Maple Park, IL 60151
(847) 464-6011

Prairie View Grade School
Daniel Schuth, Principal
Carri Oslager, Assistant Principal
10N630 Nesler Road
Elgin, IL 60124
(847) 464-6014

Central School District 301 Office
Dr. Todd Stirn, Superintendent
Box 396 - 275 South Street
Burlington, IL 60109
(847) 464-6005

INFORMATION TO NOTE:
Office Hours: 7:30am-4:00pm
Attendance Hours: 9:00am-3:35pm
Arrival Time: School doors open at 8:50am.
(Please do not arrive at school before that time.)

August 2016

TO: Parents and Guardians of Elementary School Children
FROM: The Elementary Principals
SUBJECT: The 2016-2017 Elementary Handbook

Dear Parents:

It is a pleasure to help provide the children of our school district with an excellent education. Since the elementary grades form the foundation of our system, we are particularly proud of the teachers, curricula, and programs we are able to offer the youngest members of our school

community. All of our elementary schools continue to expand horizons of opportunity with dedicated teachers and support personnel investing considerable time and talent developing exciting programs and activities for the children of our district. The numerous ways we continue to respond to the ever-changing, dynamic needs within the public school setting are visible throughout each grade school building.

While this handbook is not a contract with students, it is one key resource for you to use in learning about our schools' policies, practices, procedures, guidelines and expectations. The board reserves the right for school administrators to exercise professional discretion when enforcing these policies, allowing for situational differences that may arise. The handbook has been organized to help answer your inquiries. This format was designed with the help of many parents, teachers, and school office personnel. We do hope you will invest some time in reading and using this book.

Our goal is to meet the needs of our students. As parents, you are our foremost partners in achieving that goal. Together, we can forge learning opportunities for each and every child attending our classes and programs. Communication is essential for our success. We ask that you work with your school's personnel to insure that information is exchanged in a positive and purposeful manner. We pledge to do the same. We look forward to working with each of you during the coming year.

Sincerely,

Jeff King	Carrie Ahlstedt	Rebecca Jurs	Daniel Schuth
Principal	Principal	Principal	Principal
Country Trails	Howard B. Thomas	Lily Lake	Prairie View

2016-2017 Elementary Student/Parent Handbook

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ABOUT THE HANDBOOK

This handbook is not a contract with students; it is a general description of the schools' policies, practices, rules, and expectations. The board reserves the right for school administrators to exercise professional discretion when enforcing these policies, allowing for situational differences that may arise.

ENROLLMENT REQUIREMENTS

Kindergarten Enrollment
If your child is five years old on or before September 1, he or she may be admitted to kindergarten.

Kindergarten and Transfer Student Required Enrollment Documentation
All Registration Forms can be found on the district website at www.burlington.k12.il.us

- New Student Enrollment Form
- Verification of Residency & Enrollment
- Student Transportation Information Form
- Data Collection Form
- Home Language Survey
- CCUSD 301 Acceptable Use Policy
- Authorization for Release of School Student Records (Grades 1-5 who attended a different school)
- ~~State of Illinois and District 301 Health Packet~~
- New Student Health Questionnaire

- Original county/state birth certificate (must be provided within 30 days of enrollment)
- Illinois State Transfer Form (Grades 1-5: from previous school if from an Illinois school)
- Current Report Card (Grades 1-5: from previous school)
- ~~Physical Exams/Health Records~~
- Physical with immunization record, eye exam, dental exam
- Records of Special Services (Special Education/504, Gifted, ELL/ESL)

~~State of Illinois and District 301 Health Requirements~~

~~**Requirements for:**~~	~~**ECSE**~~	~~**K**~~	~~**1**~~	~~**2**~~	~~**3**~~	~~**4**~~	~~**5**~~	~~**6**~~	~~**7**~~	~~**8**~~	~~**9**~~	~~**10**~~	~~**11**~~	~~**12**~~
~~Physical Exam:~~	~~X~~	~~X~~						~~X~~			~~X~~			
~~Dental Exam~~		~~X~~		~~X~~				~~X~~						
~~Eye Exam~~		~~X~~												
~~Immunization Requirements~~	~~X~~	~~X~~						~~X~~			~~X~~			~~X~~

~~IMMUNIZATION REQUIREMENTS: Illinois Administrative Code, Section 665 for 2015/16:~~

~~**6th grade:** Upon entry must show proof of one dose of meningococcal conjugate vaccine (MCV4) on or after age 11.~~

~~**12th grade:** Upon entry must show proof of receiving two doses of the meningococcal conjugate vaccine (MCV4); the second dose of MCV4 shall be administered after 16 years of age. If the first dose was administered after 16 years of age, then only 1 dose of MCV4 is required at twelfth grade entry.~~

~~Any child entering **kindergarten, sixth grade, or ninth grade** for the first time shall show proof of having received two doses of varicella (chickenpox) vaccine. **ECSE** students to show proof of pneumococcal vaccination.~~

~~New Students (to Illinois schools) need to provide documentation of (1) physical exam, (2) complete eye examination (3) dental exam from the most recent of K, 2nd or 6th grade and (4) a D301 New Student Health Questionnaire. The records are due within 30 days of entering school and will be reviewed for compliance with Illinois requirements.~~

~~Transfer Students (within the state of Illinois) need to provide documentation of the most recent physical, eye and dental reports that meet the state requirements listed in the grades above and a D301 New Student Health Questionnaire. Documents are due within 30 days of the first day of attendance.~~

~~Physical Forms & Immunizations~~
- ~~Exam forms & immunization records are requested prior to the first day of attendance but required by October 15th~~
- ~~*Parents/guardians* must complete & sign the Health History section on page 2 of the physical exam report.~~
- ~~An IHSA / IESA sports physical does not fulfill the requirement~~
- ~~Reports may be dated no earlier than one calendar year prior to the first day of attendance~~

~~Eye Examinations~~

- Exam forms are requested prior to the first day of attendance but required by October 15th
- Exams must be conducted by a licensed optometrist or ophthalmologist or a physician licensed to perform complete eye examinations.
- Vision screening does not fulfill this requirement for a complete eye & vision evaluation
- Reports may be dated no earlier than one calendar year prior to the first day of attendance

Dental Exams

- Documents are due for all K, 2nd and 6th grade students by May 15th of the school year
- Reports must be dated within 18 months prior to the May 15th deadline

The Illinois Department of Public Health has established waivers for the dental and eye exam for children who show undue burden or lack of access to a dentist, licensed physician, ophthalmologist or optometrist.

Failure to comply with the above requirements may result in the student being excluded from school.

State law mandates strict privacy rules. As a result, school personnel cannot contact a doctor, dentist, nurse or pharmacist about a student, health records or health exams unless the parent/guardian gives written consent. If desired, a consent form permitting communication between healthcare professionals can be obtained in the school health office

Health Services

A nurse is available to students throughout the school day. A student who needs to see the nurse during the day should first obtain a pass from his/her teacher unless an emergency situation exists. **If a student is not feeling well, he/she must check out in the Nurse's Office and authorization must be given before leaving the building or the absence will be considered unexcused.** When the nurse is not in the building, a student who is ill should report to the Main Office. No student will be excused from school unless a parent/guardian or designated person has been notified and appropriate transportation arranged, including if the student has his/her own car at school. Students shall not use their personal cell phones unless given permission by the nurse.

Health, eye, and dental examinations: immunizations; exclusion of students

It is the responsibility of the student's parent/guardian to ensure that the required examination and immunization forms are provided to the school at the required intervals and within the required time frames. The below table provides a summary of the required intervals and further information regarding the timeframes is shown underneath the table.
For new students enrolling in the District, prior to the first day of student attendance, the student's parent/guardian must submit a CCUSD 301 New Student Health Questionnaire to the school.

Requirements for:	ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12	NEW to IL
Health Exam	X	X						X			X				X
Dental Exam		X		X				X							K, 2, 6
Eye Exam		X													X
Immunization Requirements	X	X						X			X			X	X

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required from students in grades 6 and 12, beginning with the 2015-2016 school year.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to

practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health (IDPH), a student will be exempted from this policy's requirements for:

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if a physician provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

Privacy Practices: Pursuant to Illinois and federal law, school personnel cannot contact a student's physician, advanced practice nurse, physician assistant, nurse, or pharmacist about a student or a student's records, including health records or health-related information, unless the student's parent/guardian gives written consent. If desired, a consent form permitting communication between a student's health care professionals and the school can be obtained in the Main Office and / or Student Services.

Communicable and Chronic Infectious Disease (board policy 7:280)

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

Illness / Injury

It is expected that injuries that occur outside of the typical school day will be cared for by parents/guardians prior to arrival at school. Notify the nurse of any injuries that need attention at school.

For the protection of the whole student body, students are not permitted to ride the bus home if they are exhibiting signs/symptoms of a contagious illness or communicable and/or chronic infectious disease. The student's parent/guardian will be contacted by the school and expected to arrange transportation.

In the event of serious symptoms or injury, paramedics will be called and a parent/guardian contacted. In emergency situation, school officials will be guided by the information provided by parents/guardians on the registration documents filled out annually. It is the responsibility of the parent/guardian to provide accurate contact information to the school in case of illness, injury, or emergency, and notify the school of any updates to the information. Parents/guardians should select emergency contacts who are likely to be available to pick up their child in a timely manner if they are unable to.

If a student exhibits any of the following during the school day, the student's parent/guardian will be contacted and the student must be picked up from school to go home:

- Fever (temperature of 100 degrees or above)
- Vomiting
- Diarrhea (3 or more loose stools in past 24 hours, or stools that contain blood)
- Excessive cough and/or unable to manage secretions
- Suspicious Rash
- Loss of consciousness

A student should not return to school after he/she has been out of school due to an illness until there is evidence that the student is no longer contagious. This may include a release from the student's physician, absence of symptoms for over 24 hours, or documentation of treatment. These determinations will be guided by the nurse.

Students who come to school with mobility devices (such as crutches, walking boot/shoe, wheelchair, splints or casts) for an acute episode need to submit a note from the doctor that states the activity restriction that warrants the use of the device at the school, including the time frame for the restriction.

Medical Excuses from PE

Students healthy enough to attend school are considered healthy enough to attend physical education (PE) class. Notes to excuse students from PE classes for medical reasons are to be presented to the Main Office. Office staff will notify the PE teacher of the excuse. A parent note excusing the student from physical activity can be accepted for up to two days for an injury or illness. A maximum of two parent notes per semester will be accepted. Any duration of time beyond two days will require a note from the student's healthcare provider. The medical excuse note should include a diagnosis, restrictions needed, and the length of time for the restriction. If the length of time is undetermined or "until further notice," a new note from the healthcare provider will be needed every three months until the student is released from the restriction.

If the student is allowed limited or modified participation, the healthcare provider's note should list specifically what activities/modifications are allowed. A modified physical activity form is available in the Nurse's Office.
Long term P.E. excuses presented within first two weeks of a semester can be accommodated with a schedule change. Please contact the Nurse's Office and the Student Services Office.

Medication Policy (Board policy 7:270)

Whenever possible, the parent/guardian should make arrangements for medication to be administered at home, before or after school hours and not at school or school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for a student to take medication during school hours or school-related activities, the student's parent/guardian must request that the school dispense the medication to the student and school district guidelines must be followed for dispensing or administering the medication. The District may reject requests for administration of medication.

No District employee shall administer to any student, or supervise a student's self-administration of, any medication until the required documentation is completed, signed, and submitted by the student's parent/guardian. No student shall possess or consume any medication on school grounds or at a school-related activity other than as provided in the District's policy and these guidelines.

1. Medication is defined as either prescription or non-prescription drugs.
2. Medication will not be given by a school employee to a student without the completion and submission of a Med-A form, and other documentation if required, signed by both the parent/guardian and the student's licensed health care provider.

   Special forms are now required for asthma, diabetes, allergies, and seizures. Forms and packets can be obtained in the Main Office or Nurse's Office or on the District website.
3. The Med-A form must be completed annually for each medication and updated upon any changes.
4. Students may not transport medication to and/or from school. It is the parent/guardian's responsibility to personally deliver the medication to school and to pick up any "left over" medication at the close of the school year. Any medications left at the school at the end of the school year will be disposed of in a safe and appropriate manner.
5. Medications must be in their original containers and the containers must include the student's name, the medication's name, dosing information (the amount to be dispensed and the time at which or circumstances under which the medication is to be administered), and expiration date. No medication will be given by school personnel if the medication arrives at the school in an envelope or improperly labeled bottle/inhaler.
6. Medications at school will be stored in a locked cabinet or in the school nurse's refrigerator, if required.
7. When necessary, the school nurse will provide appropriate staff members with information concerning the medications being taken by students (i.e., side effects, other medical implications, etc.).
8. Medication dispensing guidelines include:
   a. Medications will be dispensed to one student at a time.
   b. The designated school employee will transfer the indicated dosage from the container to the student.
   c. The designated school employee will initial the Individual Student Med Log form at the

time it is administered.

Field Trip Medications

Only “daily” medications and “emergency” medications are to be sent on field trips. A Med-A form, and other documentation if required, must be on file in the Nurse’s Office to ensure those medications are taken on the field trip. Medications designated “as needed” are not taken unless pre-arranged by a parent/guardian and the school nurse.

Self-Carry & Self-Administration of Medication

A student may possess (“self-carry”) an asthma inhaler or epinephrine auto-injector (EpiPen®) for immediate use at the student’s discretion, provided the completed Med-A form and other required forms (available in the Nurse’s Office and on the District’s website) are signed and returned to the Nurse’s Office.

The District may authorize the provision of an epi-pen to a student authorized under a student's Individual Health Care Action Plan, Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 to administer an epi-pen to the student that meets the prescription on file.

Nothing in these guidelines or the District’s student medication administration policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The possession, distribution, or use of any medication (including non-prescription drugs) without proper authorization is in violation of the school policy relating to drug use, and a student may be subject to discipline (see Discipline)

ATTENDANCE AND TRUANCY

Our attendance policy is based upon the firm belief that students are most successful when they are present in class and in school:

1. In accordance with Illinois compulsory attendance requirements, it is the policy of CCUSD 301 that students shall attend school on a regular basis. We believe that daily attendance, timeliness to class, and preparedness and participation in class will increase the student's probability for successful performance and fosters the development of self-discipline and responsibility. It is the intention of the instructor of each course to not only teach the subject matter, but also to encourage the positive attribute of regular attendance, punctuality, and participation.
2. Students are expected to attend every class. The school has an obligation to inform both students and parents/guardians of the student's progress and attendance in all classes. Parents/guardians are to follow proper procedures to inform the school when their child is absent and to provide a reason for the absences.

Attendance Procedures

Parents/Guardians and students should be aware of and follow these procedures:

STEPS TO FOLLOW WHEN ABSENT FROM SCHOOL

1. When a student is absent from school, the student's parent/guardian is requested to contact the school prior to 7:45 a.m- 9:00 a.m. and inform the attendance secretary of the student's absence.
2. A parent/guardian phone call made on the day of the student's absence shall be counted as an excused absence. If a parent/guardian fails to make a phone call on the date of the student's absence, the absence shall be counted as "unverified," unless a note is received from the student's parent/guardian to confirm the absence. If no note is received, the absence will be recorded as unexcused. If the parents do not call the school office phone calls to parents home and work will be necessary.

Leaving School Early

1. Students who need to leave school early for medical purposes (doctor or dental appointments) must bring a note to the Attendance Office before leaving school. The note should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) a parent signature.
2. If a student is ill during the day, the student must check out in the Nurse's Office before leaving the building. Students should not arrange for parents/guardians to pick them up, or to leave school using their own car, without first having been seen by the Nurse. When the Nurse is not in the building, a student who is ill should report to the Main Office.

District 301 recognizes three categories of absences:

1. Excused absences
2. Unexcused absences
3. Truant absences (after the 9th unexcused absence)

Excused Absence: District 301 will recognize an excused absence as: ***[Board Policy 7:70]***

1. A student's personal illness,
2. A death in the immediate family,
3. A family emergency,
4. Observance of a religious holiday,
5. Court appearances,

6. Medical visits,
7. Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, other reasons approved by the Superintendent or designee,
8. Other situations beyond the control of the student

Absences for any other reason may be considered unexcused. A physician's note may be required to excuse a student and/or for returning to school after **the third consecutive day of being reported ill**. If medical documentation is not provided, the absence may be marked "unexcused."

Unexcused Absence: An unexcused absence is defined as an absence from school for a reason other than those listed above as an Excused Absence and/or an absence not authorized by the student's parent/guardian or the Superintendent or designee.

Truant Absences: Truancy is defined as absence without valid cause for one or more periods of the student's school day. Parents/guardians may be notified following 3, 5, and 9 days of absence or tardies within a school year, and a school intervention may be initiated. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent-teacher/administrator conferences, student counseling, and/or involvement of the Kane County Truancy officers and/ or local law enforcement. No punitive action, including out-of-school suspensions, expulsions, or court action will be taken against a chronically truant student unless available support services and other school resources have been provided to the student, or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C Misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to $1,500.

Vacation Absences: Because the District believes in the importance of students being present in their academic classes during the school year, extended pre-arranged absences such as family vacations, will no longer be considered excused. The District strongly encourages families to plan vacations to coincide with the school calendar so as to avoid taking valuable educational time away from their students. Students may ask their teachers to provide advance assignments. However, it is up to the individual teacher to determine whether he/she can honor the request. School work missed because of family vacation must be made up in accordance with the "Makeup Work" Section below.

Makeup Work

Students who are absent from school will be allowed to make up work for equivalent academic credit. The time allow to makeup work will generally be one school day for every one school day missed, starting with the first day the student returns to school. In extenuating circumstances a student may ask his/her teacher, school counselor, or the principal for additional time to make up work. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work in a timely manner may result in a lowering of grades.

The makeup rule applicable for students who are receiving Home or Hospital Instruction is set forth in the Student Services of this Handbook under the heading Home and Hospital Instruction.

Attendance at Extra-Curricular Activities

Students who are absent will not be allowed to attend or participate in extra-curricular activities until they have attended school.

Reporting Absences

When a student is absent, the parents are asked to call the school office between 7:45am and 9:00am each morning that the student will be absent. If the parents do not call the school office phone calls to parents home and work will be necessary. school personnel will call the home or, if necessary, the parent's work place.

If a student has been absent from school due to illness/injury for 5 3 or more consecutive school days a doctor's note stating the child is well enough to return to school must be presented upon returning to school. An absence that occurs as the result of a religious holiday is excused. The student has an equal number of days to make up classroom work as the number of days he/she was absent. The work missed during an absence must be made up within a period of school days equal to the number of days absent up to one week. Teachers are not required to give credit for work not made up in the stipulated amount of time. Students who are absent will not be allowed to attend or participate in extra-curricular activities until they have attended school.

Excessive Absences

Regular, on time, and consistent school attendance is one critically important factor in a student's academic progress and success. Parents/guardians may be notified following 5, 10, and 15 3, 5, and 9 days of absence or tardies within a school year, and a school intervention may be initiated. When a student has accumulated unexcused absences equal to 5% of the previous 180 school days, a report may be filed with the Kane County Truancy Office. Once this amount of accumulated absences has occurred a doctor's note will be required for every student absence following.

Family Vacations

District 301 believes that students should be in school when school is in session. Please restrict vacations to days when school is not in session.

Family travel during the school year does interrupt a student's regular progress; however, we recognize the educational value of these trips. Therefore, five (5) vacation days per school year will be allowed as excused. Any days after five (5) school days will be unexcused. Early notice of travel will help school personnel to accommodate parents and students during that period. It will be the student's responsibility to obtain all missing work from their teachers during their absence. Some assignments may not be available until the student returns to school. A folder containing all missed assignments will be prepared for the student upon his/her return. Work should be completed and returned to the teacher within three (3) days for the child to receive credit.

Appointments During School

If possible, dental and doctor appointments should be scheduled during non-school hours. We believe that school is your child's most important business. District 301 does not encourage early dismissal of students. Students must be excused by their teacher and principal if they leave before the regular dismissal time. Punctuality and regular attendance are important factors in future success. Please help your child to form these habits and enable the school to serve the educational needs of students more effectively.

MEDICAL INFORMATION/POLICY

Contagious Conditions

Please notify the school health office immediately for all contagious conditions so we can take proper measures within the school environment. All children suffering from contagious conditions must be excluded from school until no longer contagious.

In the case of head lice, please contact the nurse or principal immediately so that we can take proper measures in the classrooms and elsewhere within the school. Please instruct your child NOT to share combs, brushes, hats, scarves, and other "communicable" items.

Examples of communicable diseases and the procedures for re-admittance are as follows.

Communicable disease:	**Return to school…**
~~Conjunctivitis~~	~~After 24 hours of meds; signs of improvement; no drainage~~
Chickenpox	A minimum of 5 days after eruption of last vesicles; once all vesicles have dried & crusted over; as directed by health dept.
Hepatitis	With doctor's written permission
Impetigo	24 hours after initial dose of medication with lesion covered and/or no drooling/saliva
Measles	A minimum of 4-5 days after appearance of rash, with doctor's written permission, as directed by health dept.
Mononucleosis	With doctor's written permission; absence of fever > 100
Mumps	A minimum of 5 days after onset of swelling, and with doctor's written permission, as directed by health dept.
MRSA	24 hours after initial dose of medication and lesion begins to shrink, unless lesion can be covered
Pertussis (Whooping Cough)	A minimum of 5 days after initial dose of medication or until 3 weeks after onset of cough, and with doctor's written permission
Pink eye (Conjunctivitis)	24 hours after initial dose of medication
Rash of unknown origin	With doctor's written permission
Ringworm	24 hours after initial dose of medication and lesion begins to shrink, unless lesion can be covered
Rubella	A minimum of 7 days after appearance of rash, with doctor's written permission, as directed by health dept.
Shingles	When all lesions are crusted , and with doctor's written permission
Strep Throat/Scarlet Fever	24 hours after initial dose of medication and fever free
TB	With doctor's written permission

Medication Administration: Whenever possible, the parent or guardian should make arrangements for medication to be administered at home, before or after school hours. In situations when a student's health could be compromised by not receiving medication during school hours, school district guidelines must be followed in administering prescription and over-the-counter medications.

A. Medication is defined as either prescription or over-the-counter drugs.

B. Medication will not be given without the completion and submission of a Med-A form or Individual Health Plan (IHP) signed by both the parent, and the medical doctor when required. Special forms are now required for *asthma, diabetes, significant allergies, and seizures*. Forms & packets can be obtained in the school office or on the district website. ALL medications, even

short-term treatments, ointments, or cough drops, require this documentation. The Med-A & IHP forms must be completed annually or each time a prescription changes.

C. Children may self-carry inhalers and epi-pens only when specific district self-carry administration forms have been completed and are on file in the health office as per district policies; forms and packets can be obtained in the school office or on the district website at www.burlington.k12.il.us.

D. For safety, students may not transport medication to and/or from school. It is the parent's responsibility to personally deliver the medication to school and to pick up any "left-over" medication at the close of the school year. Any medication left at the school at the end of the school year will be disposed of in a safe manner.

E. Medications must be in their original containers labeled with the student's name, dosing information and expiration date.

F. Medicines at school will be stored in a locked cabinet or in the school nurse's refrigerator if required.

G. When necessary, the school nurse will provide appropriate staff members with information concerning the medications being taken by students (i.e., side effects, other medical implications).

H. The school district may reject requests for administration of medicine.

I. Field Trip Medications: Only routine 'daily' medications and 'emergency' medications are sent on field trips. A Meds-A form and /or IHP must be on file in the health office to ensure those medications are taken on the field trip. Medications such as Tylenol/Advil/Pepto-Bismol are considered 'as needed' and are not taken unless pre-arranged by a parent or guardian and the school nurse.

Injuries/Illness

A student who becomes ill or is injured at school may ask their teacher to be seen in the health office. Students who are exhibiting concerning symptoms will be sent to the health office by their teacher. If the possibility exists that the student may go home, the parent/guardian will be contacted by the nurse or office staff, not by the student on his/her device, to collaborate on that decision. Students must report to the nurse or office staff before going home ill or the absence may be considered 'unexcused.' When the nurse is not in the health office, a student who is ill should report to the main office.

It is expected that injuries/illness that occur outside of the typical school day will be cared for by parents / guardians prior to arrival at school.

For the protection of the whole student body, students are not permitted to ride the bus home if they are exhibiting signs/symptoms of a contagious condition; the parent/guardian is expected to arrange transportation.

In the event of serious symptoms or injury, paramedics will be called and a parent/guardian contacted. In emergency situations, school officials will be guided by the information provided by parents/guardians on the registration documents filled out annually. It is the responsibility of the parent/guardian to provide accurate contact information to the school in case of illness,

injury, or emergency. Parents should select emergency contacts that are available to pick up their child in a timely manner, if they are unable to.

If your child exhibits any of the following, do not send child to school or if your child exhibits any of the following during the school day s/he must go home.

- Fever (temperature of 100 degrees or above)
- Vomiting
- Diarrhea (3 or more loose stools in past 24 hours, or stools that contain blood)
- Excessive cough and/or unable to manage secretions
- Suspicious Rash
- Loss of consciousness

Criteria for re-admittance is generally based upon evidence that the child is no longer contagious; this may include a release from the physician, absence of symptoms for over 24 hours without medication, or documentation of treatment; these determinations will be guided by the nurse.

Students who come to school with mobility devices (such as crutches, walking boot/shoe, wheelchair, splints or casts) for an acute episode need to submit a note from the doctor that states the activity restriction that warrants the use of the device at the school, including the time frame for the restriction.

GENERAL INFORMATION

Contacting Your Child's Teacher

If you would like to speak to a teacher, call the office. If you leave your name, number, and a brief message, we will have the teacher call you back as soon as possible. You may also contact the teacher by school email. Most emails follow this format: first name.last name@central301.net (john.smith@central301.net.) Keep in mind that our district spam filter may interrupt the delivery of some messages. We encourage you to contact the faculty if you have any questions about your child or our program.

Visiting the School

You are welcome to visit school any time after the first few days. We feel this gives the children and teachers a chance to settle into their routine. Please contact the teacher ahead of time to prevent schedule conflicts which might arise.

The district is committed to providing a safe environment for all students and staff. When you do visit, please stop by the office to ***sign in and secure a visitor's pass***. This identifies you to school personnel and all students as a visitor in the building. This also gives us the chance to check your child's schedule. Because of the need to maintain the security of our building after hours and the safety of our community members, please understand that we will not be able to guarantee access to classrooms after 3:45pm.

If you would like to have a conference with your child's teacher, please call ahead so that a time can be arranged that will be convenient to you and the teacher.

Student Dismissal

With the exception of acute illness or injury, we will release students only to their legal parent/guardian unless we have written permission from one or both of them to release the student to someone else. In cases of an early dismissal, we require that the person checking the

student out of school come to the office and sign for them. Please notify the office in writing if there is a change in your child's dismissal. Parents are encouraged to communicate these changes by **2:30 p.m.**

Student Records

Student Records (BOARD POLICY 7:340)

School student records are confidential. Information from them shall not be released other than as provided by law. 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 by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody

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

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

Required Notices and Directory Information

Under the Illinois School Student Records Act (ISSRA) and the Family Educational Rights and Privacy Act (FERPA), parents/guardians and students over 18 years of age ("eligible students") have certain rights with respect to the student's education / school student records.

In compliance with Illinois and federal law, the District shall maintain two sets of student records. The permanent record shall include basic identifying information concerning the student, his or her parents' names and addresses, the student's gender and date/place of birth, academic transcripts, attendance record, health records required for enrollment, unique student identifier, a certified copy of the student's birth certificate, and a record of any release of this information. The permanent record may also include honors/awards received and information concerning participation in activities/athletics. No other information shall be placed in the permanent record.

The temporary record consists of all other records maintained by the District concerning the student and by which the student may be individually identified. The temporary record must include a record of release of the information contained in the temporary records, scores received on state assessment tests administered in grades K-8, a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, information regarding any indicated report pursuant to the Abused and Neglected Child Reporting Act, health-related information, and accident reports. It also may include family background information, intelligence/aptitude scores, achievement test results, psychological reports, honors/awards, athletics/activities, other disciplinary information, teacher anecdotal records, special education records, records associated with Section 504 of the Rehabilitation Act of 1973, participation in extracurricular activities, and/or other information relevant to the education of the student which is not required to be in the permanent record. Information in this record shall reference authorship, position, and date. 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.

CCUSD 301 may release directory information to the general public, including local media and military recruiters, and publish such information in a school directory, school yearbook, or similar District publications. The District has designated the following information as directory information: the student's name, address, telephone number, date and place of birth, major field of study, participation in school-sponsored organizations and activities membership on athletic teams, dates of attendance, and academic awards, degrees, and honors received. Directory information also includes photographs, videos, or digital images of students used for informational or news-related purposes of a student participating in a school or school-sponsored activity, organization, and athletics that have appeared in school publications However, photographs highlighting individual faces and used for commercial purposes require prior, specific, dated, and written consent of the parent. An image on a school security videotape recording is not directory information. Further, student social security numbers or student identification or unique student identifiers are not directory information. Parents/guardians will be given the opportunity to object to the release of directory information prior to its release. A parent/guardian or eligible student may prohibit the release of any or all of the above-designed directory information by providing a written request to the Building Principal.

Parent(s)/guardian(s) and eligible students have the right to inspect, copy, and challenge the student's record. Parent(s)/guardian(s) may request a qualified professional to be present to interpret the student's records. Unless the District has actual notice of a court order or a notice of a *parenting plan* under the Illinois Marriage and Dissolution of Marriage Act, indicating otherwise: Divorced or separated parents/guardians with and without *parental responsibilities* (formerly custody) are both permitted to inspect and copy the student's school student records; the building principal shall send copies of the documents listed below to both divorced or separated parents/guardians at either's request (academic progress reports or records; health reports; notices of parent-teacher conferences; school calendar regarding the student; notices about open houses, graduations, and other major school events including student-parent/guardian interaction). The school will deny access to a student's school records to a parent against whom an order of protection was issued. The school will deny access to a student's school records to a parent/guardian who is not allocated *parenting time* (formerly visitation), unless they present a court order. Access shall not be granted the parent(s)/guardian(s) or the student to the following: confidential letters, recommendations concerning the admission to a post-

secondary educational institution; application for employment. For further information, please contact your Building Principal.

CCUSD 301 shall maintain and destroy student records in accordance with Illinois and federal law. A student's permanent record is maintained for at least 60 years after the student has graduated, withdrawn, or transferred from the District. A student's temporary record is maintained for at least 5 years after the student has graduated, withdrawn, or transferred from the District. Upon graduation, transfer, or permanent withdrawal of a student from the District, the school shall notify the parents/guardians and student, at their last known address, of the destruction schedule for the student's permanent and temporary records. Parents/guardians, or the student if at least 18 years of age at the time of the request, may request a copy of the student's records prior to the destruction date for a copying fee.

Students in grades 10-12 and their parents/guardians may deny access to the student's name, address, and phone number to official military and higher education recruiting representatives by submitting a written request to the Building Principal before the end of the student's 10th grade year, or by thirty days for students who transfer into the high school after that point.

Parents/guardians have 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.

Parent-Teacher Organization / Committee (PTO/PTC)

Each of the elementary schools has a Parent-Teacher Organization / Committee. These organizations involve staff and parents in a partnership which betters the education of the children. The PTOs/PTCs donate time and money which are used to enhance the students' academic environment. All parents are welcome; we encourage you to join and participate.

Dress Code

We request your assistance in making sure that your child is dressed properly, particularly during the colder months. Students are encouraged to wear layers during the winter months; if the building temperature fluctuates during the day, it is easy to add or remove sweaters or sweatshirts. During the warm months students should wear cooler clothing. Please note: clothing which is considered revealing will not be allowed on any student. Short shorts/skirts, bare mid-driffs, halter tops, exposed undergarments, spaghetti straps and other clothing items determined by school personnel to pose a significant distraction of the learning environment are not considered appropriate attire. For safe movement within and out of the building please provide appropriate footwear for your child. Articles of clothing that have weapons, alcohol, or tobacco messages are prohibited. Messages/logos on clothing must be appropriate to the elementary school environment.

Outside Play

Please dress your child appropriately so that s/he may be outside when the weather permits. Snow and moderately cold weather do not keep the children inside. All children will participate in outdoor activities if the outside temperature with wind chill is 0 degrees or above. Snow pants and boots are required for children to play in the snow. Each school has playground rules to follow.

Physical Education & Recess Medical Excuses**:** Students healthy enough to attend school are considered healthy enough to attend PE and recess. A parent note excusing the student from physical activity, PE and recess, can be accepted for up to two days for an injury or illness. A maximum of two parent notes per semester will be accepted; beyond this, a medical excuse from a physician is required. ~~The medical excuse should state the diagnosis, length of time the student must not participate, and a date of return to activities without restriction.~~ When a doctor is providing a medical excuse for a child, the note should include a diagnosis, restrictions needed, and the length of time for the restriction. If the length of time is undetermined or "until further notice," a new note from the healthcare provider will be needed to release the student from restriction.

EMERGENCY DAY - SCHOOL DISMISSAL DUE TO WEATHER

At times during the winter, severe snow conditions may make bus transportation impossible or unsafe and all schools in the District will be forced to close or have a delayed starting time. In such cases, local radio stations will be notified prior to 7:00am. If weather conditions are questionable, tune your radio to WRMN in Elgin (1410 AM or 94.3 FM), WLBK in DeKalb (1360 AM or 92.5 FM), or to WFXW in Geneva (1480 AM). The school may also utilize School Reach via phone and/or email to notify parents.

Also, on occasion during the school day, weather conditions may become severe and it may be advisable to close school early. Since it is impossible to notify parents when this is done, it is suggested that parents arrange with their child in advance where he/she should go if any early dismissal is deemed necessary.

Many bus routes have areas where buses are required to turn around in a driveway. At these points, during times with considerable snow and drifting, it may be advisable for the bus to stay on the main route and to eliminate all points where backing is necessary. Parents are requested to give their bus driver full cooperation and to provide transportation to and from the bus in all cases where snow conditions are bad.

Student Insurance

If a student insurance program is offered, it will be the responsibility of the student's parents, not that of the school, to file claims with the designated insurance representative in the event of injury. When an optional student insurance program is offered, claim forms will be available in the school office.

Lost and Found

The lost and found is kept in a clearly marked container. Please label all items of clothing that a child removes during the course of a day (e.g. sweaters, mittens, hats, boots, gym shoes, etc.); proper labeling will help keep your child's things out of the lost and found. The schools donate all unclaimed lost and found items to charity after fall conferences and after the last day of school.

Lunch

Your children may bring their lunch from home or they may participate in our hot lunch program. All District 301 schools will be using an on-line payment system. Money can be sent to school in an envelope marked with the child's name, grade, and teacher's name or by going to the website and paying with a credit or debit card. Students who do not have a lunch or lunch money will be given a lunch or sandwich and milk. Students will be billed for this lunch and a lunchroom staff member will contact parents regarding money owed.

Items Brought to School

1. Due to student allergy and school safety issues pets are not allowed in the school building or outside of a vehicle while on school grounds.
2. If a parent deems it necessary for a student to have a cell phone, the phone must be turned off and kept zippered in the child's backpack. Any misuse of a cell phone will result in disciplinary action as outlined in the Student/Parent Handbook. Examples of misuse include but are not limited to:
    a. Using phone as a camera.
    b. Displaying inappropriate images/websites.
    c. Use of inappropriate language during calls or texts.
    d. Use of phone for harassment or intimidation.

    ~~Bring Your Own Device (BYOD) is a policy that allows students to bring and use their own personal electronic devices in a classroom with teacher approval. Devices include but may not be limited to: smartphones, tablets, eReaders, laptops, and netbooks. With teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize productivity tools available to them. The school is not responsible for these items if they are damaged, lost, or stolen. Additionally, at no time may a student use said devices in the bathroom.~~

    ~~Cameras – In some cases the student may seek approval to use a camera from the Transportation Director or Building Administrator for special situations (field trips, athletic trips).~~

3. No gum is allowed at school.
4. With regard to food, commercially prepackaged items that are clearly labeled with all ingredients are required. This applies to all school sponsored events.
5. Birthday treats should be in the form of a non-food item such as birthday pencils or bringing your favorite story to have the teacher read for the class. Food items are not allowed as they can distract from the educational environment and is counterproductive to the health curriculum standards.

ELECTRONIC DEVICES (BOARD POLICIES 6:220 and 6:235)

See Board Policies 6:220 and 6:235 and related exhibits.

CCUSD301 issues each student a Chromebook for educational purposes. All electronic devices (cell phones, radios, iPods, MP3 players, iPads, portable DVD players, gaming devices, and/or similar devices) may be used ~~during passing periods, lunch, before or after school, or~~ in a classroom setting with either administration or supervising teacher's discretion, if specified within the student's individual education program (IEP) or 504, or is needed in an emergency that threatens the safety of students, staff or other individuals.

SAFETY DRILLS

Periodically during the school year, safety drills will be held as required by Illinois law. When the alarm is sounded, students and teachers should proceed immediately according to appropriate procedures. Procedures for safety drills and school emergency and crisis response plans are posted in all classrooms.

Vehicles on School Grounds

The use of unlicensed motorized vehicles on School District 301 property is prohibited. This includes but is not limited to all-terrain vehicles, dirt bikes, snowmobiles, go-carts, and any off-road vehicles. Consequences for this behavior may include suspension out of school as well as charges filed with local authorities.

Bicycles, Skateboards, In-line Skates, etc.
If you ride a bike to school it must be walked on school property and parked in the bike racks provided. All bicycles should be kept locked when you are in the school building. The school is not responsible for damage or theft of parts while bicycles are parked in the racks. Bicycles may be ridden to and from school provided good safety rules are followed. Bicycles cannot be housed in the school. Bicycle racks will be off limits during school hours.

Skateboards, in-line skates, and wheelies are not allowed on school grounds. Any students found with such items will:

1) receive a verbal warning
2) have such item confiscated to be picked up by a parent/guardian
3) have such item confiscated for the remainder of the school year

Notification Regarding Sex Offender Information

Public Act 94-994, requires a principal or teacher to notify parents during school registration or parent teacher conferences that information about sex offenders is available to the public. The Illinois Sex Offender Information website is http://www.isp.state.il.us/sor.If you have any questions, please contact your building principal.

STUDENT SUPPORT SERVICES AND SPECIAL EDUCATION SERVICES

In accordance with state and federal legislation regarding the education for students with disabilities, Central District 301 offers a wide range of programs and services to eligible students age three to twenty-two.

In accordance with regulations set forth by the federal and state educational departments, Central must use a process known as Response to Intervention (RtI) to determine entitlement for special education services. School teams identify students struggling academically, emotionally, and/or behaviorally and are responsible for developing interventions to increase skills and monitor student progress. If a student is determined to be eligible, services may be delivered by speech and language therapists, occupational and physical therapists, school psychologists, school social workers, special education teachers, paraprofessionals, and hearing and vision itinerant teachers. With regard to the identification of students in need of special education, the district provides the following screenings: vision and hearing screenings, speech/language screenings, and early childhood screenings (ages 3-5).

Students with disabilities receive special education assistance within the learning environment determined most appropriate: within their home schools and the regular classroom environment; within special education classrooms; or within non-district facilities when alternatives to the public school setting are needed. Central District 301 works cooperatively with Mid-Valley Special Education Cooperative and Northwestern Illinois Association (NIA) to provide a full continuum of special education and related services.

In accordance with the provisions of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Central District 301 has also developed policies and procedures designed to assure an appropriate education to eligible students. Additional information regarding these programs and services can be obtained by contacting your building principal or the Student Services Department.

All students who attend Central District 301 schools may be eligible for homebound tutoring if they are unable to attend school for an extended period of time because of illness or disability. For more information please contact your building principal.

Medicaid Data Release – Special Education Students Only

If your child receives special education services and is also Medicaid eligible, Central CUSD #301 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date, and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, do nothing. If you object to the release of information to Medicaid, now or any time in the future, please state your objection in writing and forward to Sarah Nolan, Director of Student Support Services, at 275 South Street, Burlington, IL 60109.

Regardless of your decision, CCUSD #301 must continue to provide, at no cost to you, the services listed in your child's IEP. This program has no impact on your child's current or future Medicaid benefits. Under federal law, participation in this program CANNOT:

a) Decrease lifetime coverage or any other public insurance benefit,
b) Result in the family paying for services that would otherwise be covered by Medicaid,
c) Increase your premiums or lead to discontinuation of benefits or insurance, or
d) Result in the loss of eligibility for home and community-based services

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

Suspected Child Abuse

State law requires all school personnel to inform the Department of Children and Family Services (DCFS) of suspected cases of child abuse. We recognize parents' rights to administer physical punishment, but punishment which is thought by the school to be excessive must be reported to this state agency.

Transferring Schools

If you anticipate moving, please notify the school of your intentions. You need to sign a release form from the new school so that we may process their request for records without delay.

GRADING

Grades are available electronically to parents and students after the end of each nine week grading period. Parents and students are encouraged to monitor student progress throughout the semester by logging on to Skyward. All grades are available and viewable in the Skyward Portfolio. However, final semester grades are the only grades that will appear on a student's permanent record and transcript.

ACADEMIC POLICIES

Academic Expectations
For a listing of the curriculum in the elementary schools of District 301, please refer to the district website. Copies are available to view at any of the district's elementary schools.

Grading
Grades are available electronically to parents and students after the end of each nine week grading period. Parents and students are encouraged to monitor student progress throughout the semester by logging on to Skyward. All grades are available and viewable in the Skyward Portfolio.

Field Trips
Field trips correlate with the educational program. Our faculty prepares and defines trip objectives before a field trip is taken. Field trips are considered to be an extension and enrichment of the normal classroom. If prior notice is given by a parent denying attendance for a field trip and remains in school for the duration of the experience, a comparable assignment will be given to the student during that time. In addition, students who attend the field trip will not be allowed to have a parent drive them separately to/from the location of the event.

Detailed descriptions of the trip and permission slips will be sent home prior to each field trip. The permission slips must be signed and returned for your child to participate. Unfortunately, field trip money is nonrefundable. If a child does not go on a field trip but attends school, a related educational experience is provided.

Homework
Homework is a vital part of education. Homework is not assigned as a punitive measure; it helps students learn and develop skills. Encouraging your child to complete assigned work to the best of his or her ability will help your child assume responsibility for learning. As general rule of thumb, students on average can expect 10 minutes of homework, per night, per grade level, outside of reading time. For example, a typical third grader could expect 30 minutes of homework plus independent reading time per night.

Parent Reports
Teachers and parents need to exchange information for the benefit of each student. Communication between home and school needs to be accurate and supportive. A child's attitude toward school is in part determined by how effective communication is between home and school. Elementary schools issue report cards quarterly (or at the end of quarters 2, 3, and 4 for kindergarten.)

Retention Policy
The District reserves the right to retain a student at any grade level. This decision is based upon professional evaluation and consideration of a student's individual circumstances.

SCHOOL DISCIPLINE POLICIES

Discipline Goals
- To help students learn to control themselves appropriately
- To create and maintain an optimal educational climate for all students
- To maintain a safe and healthy environment
- To provide order within the school organization
- To teach students respect for the rules and the regulations of the school
- To teach students respect for the authority of school personnel

Discipline Guidelines

Fair and equitable discipline is intended to protect the rights and privileges of all persons, in all matters relating to the conduct of students during school. Principals, teachers, bus drivers, and certified personnel stand ***in loco parentis***, that is, in the supervision of students in the absence of parent/guardian. Disciplinary action, including suspension, shall be in keeping with federal law, the School Code of Illinois, the rules and regulations of the State Board of Education for the State of Illinois, case law (pertinent court decisions), Board of Education policy, and responsible and proper professional procedures and ethics.

The teaching of self-discipline (responsibility for a person's own actions) is a goal of our school's discipline code. To insure that students exhibit appropriate behavior and performance, it is the school's responsibility to implement a program for teaching a system of essential rules and to administer just and constructive corrective measures.

Considerations include:

- Student's age
- Ability-functioning level
- Seriousness of the offense
- Frequency of inappropriate behavior
- Circumstances and intent – including family circumstances and/or home environment situations
- Potential effect of the misconduct on the school environment
- Relationship of the behavior to any handicapping condition
- Relationship of the behavior to alcohol or drug influence

~~Behavioral Interventions~~

~~Illinois law requires all Illinois school districts to develop a policy and procedures addressing the use of behavioral interventions for special education students. District 301 has developed its policy and procedures using guidelines provided by the State Board of Education. The Act requires that all parents and students be notified about the existence of this policy. A copy of the District 301 policy and procedures is available by calling the Student Services office at (847) 464-5863. You may obtain a copy of the State guidelines by contacting the Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777.~~

~~Students' Rights and Responsibilities~~

~~Rights:~~

- ~~To be given the opportunity to be heard as well as have witnesses and/or an advocate speak on one's behalf~~
- ~~To pursue a successful education without disruption~~
- ~~To discuss educational concerns with teacher and other school staff~~
- ~~To be informed of student responsibilities, rights, and discipline policies~~
- ~~To receive fair and equitable treatment without discrimination in every aspect of the educational system~~
- ~~To be treated respectfully and as an individual~~
- ~~To expect cultural respect and understanding~~
- ~~To expect learning to be relevant to life~~
- ~~To equitably participate in courses and co-curricular activities that promote individual skills and talents~~
- ~~To be academically challenged~~
- ~~To work, play, and be transported in a safe environment~~

Responsibilities:

- To resolve problems and issues while providing dignity for all
- To become productive citizens
- To recognize when personal actions are interfering with the rights, personal space, feelings, and property of others
- To be culturally sensitive and respect cultural diversity
- To develop a sense of responsibility for personal choices
- To succeed in school by working to the best of one's ability
- To attend school regularly, arrive on time, and bring supplies
- To follow discipline guidelines adopted by the District, as well as one's school and class
- To ask for help when in need of assistance
- To be an active listener
- To act in a courteous and responsible manner in all school related activities
- To be a participating learner

Parents' Rights and Responsibilities

Rights:

- To view records and visit school in accordance with Board of Education policy
- To be informed and receive explanations of academic progress and behavior
- To be consulted as soon as possible when decisions are made that affect one's child
- To request and be granted conferences with school personnel
- To express feelings without intimidating or being intimidated
- To expect school to be a safe place for learning
- To expect cultural respect and understanding
- To be treated respectfully
- To be informed of the Discipline Goals and Guidelines
- To expect children to be academically challenged and to learn

Responsibilities:

- To abide by the Legal Compulsory Attendance Laws
- To communicate an expectation to achieve in every class
- To provide a regular place to do homework
- To expose children to learning activities
- To praise children for effort, improvement, and achievement
- To act in a courteous and responsible manner in all school related activities
- To act as partners with school staff for improving student learning and behavior
- To assist children in learning how to make choices and deal with the consequences
- To provide the school with accurate home and emergency phone numbers
- To be culturally sensitive and to instill this in children
- To be an active listener and learner

Staff Rights and Responsibilities

Rights:

- To be supported by other staff and parents/guardians
- To work in a positive atmosphere for learning and teaching
- To work in an atmosphere free from verbal or physical threats and abuse
- To be present at student/parent conferences
- To be involved in the decision making process for the school district
- To expect cultural respect and understanding
- To be provided with resources necessary to carry out responsibilities
- To work in partnership with others

- To participate with parents, community, and staff in school decisions
- To have a safe working environment (includes school bus)

Responsibilities:
- To respect the rights, dignity, and confidentiality of students, parents/guardians, and other staff
- To inform and consult parents/guardians in assessing the needs and progress of students
- To be pro-active toward resolving issues
- To empower students to be personally responsible
- To be culturally sensitive and respect cultural diversity
- To act in a courteous and responsible manner in all school related activities
- To be fair, equitable, and consistent in all interactions
- To be responsive to student needs
- To be informed of the Discipline Goals and Guidelines
- To implement approved and accepted teaching and assessment practices
- To initiate parent contact/support at the first occurrence of academic or behavioral changes
- To develop, with student input and administrator review, a classroom rights and responsibilities plan
- To develop, communicate, and enforce clear behavioral and learning expectations

Examples of Student Behaviors Requiring Discipline
Some common examples of student behaviors requiring discipline interventions are listed below. The list has been categorized into three tiers or increasing levels of significance. Every situation, however, is unique and must be addressed with consideration given to its specific conditions and circumstances. These examples are presented to serve as samples and are not a complete listing of either prohibited behaviors or possible interventions.

Level 1

Documented evidence of persistent behaviors, appropriate interventions, and administrative dialogue and approval may move the matter to Level 2

The resolution of Level 1 behaviors is primarily the responsibility of teachers, support personnel, and parents/guardians. Administrative and parental assistance can be initiated without engaging the formal referral process. Level 1 behaviors include, but are not limited to the following:

BEHAVIORS SUCH AS
- Being excessively inattentive
- Derogatory remark
- Disobedience
- Distracting others
- Excessive and/or loud talking
- Excessive tardiness
- Failure to do assigned work
- Failure to bring necessary materials to class
- Inappropriate dress
- Inappropriate physical contact
- Littering
- Inappropriate use of electronic devices

- ~~Use of inappropriate language and/or gestures~~
- ~~Pushing and shoving~~
- ~~Throwing objects~~

~~POSSIBLE INTERVENTIONS~~
- ~~Assigned school service relative to behavior~~
- ~~Classroom or individual behavioral contracts/behavior management plans~~
- ~~Classroom activity exclusion~~
- ~~Classroom meeting~~
- ~~Conference with student~~
- ~~Conference with administration~~
- ~~Consultation/intervention with other teachers/counselors/support personnel~~
- ~~Contact with parent/guardian (site, phone, letter, visit)~~
- ~~Controlled ignoring~~
- ~~Cooling off/time out~~
- ~~Incentives/positive reinforcers~~
- ~~Nonverbal correction~~
- ~~Peer mediation~~
- ~~Seating change~~
- ~~Supportive confrontation~~
- ~~Teacher initiated detention~~
- ~~Temporary alternative placement~~
- ~~Temporary removal of items that disrupt~~
- ~~Use of verbal de-escalation methods~~
- ~~Verbal correction~~
- ~~Withdrawal of privileges~~
- ~~Written response or letter~~

~~Level 2~~

~~These interventions are the responsibility of school-based administration, with assistance from teachers, support staff, and parents/guardians. One or more interventions may be utilized. Level 2 behaviors include, but are not limited to the following:~~

~~BEHAVIORS SUCH AS~~
- ~~Altering/destruction of school property~~
- ~~Discriminatory conduct~~
- ~~Distribution, possession, exhibition of offensive materials~~
- ~~Damage to property of others~~
- ~~Fighting~~
- ~~Fireworks/incendiary objects~~
- ~~Gambling~~
- ~~Gang related behavior~~
- ~~Hazing~~
- ~~Leaving school without permission~~
- ~~Persistent Level 1 behaviors~~
- ~~Possession of harmful objects~~
- ~~Possession of stolen property~~
- ~~Possession, use, or reasonable suspicion of being under the influence of alcohol/drugs~~
- ~~Physical abuse~~
- ~~Reckless behavior~~

- ~~Sexual misconduct~~
- ~~Temper tantrum/out of control behavior~~
- ~~Theft~~
- ~~Threats/intimidation~~
- ~~Trespassing~~
- ~~Use/possession of tobacco~~
- ~~Verbal abuse~~

~~POSSIBLE INTERVENTIONS~~
- ~~Detention before/after school~~
- ~~Establish/implement a behavior plan~~
- ~~In School Suspension~~
- ~~Out of School Suspension~~
- ~~Parent/guardian conference with administrator/teacher~~
- ~~Parent/guardian In Class or In School Suspension with child~~
- ~~Peer mediation~~
- ~~Referral to outside agency or authority~~
- ~~Referral to the Problem Solving Team~~
- ~~Restitution or community service~~

~~Level 3~~

~~These interventions are the responsibility of school-based administration and central office personnel, with assistance from teachers, support staff, and parents/guardians. One or more interventions may be utilized. Board of Education action may also be necessary. Level 3 behaviors include, but are not limited to the following:~~

~~BEHAVIORS SUCH AS~~
- ~~Arson/attempted arson~~
- ~~Battery~~
- ~~Bomb threats~~
- ~~Burglary~~
- ~~Distribution or sale of alcohol/drugs or look-alike alcohol/drugs~~
- ~~Extortion~~
- ~~Fire alarms~~
- ~~Group violence~~
- ~~Interference with school personnel~~
- ~~Persistent Level 2 behaviors~~
- ~~Possession, use, or transporting explosives~~
- ~~Robbery~~
- ~~Sexual harassment~~
- ~~Staff assault~~
- ~~Threats with a weapon~~
- ~~Use/possession of a weapon, knife, or look-alike weapons~~
- ~~Use of a legitimate object as a weapon~~
- ~~Vandalism~~
- ~~Other matters as covered by Illinois School Code or State Law~~

~~Possible Interventions~~
- ~~Out of School Suspension (up to 10 days)~~

- Restitution and/or follow-up to outside agency or authority
- Possible recommendation for expulsion
- Referral/consultation to police agency and possible arrest
- Referral to Intervention Assistance Team and Child Study Office

Bullying

District 301 Elementary School Bullying Intervention Plan:

Legal Requirements

The General Assembly passed Public Act 95-0349, which deals with bullying prevention education.

This bill requires each school district to create, maintain and file a policy on bullying with the State Board of Education beginning 180 days after the effective date of the amendatory Act. The bill was signed by the Governor on August 23, 2007. Each school district must communicate its policy on bullying to its students and their parent or guardian on an annual basis. The policy must be updated and then filed every two years with ISBE.

A school board is required to have a student discipline policy that includes provisions to address students who have demonstrated behaviors that put them at risk for aggressive behaviors, "including without limitations, bullying as defined in the policy". The policy must include procedures for notifying parents or legal guardians and early intervention procedures based on available community based and district resources.

Bullying Defined

INTIMIDATION / HARASSMENT / TAUNTING / BULLYING / CYBER-BULLYING: repeated aggression in which a student or group of students physically or psychologically (mentally) harasses a victim.

a. The action could include but is not limited to hitting, pushing, kicking, tripping, destroying things, name-calling, ridiculing, verbal threats, gossip, rumors, isolating others, and making sexual comments or gestures.
b. This policy prohibits any person from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.
c. Inappropriate Written / Electronic Materials:
    i. Accessing and / or distributing at school any written or electronic material, including material from the Internet that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.
    ii. Creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operation or interferes with the rights of other students or staff members.

Unacceptable Behaviors

Listed above are examples of unacceptable behaviors, which may result in major disciplinary consequences. The prohibition of the offenses listed above pertains in school, on school property, on school buses, at any school-related activities, and to students traveling to and from school. *Disciplinary actions can be taken on behaviors that take place off of school*

grounds when the behavior has an effect on the educational process. Please be advised that students who are guilty of chronic misbehavior may be subject to more severe disciplinary consequences than those guilty of an isolated, single event.

Bullying Prevention

Central Community School District #301 strives to prevent bullying before it can even take place. At the elementary level this is done through the Character Education program, the Health Curriculum, and ongoing administrative/teacher expectation discussion with all students.

Character Education -

The Character Education Program focuses on the character traits of: Responsibility, Respect, Citizenship, Caring, Accepting, Honesty, Perseverance, and Fairness. Several of these traits link back to bullying and the appropriate way to treat other students at school. These traits are covered in all areas ongoing in the school and students are rewarded for showing these traits during the school day. The students are rewarded through awards which are given by the staff. Drawings are done throughout the school year to further reward positive behavior. The students are educated about bullying while the building promotes positive behaviors.

Health Curriculum -

One of the major components to the Health Curriculum is decision making and bully prevention. The students openly discuss problems related to bullying in society and locally in the district. Students are given warning signs of bullying and coping skills on how to handle bullying. They go through bullying scenarios related to self and others. Information on resources available at each building is also given to the students. This information contains who handles bullying in the building and how it is managed. The students also discuss how to report bullying.

Administrative/Teacher Discussions -

Setting expectations on day one is another very important tool against bullying. During the first day, administration/teachers clearly define bullying and the consequences. They explain the bully reporting system and how bullying incidents are handled.

Interventions for Bullying

Once a bullying incident is reported we target how the bullying is affecting the victim psychologically, physically, socially and academically. We will get the victim's version of the incident and a list of possible witnesses. We will gather information on the type of bullying, (psychological or physical,) number of incidents, time of the incidents, and location of the incidents. Once we gather all of the needed information we will talk to the student who has been displaying the bullying actions. After all the information is collected we will make a determination on the severity of the bullying.

Level I Intervention

-Minor 1st offense

A level one intervention results in a verbal warning and a peer mediation session if the victim is comfortable. In the peer mediation session we discuss how the behavior makes the victim feel. We discuss appropriate behavior in conjunction with our character education program. Next, the student who was displaying the bullying behavior is told what the consequences would be if the behavior continues and their parents are contacted. Lastly, we meet privately with the victim and explain to them the importance of reporting the bullying. The student is told that any other incidents, even minor ones, must be reported. In some cases we set up weekly

meetings to discuss how things are going. The victim's parents are contacted and asked to contact the school if they hear of any other incidents.

Level II Intervention
-Major 1st offense
-Minor 2nd offense

A level two intervention results in a temporary classroom removal (TCR) alternative learning enviornment (ALE) or possible suspension for a time period of 1-5 days. In the TCR ALE the student has to complete a character education assignment which allows the student to reflect on their behavior and, more importantly, what the appropriate behavior would have been. We review the character education assignment after its completion and discuss the student's behavior in conjunction with our character education program. Next, the student who was displaying the bullying behavior is told what the consequences would be if the behavior continues and their parents are contacted. As in level one, we meet privately with the victim to discuss the importance of reporting bullying, we set a weekly meeting time, and contact the parents.

Level III Intervention
-Major 2nd and subsequent offenses
-Minor 3rd and subsequent offenses

A level three intervention results in a temporary classroom removal (TCR) alternative learning environment (ALE) or possible suspension for a time period of 5-10 days. In the TCR ALE the student has to complete a character education assignment which focuses on appropriate behavior. Next, the student who was displaying the bullying behavior is told what the consequences would be if the behavior continues and their parents are again contacted. In some cases we may move toward a behavior contract at this time as well. If the victim is a consistent victim we would refer them to the school social worker to discuss coping strategies and other behavioral cues that may be resulting in the bullying. The victim's parents would again be contacted.

PHILOSOPHY OF DISCIPLINE

It is the sincere desire of CCUSD 301 that each student practices self-discipline, so that discipline actions by teachers, administrators, and the Board of Education may be avoided. It is the desire of Central High School to promote positive citizenship and a constructive school environment. General rules of conduct have been formulated to ensure that all students have the opportunity to realize their potential through education, and to promote mutual respect and responsibility among students and staff members. Adults at Central High School are expected to show care and respect towards young people. Students are expected to exhibit that same care and respect towards staff members and other students. In the event that a student violates the guidelines set forth in this Handbook, teachers, staff members, and administrators may take disciplinary measures as a means to address the student's behavior.

Disciplinary consequences and interventions will be made to ensure that all students receive a high quality education in a positive, non-threatening environment and assist with the development of productive members of society. Students, parents, administrators, faculty, and staff will cooperate in the creation of the discipline policy, its periodic review, and its fair and consistent enforcement.

STUDENT BEHAVIOR POLICY (BOARD POLICY 7:190)

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure

the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

3. Traveling to or from school or a school activity, function, or event; or

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling, or offering for sale:

    a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).

    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or

possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

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

g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

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

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. 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, or cellular phone.

   CCUSD301 issues each student a Chromebook for educational purposes. All electronic devices (cell phones, radios, iPods, MP3 players, iPads, portable DVD players, gaming devices, and/or similar devices) may be used during passing periods, lunch, before or after school, or in a classroom setting with either administration or supervising teacher's discretion, if specified within the student's individual education program (IEP) or 504, or is needed in an emergency that threatens the safety of students, staff or other individuals.

7. Using or possessing a laser pointer or cell phone flashlight unless under a staff

member's direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying (as described in Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment), bullying using a school computer or a school computer network, or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

12. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.

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

14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

17. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

20. 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.

21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintended or designee.

22. 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.

Additional Examples of Prohibited Misconduct and Gross Disobedience

Additional examples of prohibited misconduct and gross disobedience include but are not limited to: inappropriate drawings; insubordination; parking violations; profanity or obscenity; transportation violation; the inappropriate use of the district's network or district's devices.

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

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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.

Disciplinary Measures

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

1. Verbal Warning

2. Detentions

3. Notifying parent(s)/guardian(s).

7. Disciplinary conference.

8. Withholding of privileges / removal of privileges

9. Temporary removal from the classroom.

10. Return of property or restitution for lost, stolen, or damaged property.

11. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.

12. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

13. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.

14. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.

15. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.

16. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.

17. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled also shall be restricted from being on school grounds and at school activities.

18. Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing.

19. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

Weapons

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

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

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

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

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

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers. In addition, provided the appropriate procedures are followed, the Superintendent, Building Principal, Assistant Principal, or Dean of Students may issue in-school suspensions; may issue out-of-school suspensions to students guilty of gross disobedience or misconduct (including all school functions) for up to 10 consecutive school days; and may suspend students from riding the school bus for up to 10 consecutive school days. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. Students and their parents/guardians must acknowledge receipt of the student handbook in some form upon receipt of the handbook.

MISCONDUCT BY STUDENTS WITH DISABILITIES (BOARD POLICY 7:230)

Behavioral Interventions

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

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Illinois State Board of Education's Regulations when disciplining students with disabilities. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

ADDITIONAL DEFINITIONS

Detentions

A detention is a period of time to be made up before school, after school, or during lunch. A detention may be assigned by school staff or an administrator.

Alternative Learning Environment

Administrators may temporarily assign a student to an alternative learning environment on school grounds as a consequence for gross disobedience or misconduct. During this time, students

are restricted from participating in their scheduled classroom activities and, instead, report to the alternative learning environment for an amount of time determined by the administration. Students who are assigned to the alternative learning environment will be provided an opportunity to complete their academic work.

Saturday School

Saturday School will be held periodically throughout the school year to serve as a disciplinary consequence for a student's gross disobedience or misconduct. Saturday school half sessions run from 8:00 am to 10:00 am, and full sessions run from 8:00 am to 12:00 pm. Students who fail to attend, arrive late, or are removed from Saturday School due to gross disobedience or misconduct will be considered to have missed the session and may be subject to further disciplinary consequences.

School/Community Service Program

The school/community service program is an alternative disciplinary agreement between a student, his/her parent/guardian, and the administration. Administrators retain the discretion to determine whether the school/community service program will be offered as an alternative disciplinary consequence and, if so, the nature of the school/community service program. Students who participate in the school/community service program may be assigned a service for the school or community

OUT OF SCHOOL SUSPENSION (BOARD POLICY 7:200)

An out-of-school suspension is a temporary exclusion from school due to a student's gross disobedience or misconduct. School officials may impose out-of-school suspensions of one (1) to ten (10) school days. Longer suspensions may be imposed by the Board of Education. The District's suspension procedures are set forth in Board Policy 7:200.

When a student is suspended from school, he/she may not participate in or attend any District activity or event and is prohibited from being on District property.

A suspended student will have an opportunity to make up any missed work for equivalent academic credit. The work missed during the student's absence due to a suspension from school must be made up within a period of school days equal to the number of days missed due to being suspended.

Students who are suspended from school for five (5) or more school day will be informed of what, if any, appropriate and available support services will be provided to the student during the his/her suspension from school. These services may include, but are not limited to: a mentor program, social work, tutoring, etc.

A re-engagement meeting between the student, family, and school staff and administrators may be held upon a student's return to school from any period of suspension. The purpose of the meeting is to assist the student in the transition back to school.

EXPULSION BY THE BOARD OF EDUCATION (BOARD POLICY 7:210)

Upon the recommendation of the Superintendent or designee, the Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s)/guardian(s) of the student have been provided a written request to appear at a hearing before the Board or with a hearing officer appointed by it. The District's expulsion procedures are set forth in Board Policy 7:210.

A student who has been expelled from school may not participate in or attend any District activity or event and is prohibited from being on District property during the period of the expulsion.

If a student is suspended or expelled for any reason from any public or private school in this or any other state, the student must complete the entire term of the suspension or expulsion before being admitted into District.

STUDENT SEARCH AND SEIZURE (BOARD POLICY 7:140)

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

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

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 TRANSPORTATION HANDBOOK

Illinois law requires that School Districts provide transportation to and from school for all public school pupils living more than 1 ½ miles from their school of attendance. Where a hazard is identified which significantly jeopardizes the safety of a student living less than 1 ½ miles from their school of attendance, the District will follow the State of Illinois guidelines. **All students are assigned a CCUSD 301 bus unless they are within walking boundaries.**

The State of Illinois has very strict legislation on the matter of school buses. CCUSD 301 is committed to carrying out these regulations in order to provide the most efficient and safest transportation possible. The following rules are included here to ensure students and parents have an understanding of what is expected of students while entering, riding, or leaving the school bus.

Instructions to Parents

Busing information for the current school year is available on the District's website through the Bus Info link. This is a web-based program that will provide the most current busing information, such as bus time, bus stop location, and bus number.

Please complete the Student Transportation Information (STI) form ONLY if you require busing to/from an alternate location within your attending school's boundaries, if you do not require CCUSD 301 transportation, or if you are making a change to your child's transportation. Students are allowed only one inbound bus and only one outbound bus. (Accommodations cannot be made for different buses on different days.) Please allow up to 48 hours to process any changes to your student's transportation. To verify the request has been processed, please visit the Bus Info link located at www.burlington.k12.il.us.

Instructions to School Bus Riders

The school bus is an extension of the classroom; therefore, all school rules apply on the school bus. The CCUSD 301 Transportation Handbook, which is included in (Is it included **in** or **with**) this handbook governs school bus conduct.

School bus riders, while in transit, are under the jurisdiction of the school bus driver and any adult designated by the Board of Education to supervise bus riders. Any student who violates the following regulations and/or school rules while riding the bus may be reported by the bus driver to the CHS administration via a bus conduct report and a disciplinary consequence may be issued to the student. Transportation guidelines are in addition to CCUSD 301 policies and procedures, including those outlined in this Student Handbook.

Safety Regulations and Guidelines:

1. **Rider only on your assigned school bus.**
2. Arrive at designated bus stop 5 minutes prior to your scheduled pickup time. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
3. Remain in your assigned seat while the bus is in motion.
4. Always be alert and listen for any instructions given by the driver.
5. Keep windows at or above the white safety line at all times. Do not throw anything out of the windows. When you are on the bus, keep hands and feet inside the bus at all times.
6. Refrain from making abrupt, loud noises, and/or causing any unnecessary confusion that could divert the driver's attention from safely riding the bus. Be absolutely quiet when approaching and crossing a railroad track.
7. Refrain from littering, defacing, or destroying bus property. Never tamper with the bus or any of its equipment.
8. Assist in keeping the bus safe and sanitary at all times. Eating, drinking, or gum chewing is not allowed in the bus.
9. Do not bring any animals on the bus, unless a service animal.
10. Respect the driver, fellow pupils, and yourself.
11. Do not ask the driver to stop at places other than the regular assigned bus stop. The driver is not permitted to alter their route or drop students off anywhere except for designated points without proper authorization from the administrator.
12. Walk at least 10 feet in front of the bus if you must cross the street after being dropped off and wait for the driver to signal to cross the road. Never run in front of a car or bus.

If necessary, students may have to sit 3 in a seat on a school bus due to the number of students riding the bus.

It is imperative that all students actively observe and support these transportation regulations and actions. The same rules and regulations apply on all bus trips, including for school sponsored trips as well as between home and school. Students who are unable to abide by the rules and expectations in order to maintain a safe environment when riding a school bus may face disciplinary consequences depending on the severity of the action.

Students who are suspended from the bus and who do not have alternative transportation to school will be provided the opportunity to make up any missed work for full academic credit pursuant to the "Makeup Work" rules set forth in the Attendance and Truancy Policy of this Student Handbook. It is the responsibility of the student's parent to notify the school principal or other administrator that the student does not have alternative transportation to school to ensure the student receives appropriate make up work.

Kindergarten Transportation

The parent/guardian or older sibling must be present when kindergarten student is dropped off. It is district policy that If no one is available at drop off location, the bus driver will notify the school of the situation and the school will notify the

parent/guardian that the student will be brought back to the school for parent pick up.

Middle School Handbook Proposals 2016-2017

Key:

Black=Former Policy

Red=Changes to policy that have been approved by the lawyers

Purple=Changes to policy based on lawyer feedback waiting for approval

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(To be added immediately following the heading "ATTENDANCE".)

Our attendance policy is based upon the firm belief that students are most successful when they are present in class and in school:

1. In accordance with Illinois compulsory attendance requirements, it is the policy of CCUSD 301 that students shall attend school on a regular basis. We believe that daily attendance, timeliness to class, and preparedness and participation in class will increase the student's probability for successful performance and fosters the development of self-discipline and responsibility. It is the intention of the instructor of each course to not only teach the subject matter, but also to encourage the positive attribute of regular attendance, punctuality, and participation.

2. Students are expected to attend every class. The school has an obligation to inform both students and parents/guardians of the student's progress and attendance in all classes. Parents/guardians are to follow proper procedures to inform the school when their child is absent and to provide a reason for the absences.

Currently Reads:

2) In the event that school personnel do not hear from parents/guardians about tardiness or absence before **9:00 A.M.,** the school will call parents or other emergency contacts provided by a parent to determine the reason for the student's absence.

Change to:

2) A parent/guardian phone call made on the day of the student's absence shall be counted as an excused absence. If a parent/guardian fails to make a phone call on the date of the student's absence, the absence shall be counted as "unverified," unless a note is received from the student's parent/guardian to confirm the absence. If no note is received, the absence will be recorded as unexcused. In the event that school personnel do not hear from parents/guardians about tardiness or absence before **9:00 A.M.,** the school may call parents or other emergency contacts provided by a parent to determine the reason for the student's absence.

Rationale: To support positive attendance behaviors

Page 1

Currently Reads:

3) Examples of excused absences include:

a) Student illness
b) Severe illness or death in the family
c) Legal business / court appearances
d) Vacation (5 days per school year)
e) Religious observances

4) Absences/tardies (with or without parent or guardian consent) for unacceptable reasons are considered unexcused. Examples of unexcused absences/tardies include:

a) Oversleeping
b) Leaving school during school hours without school approval
c) Car trouble or missing the bus
d) Vacation (after 5 days)

Change to:

3) Examples of excused absences include:

a) A student's personal illness,
b) A death in the immediate family,
c) A family emergency,
d) Observance of a religious holiday,
e) Court appearances,
f) Medical visits,
g) Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, other reasons approved by the Superintendent or designee,
h) Other situations beyond the control of the student

~~4) Absences/tardies (with or without parent or guardian consent) for unacceptable reasons are considered unexcused.. Examples of unexcused absences/tardies include:~~

~~a) Oversleeping~~
~~b) Leaving school during school hours without school approval~~
~~c) Car trouble or missing the bus~~
~~d) Vacation~~

4) **Unexcused Absence:** Absences for any other reason may be considered unexcused. An unexcused absence is defined as an absence from school for a reason other than those listed above as an Excused Absence and/or an absence not authorized by the student's parent/guardian or the Superintendent or designee.

Rationale: To align with the district policy and support positive attendance behaviors.

Page 1

Currently Reads:

5) A student must be in school for three clock hours in order to participate in any co-curricular activity including, but not limited to, interscholastic sports, school dances, club meetings, etc.

6) When a student has a pattern of frequent absences because of illness/injury or has been out of school for a contagious condition, an administrator may request a doctor's excuse.

7) If a student has been absent from school due to illness for five or more consecutive school days they must present a doctor's note upon returning to school. Any student who returns to school without a note will not be admitted and will be marked as unexcused for the days missed until a doctor's note is received.

Change to and renumber:

5) **Truant Absences:** Truancy is defined as absence without valid cause for one or more periods of the student's school day. After the 9th school day (5% of regular attendance days) on which a student is absent without valid

cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent/guardian conferences, and/or involvement of the Kane County Truancy officers and/ or local law enforcement. No punitive action, including out-of-school suspensions, expulsions, or court action will be taken against a chronically truant student unless available support services and other school resources have been provided to the student, or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C Misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to $1,500. (move from page 2)

6) **Vacation Absences:** Because the District believes in the importance of students being present in their academic classes during the school year, extended pre-arranged absences such as family vacations, will no longer be considered excused. The District strongly encourages families to plan vacations to coincide with the school calendar so as to avoid taking valuable educational time away from their students. Students may ask their teachers to provide advance assignments. However, it is up to the individual teacher to determine whether he/she can honor the request. School work missed because of family vacation must be made up in accordance with the "Makeup Work" Section below.

7) **Class Cut:** A class cut is defined as an absence from part of or an entire class period/block, without permission from the student's parent/guardian or approval of school officials. A class cut is an unexcused absence.

8) **Tardiness:** Students are expected to be in class on time, so they may maximize their learning opportunities. Teachers and the Administration will monitor student's tardies. Students may be considered tardy if they arrive after the bell has rung. Students may receive consequences for excessive tardies to class.

9) A student must be in school for three clock hours in order to participate in any co-curricular activity including, but not limited to, interscholastic sports, school dances, club meetings, etc.

10) When a student has a pattern of frequent absences because of illness/injury or has been out of school for a contagious condition, an administrator may request a doctor's excuse.

11) If a student has been absent from school due to illness for five or more consecutive school days they must present a doctor's note upon returning to school. Any student who returns to school without a note will not be admitted and will be marked as unexcused for the days missed until a doctor's note is received.

Rationale: To align with the district policy regarding tardiness and unexcused absences and align with SB100 laws regarding non exclusionary consequences

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Page 1

Currently Reads:

Attendance

7) If a student has been absent from school due to illness for five or more consecutive school days they must present a doctor's note upon returning to school. Any student who returns to school without a note will not be admitted and will be marked as unexcused for the days missed until a doctor's note is received.

Change to:

Change to:

~~7) If a student has been absent from school due to illness for three or more consecutive school days the student may~~

~~be required to present a doctor's note upon returning to school. Any student who returns to school without a note will not be admitted and will may be marked as unexcused for the days missed until a doctor's note is received.~~

11) A physician's note may be required to excuse a student and/or for returning to school after **the third consecutive day of being reported ill**. If medical documentation is not provided, the absence may be marked "unexcused."

Rationale: To align with the district policy and support positive attendance behaviors.

Page 2:
Currently Reads:

MAKE-UP WORK DURING ABSENCES

1) Work assigned during absences must be made up.

2) If a student has missed a class or is absent, it is his/her responsibility to see that assignments are acquired and completed.

3) Out of courtesy to the teachers and secretaries who must spend time writing individual assignments and organizing the paperwork, please request homework only if it will be picked up and completed. All homework requests should be made at the time the absence is reported to the school office in the morning, prior to 9:00 a.m. We can not guarantee any homework requests made after 9:00 a.m.

4) The work missed during an absence must be made up within a period of school days equal to the number of days absent up to one week. Teachers are not required to give credit for work not made up in the stipulated amount of time.

Change to:

MAKE-UP WORK DURING ABSENCES

Students who are absent from school will be allowed to make up work for equivalent academic credit. The time allow to makeup work will generally be one school day for every one school day missed, starting with the first day the student returns to school. In extenuating circumstances a student may ask his/her teacher, school counselor, or the principal for additional time to make up work. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work in a timely manner may result in a lowering of grades.

The makeup rule applicable for students who are receiving Home or Hospital Instruction is set forth in the Student Services of this Handbook under the heading Home and Hospital Instruction.

Rationale: Consistency with SB 100 requirements.

Page 3
Currently Reads:

CHRONIC TRUANCY

District #301 Middle Schools consider a student to be a chronic truant who is absent without valid cause for five percent (5%) of the previous one hundred-eighty (180) regular attendance days. Cases of chronic truancy will be handled in keeping with the stipulations of Section 26-12 of the Illinois School Code.
Change to:

~~**CHRONIC TRUANCY**~~

~~District #301 Middle Schools consider a student to be a chronic truant who is absent without valid cause for five percent (5%) of the previous one hundred-eighty (180) regular attendance days. Cases of chronic truancy will be handled in keeping with the stipulations of Section 26-12 of the Illinois School Code.~~

Rationale: This will now be addressed in the section regarding truancy.

Page 3
Currently Reads:

SKATEBOARDS / IN-LINE SKATES / ETC.

These items are not allowed on school grounds. Any students found with such items will:
1) receive a verbal warning by administration and the item will be confiscated until the end of the day.
2) have such item confiscated to be picked up by a parent/guardian.
3) have such item confiscated to be picked up by a parent/guardian and serve a Saturday school.
4) be assigned a suspension.

Change to:

SKATEBOARDS / IN-LINE SKATES / ETC.

These items are not allowed on school grounds. Student found with such items may be subject to disciplinary consequences.

Rationale: SB 100 prohibits exclusion for non-violent or dangerous acts and to prevent a possible path of exclusionary discipline.

Page 4
Currently Reads:

LUNCH

Any child who has an account that reaches a negative balance will be allowed to charge one (1) school lunch. At this point, students will not be permitted to purchase school lunches using their Student I.D. card until their outstanding balance has been paid. Students may still purchase lunches with cash.

Change to:

LUNCH

Every student has a lunch account based on his/her Student ID Number. Money can be placed in the account by giving cash or check to the cashiers during any lunch period, or by activating an account through www.myschoolbucks.com.

Any child who has an account that reaches a negative balance will be allowed to charge one (1) school lunch. At this point, students will not be permitted to purchase school lunches using their Student I.D. card until their outstanding balance has been paid. Students may still purchase lunches with cash.

Rationale: To better inform parents of the process

Page 4-5
Currently Reads:

BRING YOUR OWN DEVICE

Bring Your Own Device (BYOD) is a policy that allows students to bring and use their own personal electronic devices at school. Devices include but may not be limited to: smartphones, tablets, eReaders, laptops, and netbooks. With teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize productivity tools available to them. The school is not responsible for these items if they are damaged, lost or stolen. Additionally, at no time may a student use said devices in a bathroom or locker room.

Change to:
BRING YOUR OWN ~~DEVICE~~ TECHNOLOGY

Bring Your Own Technology (BYOT) is a program that allows students to bring and use their own personal electronic devices at school. Devices include but may not be limited to: smart phones, tablets, eReaders, laptops, and netbooks. With teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize productivity tools available to them. The District is not responsible for students' personal electronic devices if they are damaged or lost. Additionally, at no time may a student use said devices in a bathroom**,** locker room or health office. Students and parents/guardians will be required to sign a user agreement outlining expectations, the purpose, and possible consequences related to use of personal electronic devices in school. A student's right to privacy in his or her device is limited and may be subject to search and seizure in accordance to Board policy. Failure to follow the District's rules and BYOT program guidelines may result in the loss of access to the District's electronic network and/or student's BYOT privileges; disciplinary action pursuant to the District's disciplinary procedures; and/or appropriate legal action, including referrals of suspected or alleged criminal acts to appropriate law enforcement agencies. The District reserves the right to discontinue its BYOT program at any time.

NOTE REGARDING CAMERA CELL PHONES OR OTHER ELECTRONIC DEVICES WITH A CAMERA FEATURE: A student who is found to be in possession of a camera cell phone or other electronic device with a camera in a restroom or locker room, which is on and visible, may be subject to disciplinary consequences, up to and including suspension from school and a possible recommendation for expulsion. In addition, suspected or alleged criminal acts may be reported to appropriate law enforcement agencies.

PAGES 5-8

Currently Reads:

INTENT / CONSPIRACY TO VIOLATE SCHOOL RULES

Students who intend, plan, or conspire to violate the school rules may be subject to disciplinary consequences.

DETENTION

Detention is being kept in school outside of regular school hours for a period of time. Any professional staff member can assign a detention for breaking class or school rules. Detentions given by teachers may be served in the teacher's classroom or in a designated school detention room. Detentions assigned by an administrator will be served in a designated school detention room.
(Detention Continued) Parents will receive notice of any detentions so transportation arrangements may be made. Failure to serve a school detention may result in the detention time being doubled. Continued failure to serve school detentions may result in a penalty of Saturday School, Temporary Classroom Removal, or suspension.

RESTRICTED LUNCH

School staff members may require a student to eat lunch in silence and/or in isolation in some supervised location as a consequence for misbehavior.

SCHOOL SERVICE

School service is the duty of cleaning an area of the school that may have been negatively affected by the student. Examples of this are buses, desks, and the cafeteria.

WRITTEN ASSIGNMENTS

Written assignments may be issued to a student. All assignments are designed to help the student explain his or her behavior, why the behavior occurred, and how to prevent the behavior in the future. The student will be required to hand in the completed assignment to an administrator within a specified timeframe. If the assignment is late or deemed unacceptable by the administrator, further disciplinary actions may result.

SATURDAY SCHOOL

Saturday School may be assigned at the discretion of an administrator, as an alternative to Temporary Classroom Removal or out-of-school suspension. Half a Saturday School may also be assigned for lesser offenses (8am to 10am). Saturday School meets on specified Saturday mornings from 8:00 to noon and is governed by a special set of rules and regulations that is given to assigned students and their parents.

TEMPORARY CLASSROOM REMOVAL (TCR) / IN-SCHOOL-SUSPENSION (ISS)

The student will serve Temporary Classroom Removals and In-School-Suspensions in the office and not off the school premises. Missed work will be counted but must be made up in the same number of days as the TCR or ISS. The Temporary Classroom Removal may be used as a full-day assignment or for a shorter period of time. Students who receive one day or more of TCR or an ISS will not be permitted to attend or participate in any school-sponsored activities until their next day of attendance following the discipline (For example, a student who receives one day or more of TCR or an ISS on a Friday would not be able to attend or participate in a school-sponsored event until the following Monday).

SUSPENSION

Suspension is the removal of a student from all classes and from the school premises for serious and/or repeated misconduct. By state law, suspension can be for any period of time up to ten school days. In the event of a suspension, a parent or guardian will be contacted by telephone and will receive a letter from the administration. Students who are suspended out of school are not permitted to attend any school-sponsored activities during the period of their suspension.

It is in the student's best interest to keep up with daily assignments because information presented during a period of suspension is likely to be included on a test after returning to school. No credit will be given for in-class assignments.

Homework, quizzes, tests, and major projects missed during the suspension may be made up for full credit. The work missed during a suspension may be made up within a period of school days equal to the number of days suspended. Teachers are not required to give credit for work not made up in the stipulated amount of time.

EXPULSION

Expulsion is the removal of a student from all classes in the school district for the remainder of the semester or beyond the school year as the law allows. Only the Board of Education can expel a student after an impartial hearing conducted in accordance with the regulations of the Illinois School Code. Expulsion is a consequence for severe misconduct or insubordination.

STUDENT DISCIPLINARY PROBATION

The building administrators may assign a student to Student Disciplinary Probation in the following cases:
1) The student has been assigned to Saturday School.
2) The student has been assigned to Temporary Classroom Removal.
3) The student has been suspended out of school.
4) The student has accumulated excessive school detentions (generally five or more).

Students who have been assigned to Student Disciplinary Probation:
1) will not be permitted to attend extracurricular school activities (e.g. dances, after-school outings, etc.).
2) will not be permitted to participate actively in the school athletic program.
3) will not be permitted to participate in field trips.
4) will not be permitted to attend assemblies unless these are directly related to the student's educational program.

A student placed on Student Disciplinary Probation will be on the program for four weeks. After one week, however, the student may petition to be removed from the program. A petition requires the student to contact all of his/her teachers to determine student performance and behavior in class and receive the principal's approval. Failure to receive approval from all teachers and the Principal extends placement in the program into the second week. A petition can then be repeated each week thereafter. If a student petitions successfully but receives an additional cause to be assigned to Student Disciplinary Probation prior to the end of the original four-week period, this results in a reinstatement into the program for a full four weeks from the date of the second assignment to Student Disciplinary Probation.

UNACCEPTABLE BEHAVIOR

Listed below are examples of unacceptable behaviors, which may result in major disciplinary consequences. The prohibition of the offenses listed below pertains in school, on school property, on school buses, at any school-related activities, and to students traveling to and from school. No activity will be tolerated away from the campus, whether or not school is in session when such activity occurs, which threatens the ability of the district to maintain a safe, orderly, and disciplined educational atmosphere. This policy is in effect year round and is not limited to school sponsored and school related events. Please be advised that students who are guilty of chronic misbehavior may be subject to more severe disciplinary consequences than those guilty of an isolated, single event.

While this is an extensive list, it may not be all inclusive. School authorities reserve the right to intervene and discipline any behavior which in their judgment impairs a positive school environment or is inappropriate. School authorities also reserve the right to involve the police in any circumstance where they determine their intervention is needed.

1) FAILURE TO FOLLOW SCHOOL RULES AND REGULATIONS.

2) FORGERY: signing another's name to a paper, letter or document.

3) ROUGHHOUSING: pushing, shoving, kicking, pretending to fight, slap boxing, wrestling, tagging and chasing. These actions are unacceptable because they can lead to injury or a serious fight.

4) SELLING UNAUTHORIZED ITEMS: students are not permitted to sell any items in school or on school property without authorization of the principal.

5) TARDINESS TO SCHOOL OR CLASS.

6) THROWING SNOW: throwing snow or ice on school property is prohibited.

7) DRESS CODE VIOLATION: failure to comply with the reasonable dress regulations outlined in the Student/Parent Handbook page 8.

8) IMPROPER DISPLAYS OF AFFECTION: This may include but is not limited to:

a) Hand holding
b) Kissing
c) Hugging
d) Inappropriate touching

9) SEXUALLY EXPLICIT MATERIAL: the possession or distribution of sexually explicit matter.

10) MISUSE OF COMPUTERS:

a) Students are not to enter the desktop operating system level.
b) Students are not to send messages.
c) Students are to sign in using their own name and are not allowed in anyone else's files.
d) Students may not install or use personal disks, programs, or games on school computers, without first getting permission from school officials.
e) Students should not tamper with computer components (keyboards, keys, towers, monitors, cords, etc.).
f) All information created and stored on student files should be appropriate for school.
g) Students will be prohibited from using school computers if they visit Internet sites that have not been pre-approved by the teacher. Students are not to access the Internet without a completed permission form turned in.
h) All desktop settings are to remain at their default settings. Desktop settings cannot be altered in any way by students.

11) ARSON: the deliberate setting of fire.

12) ASSAULT: the act of physically attacking another person.

13) FIGHTING: physical confrontation with another person.

14) CHEATING: claiming another's work as your own or allowing another student to copy/take your work. Students who are guilty of cheating may receive academic and/or disciplinary consequences.

15) VANDALISM: the deliberate destruction or defacing of school property or the property of others.

16) CLASS CUT: missing all or a significant portion of a class without required approval from a teacher or administrator (usually merits Saturday School).

17) DISRUPTION: interrupting the normal working of an activity.

18) DISRESPECT/DISHONESTY: expressions of disrespect or dishonesty, in any form, to any adult.

19) IMPROPER LANGUAGE, ILLUSTRATIONS AND GESTURES: examples are, but are not limited to: name-calling, vulgarity, cursing, spitting.

20) DANGEROUS OR DISRUPTIVE SUBSTANCES: being in possession of and/or disseminating any substance that causes disruption of good order in the school and/or jeopardizes the health of others.

21) MISUSE OF CELL PHONES AND ELECTRONIC DEVICES:

Consequences for purposeful violations (example: Student using an electronic device without teacher approval or in an unauthorized area):

1st offense- have item confiscated and picked up by a parent/guardian.
2nd offense- have item confiscated to be picked up by a parent/guardian and serve a 2 Hour Saturday School.
3rd offense- have item confiscated and picked up by parent/guardian and serve a 4 Hour Saturday School.
4th offense and more- have item confiscated to be picked up by parent/guardian as well as the assignment of a consequence deemed appropriate by administration (could include having the right to carry said item revoked).

**NOTE REGARDING CAMERA CELL PHONES OR OTHER ELECTRONIC DEVICES WITH A CAMERA FEATURE. Students found to be in possession of a camera cell phone or other electronic device with a camera in a restroom or locker room, with it on and visible, will be subject to disciplinary consequences up to a ten day suspension or expulsion.

22) FALSE EMERGENCY ALARMS: this includes, but is not limited to fire, lockdown, 911, Blue Alert, bomb threat, etc.

23) FIREARMS: in accordance with state law, being in possession of a firearm will result in being automatically referred to the Board of Education for expulsion.

24) AMMUNITION: the possession or distribution of any firearm ammunition.

25) COMBUSTIBLE ITEM OR LOOK ALIKE-USE/POSSESSION OF CIGARETTE LIGHTER, MATCHES, FIREWORKS, SMOKE-MAKING DEVICES, INCENDIARY ITEMS, AND OTHER POTENTIALLY DANGEROUS ITEMS.

26) GANG AFFILIATION AND /OR GANG RELATED ACTIVITY: to wear, possess, distribute, display, draw, or sell any jewelry, clothing, emblem, badge, symbol, sign, slogans, or any other activity of a secret society or gang is prohibited on school premises, or at school sponsored events. For purposes of policy, a gang is defined as any group of two or more persons whose purposes include the commission of illegal and/or coercive acts.

Offenses of the above rule may result in a ten day suspension, recommendation to the Board of Education for expulsion, and notification of actions to the Kane County Sheriff's office. Decisions will be based on the severity and intent of the student's actions.

27) INSUBORDINATION: the flagrant defying of the legitimate authority of the school as represented by an administrator, teacher, other school personnel, or parent volunteers.

28) INTIMIDATION/HARASSMENT/TAUNTING/BULLYING/CYBER-BULLYING: aggression in which a student or group of students physically or psychologically (mentally) harasses a victim.

a. The action could include but is not limited to hitting, pushing, kicking, tripping, destroying things, name-calling, ridiculing, verbal threats, gossip, rumors, isolating others, and making sexual comments or gestures.

b. This policy prohibits any person from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

c. Inappropriate Written/Electronic Materials:

i. Accessing and / or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.

ii. Creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operation or interferes with the rights of other students or staff members.

29) ALCOHOL, INHALANTS AND ILLEGAL DRUGS: being found to be in possession of, in the act of selling, distributing, or using, or being under the influence of alcohol, inhalants, or illegal drugs. Being in possession of, selling, or distributing drug or alcohol related containers or paraphernalia is likewise prohibited.

Offenses of the above rule may result in a ten day suspension, recommendation to the Board of Education for expulsion, and notification of actions to the Kane County Sheriff's office. Decisions will be based on the severity and intent of the student's actions.

30) LOOK-ALIKE DRUGS OR ALCOHOL: a look-alike drug or alcohol is any substance purported, by a student, to be a behavior-altering substance, though, in fact, it is not. It is a serious matter to claim falsely that such a substance is behavior altering and/or to sell or otherwise distribute such a substance.

Offenses of the above rule may result in a ten day suspension, recommendation to the Board of Education for expulsion, and notification of actions to the Kane County Sheriff's office. Decisions will be based on the severity and intent of the student's actions.

31) PRESCRIPTION AND OVER-THE-COUNTER DRUGS: The possession, distribution, or use of any drug, including over-the-counter and prescription drugs, without proper authorization is in violation of school drug use policy (see page 10 for Medications Policy and Procedures).

Offenses of the above rule may result in a ten day suspension, recommendation to the Board of Education for expulsion, and notification of actions to the Kane County Sheriff's office. Decisions will be based on the severity and intent of the student's actions.

32) RACIAL / ETHNIC SLURS: the use of racial and ethnic slurs.

33) EXTORTION: obtaining money, property, or service of any sort by threats.

34) SEXUAL HARASSMENT: any unwelcome conduct or communication of a sexual nature that has the effect of substantially interfering with a student's school performance or creating an intimidating, hostile, or offensive environment at school.

35) THEFT OR POSSESSION OF STOLEN PROPERTY.

36) TOBACCO OR LOOK ALIKE: the possession, distribution, sale or use of tobacco or tobacco paraphernalia.

37) WEAPONS OR LOOK ALIKE: possession of weapons, parts of weapons or look-alike weapons on school property or within 1000 feet of school property or using any unauthorized and potentially dangerous instrument or any item used or attempted to be used to cause bodily harm. Examples of weapons could include but are not limited to knives, brass knuckles, billy clubs, etc. Purporting that a look-alike object (i.e. a plastic toy gun) is real and / or using it in a threatening manner.

Offenses of the above rule may result in a ten day suspension, recommendation to the Board of Education for expulsion, and notification of actions to the Kane County Sheriff's office. Decisions will be based on the severity and intent of the student's actions.

38) Chronic Violation of School Rules: breaking rules on a repetitive basis over a given school year.

39) Any Other Behavior Which is Disruptive to the Educational Process of the School.

Change to:

PHILOSOPHY OF DISCIPLINE

It is the sincere desire of CCUSD 301 that each student practices self-discipline, so that discipline actions by teachers, administrators, and the Board of Education may be avoided. It is the desire of Prairie Knolls Middle School and Central Middle School (PKMS/CMS) to promote positive citizenship and a constructive school environment. General rules of conduct have been formulated to ensure that all students have the opportunity to realize their potential through education, and to promote mutual respect and responsibility among students and staff members. Adults at PKMS/CMS are expected to show care and respect towards young people. Students are expected to exhibit that same care and respect towards staff members and other students. In the event that a student violates the guidelines set forth in this Handbook, teachers, staff members, and administrators may take disciplinary measures as a means to address the student's behavior.

Disciplinary consequences and interventions will be made to ensure that all students receive a high quality education in a positive, non-threatening environment and assist with the development of productive members of society. Students, parents, administrators, faculty, and staff will cooperate in the creation of the discipline policy, its periodic review, and its fair and consistent enforcement.

STUDENT BEHAVIOR POLICY (BOARD POLICY 7:190)

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

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

3. Traveling to or from school or a school activity, function, or event; or

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling, or offering for sale:

    a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).

    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

    e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

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

    g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

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

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the

device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. 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, or cellular phone. CCUSD301 issues each student a Chromebook or tablet for educational purposes. All electronic devices (cell phones, radios, iPods, MP3 players, iPads, portable DVD players, gaming devices, and/or similar devices) may be used during passing periods, lunch, before or after school, at the administration/teacher's discretion, if specified within the student's individual education program (IEP) or 504, or is needed in an emergency that threatens the safety of students, staff or other individuals.

7. Using or possessing a laser pointer, cell phone flashlight, or presentations remotes unless under a staff member's direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying (as described in Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment), bullying using a school computer or a school computer network, or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

12. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.

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

14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

17. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

20. 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.

21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

22. 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.

Additional Examples of Prohibited Misconduct and Gross Disobedience

Additional examples of prohibited misconduct and gross disobedience include but are not limited to: inappropriate drawings; insubordination; parking violations; profanity or obscenity; transportation violation; the inappropriate use of the district's network or district's devices.

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

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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.

Disciplinary Measures

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

1. Verbal Warning
2. Detentions
3. Notifying parent(s)/guardian(s).
7. Disciplinary conference.
8. Withholding of privileges / removal of privileges
9. Temporary removal from the classroom.
10. Return of property or restitution for lost, stolen, or damaged property.
11. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
12. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
13. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
14. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
15. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
16. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
17. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled also shall be

restricted from being on school grounds and at school activities.

18. Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing.
19. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

Weapons

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

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

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

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

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

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers. In addition, provided the appropriate procedures are followed, the Superintendent, Building Principal, Assistant Principal, or Dean of Students may issue in-school suspensions; may issue out-of-school suspensions to students guilty of gross disobedience or misconduct (including all school functions) for up to 10 consecutive school days; and may suspend students from riding the school bus for up to 10 consecutive school days. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. Students and their parents/guardians must acknowledge receipt of the student handbook in some form upon receipt of the handbook.

MISCONDUCT BY STUDENTS WITH DISABILITIES (BOARD POLICY 7:230)

Behavioral Interventions

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

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Illinois State Board of Education's Regulations when disciplining students with disabilities. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

ADDITIONAL DEFINITIONS

Detentions

A detention is a period of time to be made up before school, after school, or during lunch. A detention may be assigned by school staff or an administrator.

Alternative Learning Environment

Administrators may assign a student to an alternative learning environment location as a consequence for gross disobedience or misconduct. During this time, students are restricted from participating in their scheduled classroom activities and, instead, report to the alternative learning environment for an amount of time determined by the administration. Students who are assigned to the alternative learning environment will be provided an opportunity to complete their academic work.

Saturday School

Saturday School will be held periodically throughout the school year to serve as a disciplinary consequence for a student's gross disobedience or misconduct. Saturday school half sessions run from 8:00 am to 10:00 am, and full sessions run from 8:00 am to 12:00 pm. Students who fail to attend, arrive late, or are removed from Saturday School due to gross disobedience or misconduct will be considered to have missed the session and may be subject to further disciplinary consequences.

School/Community Service Program

The school/community service program is an alternative disciplinary agreement between a student, his/her parent/guardian, and the administration. Administrators retain the discretion to determine whether the

school/community service program will be offered as an alternative disciplinary consequence and, if so, the nature of the school/community service program. Students who participate in the school/community service program may be assigned a service for the school or community.

OUT OF SCHOOL SUSPENSION (BOARD POLICY 7:200)

An out-of-school suspension is a temporary exclusion from school due to a student's gross disobedience or misconduct. School officials may impose out-of-school suspensions of one (1) to ten (10) school days. Longer suspensions may be imposed by the Board of Education. The District's suspension procedures are set forth in Board Policy 7:200.

When a student is suspended from school, he/she may not participate in or attend any District activity or event and is prohibited from being on District property.

A suspended student will have an opportunity to make up any missed work for equivalent academic credit. The work missed during the student's absence due to a suspension from school must generally be made up within a period of school days equal to the number of days missed due to being suspended.

Students who are suspended from school for five (5) or more school days will be informed of what, if any, appropriate and available support services will be provided to the student during the his/her suspension from school. These services may include, but are not limited to: a mentor program, social work, tutoring, etc.

A re-engagement meeting between the student, family, and school staff and administrators may be held upon a student's return to school from any period of suspension. The purpose of the meeting is to assist the student in the transition back to school.

EXPULSION BY THE BOARD OF EDUCATION (BOARD POLICY 7:210)

Upon the recommendation of the Superintendent or designee, the Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s)/guardian(s) of the student have been provided a written request to appear at a hearing before the Board or with a hearing officer appointed by it. The District's expulsion procedures are set forth in Board Policy 7:210.

A student who has been expelled from school may not participate in or attend any District activity or event and is prohibited from being on District property during the period of the expulsion.

If a student is suspended or expelled for any reason from any public or private school in this or any other state, the student must complete the entire term of the suspension or expulsion before being admitted into District.

STUDENT SEARCH AND SEIZURE (BOARD POLICY 7:140)

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

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

Students

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

When feasible, the search should be conducted as follows:

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

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

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

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

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

BULLYING POLICY (BOARD POLICY 7:180)

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

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

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

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be

accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan (To replace bullying intervention policy on pages 23 and 24 of middle school handbook.)

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

   Complaint Manager:

   Esther Mongan
   Name
   275 South St., P.O. Box 396, Burlington, IL 60109
   Address
   Esther.mongan@central301.net
   Email
   847-464-6005
   Telephone
4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
   a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
   b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
   c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
   d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
    a. The frequency of victimization;
    b. Student, staff, and family observations of safety at a school;
    c. Identification of areas of a school where bullying occurs;
    d. The types of bullying utilized; and
    e. Bystander intervention or participation.

    The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
    a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
    b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
    c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
    d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
    e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
    f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
    g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
    h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Page 9

Currently Reads:

STUDENT DRESS

If you believe there is a chance that your clothing may be in violation of the dress code policy, it is better to not wear those particular clothes to school. Students who are dressed improperly will have to arrange to change into appropriate clothing before attending class and may face a disciplinary consequence.

Change to:

STUDENT DRESS

If you believe there is a chance that your clothing may be in violation of the dress code policy, it is better to not wear those particular clothes to school. Any student not in accordance with the above-mentioned dress expectations may be subject to disciplinary consequences, including changing into appropriate clothes or making immediate arrangements for appropriate clothing before returning to class. **If appropriate clothing is not available, the high school will lend the student a uniform from the physical education department.**

Rationale: To align with High School handbook and clarify our current policy.

Page 10
Currently Reads:

POTENTIALLY DISRUPTIVE ITEMS:
In some cases, the student may seek approval from an administrator for special situations (i.e. field trips, projects, presentations, etc.) However, any student found with such items without permission will face the following consequences:

1st offense- receive a verbal warning by administration and the item will be confiscated until the end of the day.
2nd offense- have such item confiscated to be picked up by a parent/guardian.
3rd offense- have such item confiscated to be picked up by a parent/guardian and serve ½ day TCR.
4th offense- have such item confiscated to be picked up by a parent/guardian and serve 1 day TCR.
5th offense or more- item confiscated to be picked up by a parent/guardian as well as a consequence to be determined by building administrator.

Change to:

POTENTIALLY DISRUPTIVE ITEMS:
In some cases, the student may seek approval from an administrator for special situations (i.e. field trips, projects, presentations, etc.) However, any student found with such items without permission will be subject to disciplinary consequences.

Rationale: To align consequences to SB 100 and prevent a possible path of exclusionary discipline.

Page 10
Currently Reads:

LOCKERS AND SCHOOL DESKS

Lockers and school desks are the property of Central School District 301 and may be opened, inspected and searched without notice by school officials when deemed necessary. Searches will follow Illinois school code. The school will not be responsible for lost or stolen items.

Change to:

Lockers and school desks are the property of Central School District 301 and may be opened, inspected and searched without notice by school officials when deemed necessary. Searches will follow Illinois school code.

District officials may request the assistance of law enforcement officials for purpose of searching student lockers for illegal drugs, weapons, or other illegal or dangerous substances or materials.The school will not be responsible for lost or stolen items.

Rationale: To align Illinois School Code and with the high school

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Page 10
Currently Reads:

PHYSICAL EDUCATION
Daily physical education is required at all grade levels. Students are expected to use the provided locks by the school, for their gym lockers. The wearing of prescribed uniforms and gym shoes during physical education classes will be required.
If your child is injured and cannot participate in PE class, you may write them a note to be excused for two days. Any duration of time past two days will require a doctor's note. Doctor's notes should include **a diagnosis,** activities to be avoided, and the length of time the student must not participate. If your student is injured a modified PE activity can be provided for students who have limited participation capabilities.

Change to:

PHYSICAL EDUCATION
Daily physical education is required at all grade levels. Students are expected to use the provided locks by the school, for their gym lockers. The wearing of prescribed uniforms and gym shoes during physical education classes will be required.

A parent note excusing your student from physical activity for medical reasons can be accepted for up to two days for an injury or illness. Any duration of time beyond two days will require a note from the student's healthcare provider. A maximum of two parent notes per semester will be accepted. **Additional parent notes may be accepted at the discretion of the school nurse.**

When a doctor is providing a medical excuse for a child, it is recommended that the note include a diagnosis, restrictions needed, and the length of time for the restriction. If the length of time is undetermined or "until further notice," a new note from the healthcare provider will be needed to release the student from restriction.

If your student is allowed limited or modified participation, the healthcare provider's note should list specifically what activities/modifications are allowed. A modified physical activity form is available in the health office.

Rationale: To promote participate in PE and promote student safety.

Page 11
Currently Reads:
HEALTH SERVICES

STATE OF ILLINOIS AND DISTRICT 301 HEALTH REQUIREMENTS

Requirements for:	ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12
Physical Exam:	X	X						X			X			
Dental Exam		X		X				X						

Eye Exam		X												
Immunization Requirements	X	X						X			X			X

NEW IMMUNIZATION REQUIREMENTS: Illinois Administrative Code, Section 665 for 2015/16:
Sixth grade: Upon entry must show proof of one dose of meningococcal conjugate vaccine (MCV4) on or after age 11.
12th grade: Upon entry must show proof of receiving two doses of the meningococcal conjugate vaccine (MCV4); the second dose of MCV4 shall be administered after 16 years of age. If the first dose was administered after 16 years of age, then only 1 dose of MCV4 is required at twelfth grade entry.
For 2015/16: Any child entering kindergarten, sixth grade, or ninth grade for the first time shall show proof of having received two doses of varicella (chickenpox) vaccine. ECSE students to show proof of pneumococcal vaccination.
NEW Students (to Illinois schools) need to provide documentation of (1) physical exam, (2) complete eye examination (3) dental exam from the most recent of K, 2nd or 6th grade and (4) a D301 New Student Health Questionnaire. The records are due within 30 days of entering school and will be reviewed for compliance with Illinois requirements.
TRANSFER Students (within the state of Illinois) need to provide documentation of the most recent physical, eye and dental reports that meet the state requirements listed in the grades above and a D301 New Student Health Questionnaire. Documents are due within 30 days of the first day of attendance.
Physical Forms & Immunizations

- Exam forms & immunization records are requested prior to the first day of attendance but required by October 15th
- Parents/guardians must complete & sign the Health History section on page 2 of the physical exam report.
- An IHSA / IESA sports physical does not fulfill the requirement
- Reports may be dated no earlier than one calendar year prior to the first day of attendance

Eye Examinations

- Exam forms are requested prior to the first day of attendance but required by October 15th
- Exams must be conducted by a licensed optometrist or ophthalmologist or a physician licensed to perform complete eye examinations.
- Vision screening does not fulfill this requirement for a complete eye & vision evaluation
- Reports may be dated no earlier than one calendar year prior to the first day of attendance

Dental Exams

- Documents are due for all K, 2nd and 6th grade students by May 15th of the school year
- Reports must be dated within 18 months prior to the May 15th deadline

The Illinois Department of Public Health has established waivers for the dental and eye exam for children who show undue burden or lack of access to a dentist, licensed physician, ophthalmologist or optometrist.

Failure to comply with the above requirements may result in the student being excluded from school or report card withheld.

State law mandates strict privacy rules. As a result, school personnel cannot contact a doctor, dentist, nurse or pharmacist about a student, health records or health exams unless the parent/guardian gives written consent. If desired, a consent form permitting communication between healthcare professionals can be obtained in the school health office.

CONTAGIOUS CONDITIONS

Please notify the school health office immediately for all contagious conditions so we can take proper measures with the school environment. All children suffering from contagious conditions, must be excluded from school until no longer contagious.

In the case of head lice, please contact the nurse or principal immediately so that we can take proper cleaning measures in the classroom and elsewhere within the school. Please instruct your child NOT to share combs, brushes, hats, scarves and other “communicable” items.

Examples of communicable diseases and the guidelines for re-admittance are as follows:

Communicable disease:	Return to school…
Conjunctivitis	After 24 hours of meds; signs of improvement; no drainage
Chickenpox	A minimum of 5 days after eruption of last vesicles; once all vesicles have dried & crusted over; as directed by health dept
Hepatitis	With doctor's written permission
Impetigo	24 hours after initial dose of medication with lesion covered and/or no drooling/saliva
Measles	A minimum of 4-5 days after appearance of rash, with doctor’s written permission, as directed by health dept
Mononucleosis	With doctor's written permission; absence of fever > 100
Mumps	A minimum of 5 days after onset of swelling, and with doctor’s written permission, as directed by health dept
MRSA	24 hours after initial dose of medication and lesion begins to shrink, unless lesion can be covered
Pertussis (Whooping Cough)	A minimum of 5 days after initial dose of medication or until 3 weeks after onset of cough, and with doctor’s written permission
Pink eye (Conjunctivitis)	24 hours after initial dose of medication
Rash of unknown origin	With doctor’s written permission
Ringworm	24 hours after initial dose of medication and lesion begins to shrink, unless lesion can be covered
Rubella	A minimum of 7 days after appearance of rash, with doctor’s written permission, as directed by health dept
Shingles	When all lesions are crusted , and with doctor’s written permission
Strep Throat/Scarlet Fever	24 hours after initial dose of medication and fever free
TB	With doctor’s written permission

All illnesses should be reported to the school office as soon as diagnosed to prevent the spread of disease and to comply with reporting to local health authorities.

ILLNESS OR INJURY AT SCHOOL

Students needing the services of the nurse must report to scheduled classes, request permission and obtain a pass from the teacher to go to the nurse's office. If the possibility exists that the student may go home, generally, the parent/guardian will be contacted by the nurse or office staff, not by the student on his/her device, to collaborate on that decision. Students must report to the nurse or office staff before going home ill or the absence may be considered 'unexcused.' When the nurse is not in the health office, a student who is ill should report to the main office.

It is expected that illness/injuries that occur outside of the typical school day will be cared for by parents / guardians prior to arrival at school. A student who becomes ill or is injured at school should report to the nurse's office (when the nurse is in the building) or to the school office. Generally, the student's parent or guardian will be contacted and a decision made on whether the student should go home. Students will not be allowed to ride the bus home if they are exhibiting signs/symptoms of a contagious condition. Parents should designate emergency contacts that are available to drive students home if they are unable to. In case of serious illness or injury, paramedics will be called and a parent/guardian called. In emergency situations, school officials will be guided by the information provided by parents/guardians on the registration cards filled out annually.

If your child exhibits any of the following, do not send student to school or
If you child exhibits any of the following during the school day s/he must go home:

× Fever (temperature of 100 degrees or above)
× Vomiting
× Diarrhea (3 or more loose stools in past 24 hours, or stools that contain blood)
× Excessive cough and/or unable to manage secretions
× Suspicious Rash
× Loss of consciousness

Criteria for re-admittance is generally based upon evidence that the child is no longer contagious; this may include a release from the physician, absence of symptoms for over 24 hours without medication, or documentation of treatment; these determinations will be guided by the nurse.

Students who come to school with mobility devices (such as crutches, walking boot/shoe, wheelchair, splints or casts) for an acute episode need to submit a note from the doctor that states the activity restriction that warrants the use of the device at the school, including the time frame for the restriction.

Change to:

HEALTH SERVICES

A nurse is available to students throughout the school day. A student who needs to see the nurse during the day should first obtain a pass from his/her teacher unless an emergency situation exists. **If a student is not feeling well, he/she must check out in the Nurse's Office and authorization must be given before leaving the building or the absence will be considered unexcused.** When the nurse is not in the building, a student who is ill should report to the Main Office. No student will be excused from school unless a parent/guardian or designated person has been notified and appropriate transportation arranged, including if the student has his/her own car at school. Students shall not use their personal cell phones unless given permission by the nurse.

HEALTH, EYE, AND DENTAL EXAMINATIONS: IMMUNIZATION; EXCLUSION OF STUDENTS

It is the responsibility of the student's parent/guardian to ensure that the required examination and immunization forms are provided to the school at the required intervals and within the required time frames. The below table

provides a summary of the required intervals and further information regarding the timeframes is shown underneath the table.
For new students enrolling in the District, prior to the first day of student attendance, the student's parent/guardian must submit a CCUSD 301 New Student Health Questionnaire to the school.

STATE OF ILLINOIS AND DISTRICT 301 HEALTH REQUIREMENTS

Requirements for:	ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12	NEW to IL
Health Exam	X	X						X			X				X
Dental Exam		X		X				X							K,2,6
Eye Exam		X													X
Immunization Requirements	X	X						X			X			X	X

Required Health Examinations and Immunizations
A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:
1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required from students in grades 6 and 12, beginning with the 2015-2016 school year.
As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health (IDPH), a student will be exempted from this policy's requirements for:

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if a physician provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

Privacy Practices: Pursuant to Illinois and federal law, school personnel cannot contact a student's physician, advanced practice nurse, physician assistant, nurse, or pharmacist about a student or a student's records, including health records or health-related information, unless the student's parent/guardian gives written consent. If desired, a consent form permitting communication between a student's health care professionals and the school can be obtained in the Main Office and / or Student Services.

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE (BOARD POLICY 7:280)

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

ILLNESS / INJURY

It is expected that injuries that occur outside of the typical school day will be cared for by parents/guardians prior to arrival at school. Notify the nurse of any injuries that need attention at school.

For the protection of the whole student body, students are not permitted to ride the bus home if they are exhibiting signs/symptoms of a contagious illness or communicable and/or chronic infectious disease. The student's parent/guardian will be contacted by the school and expected to arrange transportation.

In the event of serious symptoms or injury, paramedics will be called and a parent/guardian contacted. In emergency situation, school officials will be guided by the information provided by parents/guardians on the registration documents filled out annually. It is the responsibility of the parent/guardian to provide accurate contact information to the school in case of illness, injury, or emergency, and notify the school of any updates to the information. Parents/guardians should select emergency contacts who are likely to be available to pick up their child in a timely manner if they are unable to.
If a student exhibits any of the following during the school day, the student's parent/guardian will be contacted and the student must be picked up from school to go home:

- Fever (temperature of 100 degrees or above)
- Vomiting
- Diarrhea (3 or more loose stools in past 24 hours, or stools that contain blood)
- Excessive cough and/or unable to manage secretions
- Suspicious Rash
- Loss of consciousness

A student should not return to school after he/she has been out of school due to an illness until there is evidence that the student is no longer contagious. This may include a release from the student's physician, absence of symptoms for over 24 hours, or documentation of treatment. These determinations will be guided by the nurse.

Students who come to school with mobility devices (such as crutches, walking boot/shoe, wheelchair, splints or casts) for an acute episode need to submit a note from the doctor that states the activity restriction that warrants the use of the device at the school, including the time frame for the restriction.

MEDICAL EXCUSES FROM PE

Students healthy enough to attend school are considered healthy enough to attend physical education (PE) class. Notes to excuse students from PE classes for medical reasons are to be presented to the Main Office. Office staff will notify the PE teacher of the excuse. A parent note excusing the student from physical activity can be accepted for up to two days for an injury or illness. A maximum of two parent notes per semester will be accepted. Any duration of time beyond two days will require a note from the student's healthcare provider. The medical excuse note should include a diagnosis, restrictions needed, and the length of time for the restriction. If the length of time is undetermined or "until further notice," a new note from the healthcare provider will be needed every three months until the student is released from the restriction.

If the student is allowed limited or modified participation, the healthcare provider's note should list specifically what activities/modifications are allowed. A modified physical activity form is available in the Nurse's Office.

Long term P.E. excuses presented within first two weeks of a semester can be accommodated with a schedule change. Please contact the Nurse's Office and the Student Services Office.

MEDICATION POLICY (BOARD POLICY 7:270)

Whenever possible, the parent/guardian should make arrangements for medication to be administered at home, before or after school hours and not at school or school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for a student to take medication during school hours or school-related activities, the student's parent/guardian must request that the school dispense the medication to the student and school district guidelines must be followed for dispensing or administering the medication. The District may reject requests for administration of medication.

No District employee shall administer to any student, or supervise a student's self-administration of, any medication until the required documentation is completed, signed, and submitted by the student's parent/guardian. No student shall possess or consume any medication on school grounds or at a school-related activity other than as provided in the District's policy and these guidelines.

1. Medication is defined as either prescription or non-prescription drugs.

2. Medication will not be given by a school employee to a student without the completion and submission of a Med-A form, and other documentation if required, signed by both the parent/guardian and the student's licensed health care provider.

Special forms are now required for asthma, diabetes, allergies, and seizures. Forms and packets can be obtained in the Main Office or Nurse's Office or on the District website.

3. The Med-A form must be completed annually for each medication and updated upon any changes.

4. Students may not transport medication to and/or from school. It is the parent/guardian's responsibility to personally deliver the medication to school and to pick up any "left over" medication at the close of the school year. Any medications left at the school at the end of the school year will be disposed of in a safe and appropriate manner.

5. Medications must be in their original containers and the containers must include the student's name, the medication's name, dosing information (the amount to be dispensed and the time at which or circumstances under which the medication is to be administered), and expiration date. No medication will be given by school personnel if the medication arrives at the school in an envelope or improperly labeled bottle/inhaler.

6. Medications at school will be stored in a locked cabinet or in the school nurse's refrigerator, if required.

7. When necessary, the school nurse will provide appropriate staff members with information concerning the medications being taken by students (i.e., side effects, other medical implications, etc.).

8. Medication dispensing guidelines include:

a. Medications will be dispensed to one student at a time.
b. The designated school employee will transfer the indicated dosage from the container to the student.
c. The designated school employee will initial the Individual Student Med Log form at the time it is administered.

<u>Field Trip Medications</u>

Only "daily" medications and "emergency" medications are to be sent on field trips. A Med-A form, and other documentation if required, must be on file in the Nurse's Office to ensure those medications are taken on the field trip. Medications designated "as needed" are not taken unless pre-arranged by a parent/guardian and the school nurse.

<u>Self-Carry & Self-Administration of Medication</u>

A student may possess ("self-carry") an asthma inhaler or epinephrine auto-injector (EpiPen®) for immediate use at the student's discretion, provided the completed Med-A form and other required forms (available in the Nurse's Office and on the District's website) are signed and returned to the Nurse's Office.

The District may authorize the provision of an epi-pen to a student authorized under a student's Individual Health Care Action Plan, Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 to administer an epi-pen to the student that meets the prescription on file.

Nothing in these guidelines or the District's student medication administration policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The possession, distribution, or use of any medication (including non-prescription drugs) without proper authorization is in violation of the school policy relating to drug use, and a student may be subject to discipline (see Discipline).

Page 14
Currently Reads:

EMERGENCY DRILLS
There will be a minimum of three fire drills, two tornado drills, one crisis drill, and one bus evacuation drill every school year.

Change to:
SAFETY DRILLS
Periodically during the school year, safety drills will be held as required by Illinois law. When the alarm is sounded, students and teachers should proceed immediately according to appropriate procedures. Procedures for safety drills and school emergency and crisis response plans are posted in all classrooms.

Rationale: To align with state, board, and high school policy.

Page 14
Currently Reads:

GRADE REPORTING:
Currently Reads: Report cards will be mailed to parent/guardians at the end of the 1st, 2nd, and 3rd quarters of the school year. The final report card of the school year will be issued in June.

Change to:
Report cards will be posted through Skyward Parent Access at the end of each quarter of the school year.

Rationale: Skyward Family Access is how parents stay up to date on student grades.

Page 15
Currently Reads:

GRADING POLICIES

1) Students will earn letter grades for courses in both the core and exploratory curriculum programs.
2) The grading scale is as follows:
   A=100-90%; B=89-80%; C=79-70%; D=69-60%; F<60%
3) The points for letter grades on the report card is as follows:
   A=4.00; B=3.00; C=2.00; D=1.00; F=0.

4) Pluses and minuses may be appended to letter grades, but do not affect grade points.

5) Grades will be published quarterly. Semester averages will not be reported. No semester exam grades will be published oN report cards.

Change to:

GRADING POLICIES

1) Students will earn letter grades for courses in both the core and exploratory curriculum programs.
2) Student work will be evaluated using the following letter grades:
   A=100-90%; B=89-80%; C=79-70%; D=69-60%; F<60%; I= Incomplete; P= Pass
3) The points for letter grades on the report card is as follows:
   A=4.00; B=3.00; C=2.00; D=1.00; F=0.

4) Pluses and minuses may be appended to letter grades, but do not affect grade points.
5) Grades will be published quarterly. Semester averages will not be reported. No semester exam grades will be published on
   report cards.
6) A teacher may determine to issue an incomplete grade to a student who has experienced prolonged periods of absence during the grading period. All incompletes must generally be cleared within two weeks of the end of the semester. At the conclusion of the two week extension, teachers will calculate the student's grade with a score of zero entered for any assignments/assessments not completed. The resulting grade will be recorded in place of the incomplete. (If extenuating circumstances exist, the Principal or designee may exercise discretion in extending the two week deadline.)

Rationale: To be consistent with the district and communicate grading marks at the middle school level.

Page 15
Currently Reads:

PROBLEM SOLVING TEAM
The purpose of the Problem Solving Team is to address the concerns and needs of students experiencing academic, behavioral, health, or attendance problems. Depending on the individual student's circumstances, the team amy consist of the student, teachers, parents, school psychologist, school social worker, administrators, and school nurse. Staff members or parents may initiate the process.

Change to:

PROBLEM SOLVING TEAM
The Problem Solving Team (P.S.T.) is a team consisting of the social worker(s), school psychologist(s), administration, school nurse and several teachers. The P.S.T. exists to identify and assists students at risk due to severe social, emotional, family, mental health, attendance, and academic issues. The goal of the P.S.T. is to be proactive, rather than reactive, providing assistance to students before problems become overwhelming or chronic. Help and referral to appropriate outside professional agencies will be made where appropriate. Referrals to the P.S.T. can be made by any member of the team, a staff member, and/or a parent.

Rationale: To be consistent with the high school policy.

Page 16
Currently Reads:

Illinois law requires that School Districts provide transportation to and from school for all public school pupils living more than 1 ½ miles from their school of attendance. Where a hazard is identified which significantly jeopardizes the safety of a student living less than 1 ½ miles from their school of attendance, the District will follow the State of Illinois guidelines. All students are assigned a CCUSD 301 bus unless they are within walking boundaries.

Change to:

Illinois law requires that School Districts provide transportation to and from school for all public school pupils living more than 1 ½ miles from their school of attendance. Where a hazard is identified which significantly jeopardizes the safety of a student living less than 1 ½ miles from their school of attendance, the District will follow the State of Illinois guidelines. **All students are assigned a CCUSD 301 bus unless they are within walking boundaries.**

The State of Illinois has very strict legislation on the matter of school buses. CCUSD 301 is committed to carrying out these regulations in order to provide the most efficient and safest transportation possible. The following rules are included here to ensure students and parents have an understanding of what is expected of students while entering, riding, or leaving the school bus.

Page 16
Currently Reads:

Instructions to Parents

Busing information for the current school year is available for viewing on the district's website through E-link, burlington.k12.il.us. E-link is a web based program which will provide you with the most current busing information such as bus time, bus stop location and bus number.

Students should not be removed from the bus during the boarding/releasing of buses. Parents must give 60 minutes notice to the school to avoid any confusion during dismissal. A Student Transportation Form needs to be completed for ALL students regarding their transportation arrangements. Please allow 48 hours to process any busing changes and then check the e-Link for the updated changes.

Change to:

Instructions to Parents
Busing information for the current school year is available on the District's website through the Bus Info link. This is a web-based program that will provide the most current busing information, such as bus time, bus stop location, and bus number.

Please complete the Student Transportation Information (STI) form ONLY if you require busing to/from an alternate location within your attending school's boundaries, if you do not require CCUSD 301 transportation, or if you are making a change to your child's transportation. Students are allowed only one inbound bus and only one outbound bus. (Accommodations cannot be made for different buses on different days.) Please allow up to 48 hours to process any changes to your student's transportation. To verify the request has been processed, please visit the Bus Info link located at www.burlington.k12.il.us.

Page 16
Currently Reads:

Instructions to School Bus Riders

The school bus is an extension of school grounds. All school rules apply on the school bus. The District #301 Transportation Handbook which is included in this handbook governs school bus conduct.

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local Board of Education designates some adult to supervise the riders. Any pupil who violates the regulations below will be reported by the driver to the building administration via a bus conduct report and a consequence will occur. Inappropriate and unacceptable student behavior on a bus will result in detention(s), suspension from bus riding, or removal from bus riding for the remainder of the year depending on the severity and/or frequency of misconduct. This is in addition to the expectations and enforcement of other school rules as outlined in the student handbook. Days of bus riding suspension will be effected only when a student is in school. That is, if a student is suspended from bus riding for one day, he/she must be in attendance at school for one day without riding the bus.

Change to:

Instructions to School Bus Riders

The school bus is an extension of the classroom; therefore, all school rules apply on the school bus. The CCUSD 301 Transportation Handbook, which is included in (Is it included **in** or **with**) this handbook governs school bus conduct.

School bus riders, while in transit, are under the jurisdiction of the school bus driver and any adult designated by the Board of Education to supervise bus riders. Any student who violates the following regulations and/or school rules while riding the bus may be reported by the bus driver to the middle school administration via a bus conduct report and a disciplinary consequence may be issued to the student. Transportation guidelines are in addition to CCUSD 301 policies and procedures, including those outlined in this Student Handbook.

Page 17

Currently Reads:

1. Arrive at your designated bus stop five (5) minutes prior to your scheduled pickup time. Students may only ride their assigned school bus.

2. Be careful when approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.

3. Remain in your assigned seat while the bus is in motion.

4. Always be alert and listen for any instructions given by the driver.

5. Windows are to remain at or above the white safety line at all times. Do not throw anything out of the windows. . When you are on the bus, keep hands and feet inside the bus at all times.

6. Refrain from abrupt, loud noises and/or any unnecessary confusion that could divert the driver's attention from safely driving the bus.

7. Be absolutely quiet when approaching and crossing at railroad tracks.

8. Refrain from littering, defacing or destroying bus property. Never tamper with the bus or any of its equipment.

9. Assist in keeping the bus safe and sanitary at all time. Eating, drinking or gum chewing is not allowed on the bus.

10. Animals are not allowed on the bus.

11. Take all belongings with you.

12. Respect the driver, fellow pupils and yourself.

13. Do not ask the driver to stop at places other than the regular assigned bus stop. The driver is not permitted to alter their route without proper authorization from an administrator.

14. Observe safety precautions at discharge points. Know and observe the rules. When it is necessary to cross the roadway proceed to a point at least 10 feet in front of the bus on the right shoulder of the roadway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.

15. Students must sit three (3) in a seat on the school bus when necessary due to the load.

16. The same rules and regulations apply on other school sponsored trips as between home and school. Respect the wishes of the chaperone appointed by the school.

Change to:

Safety Regulations and Guidelines:

1. Ride only on your assigned school bus.
2. Arrive at designated bus stop 5 minutes prior to your scheduled pickup time. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
3. Remain in your assigned seat while the bus is in motion.
4. Always be alert and listen for any instructions given by the driver.
5. Keep windows at or above the white safety line at all times. Do not throw anything out of the windows. When you are on the bus, keep hands and feet inside the bus at all times.
6. Refrain from making abrupt, loud noises, and/or causing any unnecessary confusion that could divert the driver's attention from safely riding the bus. ~~7)~~ Be absolutely quiet when approaching and crossing a railroad track.
7. ~~8)~~ Refrain from littering, defacing, or destroying bus property. Never tamper with the bus or any of its equipment.
8. ~~9)~~ Assist in keeping the bus safe and sanitary at all times. Eating, drinking, or gum chewing is not allowed in the bus.
9. ~~10) Animals are not allowed on the bus.~~ Do not bring any animals on the bus, unless a service animal.
10. ~~12)~~ Respect the driver, fellow pupils, and yourself.
11. ~~13)~~ Do not ask the driver to stop at places other than the regular assigned bus stop. The driver is not permitted to alter their route or drop students off anywhere except for designated points without proper authorization from the administrator.

~~14. Observe safety precautions at discharge points. Know and observe the rules. When it is necessary to cross the roadway proceed to a point at least 10 feet in front of the bus on the right shoulder of the roadway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.~~

~~15. Students must sit (3) in a seat on the school bus when necessary due to the load.~~

~~16. The same rules and regulations apply on other school sponsored trips as between home and school. Respect the wishes of the chaperone appointed by the school.~~

12. Walk at least 10 feet in front of the bus if you must cross the street after being dropped off and wait for the driver to signal to cross the road. Never run in front of a car or bus.

If necessary, students may have to sit 3 in a seat on a school bus due to the number of students riding the bus.

It is imperative that all students actively observe and support these transportation regulations and actions. The same rules and regulations apply on all bus trips, including for school sponsored trips as well as between home and school. Students who are unable to abide by the rules and expectations in order to maintain a safe environment when riding a school bus may face disciplinary consequences depending on the severity of the action.

Students who are suspended from the bus and who do not have alternative transportation to school will be provided the opportunity to make up any missed work for full academic credit pursuant to the "Makeup Work" rules set forth in the Attendance and Truancy Policy of this Student Handbook. It is the responsibility of the student's parent to notify the school principal or other administrator that the student does not have alternative transportation to school to ensure the student receives appropriate make up work.

Rationale: Consistency with the high school policy.

Page 17-18
Currently Reads:

The parent/guardian or older sibling must be present when kindergarten student is dropped off. It is district policy that If no one is available at drop off location, the bus driver will notify the school of the situation and the school will notify the parent/guardian that the student will be brought back to the school for parent pick up.

Change to:

~~The parent/guardian or older sibling must be present when kindergarten student is dropped off. It is district policy that If no one is available at drop off location, the bus driver will notify the school of the situation and the school will notify the parent/guardian that the student will be brought back to the school for parent pick up.~~

Rationale: CMS & PKMS house grades 6-8 only. Kindergarten is not included and therefore should be removed.

Page 18
Currently Reads:

B. Eligibility
3. In order to have an accurate assessment of a student's progress, eligibility will be run the second Thursday of each new quarter.

Change to:

B. Eligibility
3. In order to have an accurate assessment of a student's progress, a weekly eligibility report will be run by the athletic director on Thursday of each week.

Rationale: To align with the high school's eligibility policy.

Page 20 and 21
Currently Reads:

M. Transportation
An exception may be granted with a parent's written request for his/her child to ride with a parent or other designated adult driver. This request must be approved in advance by school administration.

Change to:

N. An exception may be granted with a parent's signature on the sign out sheet at each away game. A request to have your child ride home with a different parent must be presented to school administration no later than 11am on the day of the contest.

Rationale: This can allow more flexibility for students riding home with their own parents and still support the policy for riding home with another parent.

New Policy:

To Add on Page 3 between BOOK BAGS/PURSES AND HALLWAY CONDUCT.

SCHOOL SAFETY

The safety of our students and staff is our first priority at the middle schools. During school hours all exterior doors are kept locked and access to the building will be limited. Students are not to open any door to permit entry for anyone with whom they are not familiar and are not to permit anyone from the outside to enter the building. Additionally, the propping or opening doors to anyone from the outside is prohibited. All visitors should be directed to the Main Office. Failure to abide by this policy, may result in disciplinary consequences.

Rationale: To align with High School handbook and to promote the safety of our students within the school day.

New Policy:

CONSUMPTION OF FOOD AND DRINK- Page 4

5) Food brought in from the outside for the purpose of sharing is not permitted.

Rationale: To address/prevent allergy incidents.

New Policy:

SCHOOL DANCES: (After lunchroom conduct and before classroom rules and expectations)- Page 4
School Dances: Students must show school ID upon entrance to a school dance. Students who do not have an ID will not be permitted. Students will not be permitted to bring students outside of their school or grade to school dances. ID's can be purchased in the school office's up until the morning of the school day or the school day prior to the dance.

Rationale: To ensure safety of all students and to align to new format that involves most dances occurring at the end of the school day.

New Policy:

Misuse of the Computer Network- Page 7 (following misuse of computers)

MISUSE OF COMPUTER NETWORK: Using the computer network in a manner which includes: changing computer configurations, using other student/staff password or login, installing or using games/programs without district officials' approval, tampering in any way with devices or network, accessing inappropriate sexual, lewd or explicit material in any manner that disrupts the educational environment or breaches the provisions within the acceptable use policy "AUP".

Rationale: To hold students accountable to positive digital citizenship.

New Policy:

ELECTRONIC DEVICES (BOARD POLICIES 6:220 and 6:235)

See Board Policies 6:220 and 6:235 and related exhibits.

CCUSD301 issues each student a Chromebook for educational purposes. All electronic devices (cell phones, radios, iPods, MP3 players, iPads, portable DVD players, gaming devices, and/or similar devices) may be used during passing periods, lunch, before or after school, or in a classroom setting with either administration or supervising teacher's discretion, if specified within the student's individual education program (IEP) or 504, or is needed in an emergency that threatens the safety of students, staff or other individuals.

Rationale: To align with district policy.

New Policy:

FUND RAISING

All fund raising by classes and school organizations, during the school day to the student body, must have prior approval of the Administration..

School classes, organizations, or clubs must complete a form requesting the following information:

- Class, Organization, or Club hosting the fund raiser
- Date and Time For Selling
- Person in Charge
- Item(s) to be sold and dollar amount

If food and beverages are being sold as a fund raiser, during the school day to the student body, the food item must meet the USDA Smart Snacks in Schools nutrition standards. The District Food Service Director will assist teachers and students in choosing healthy fundraising ideas. School classes, organizations, or clubs may sell food items that do not meet the nutritional standards for USDA Smart Snacks in Schools on certain exempted fundraising days. Prairie Knolls and Central middle schools have a maximum of 9 exempted fundraising days per school year. The District's procedures are subject to change, as are the number of exempted fundraising days set by the Illinois State Board of Education.

Rationale: To align with District and high school policies.

New Policy:

HONOR ROLLS (Following the descriptors of the three Honor Roll levels.)

No student who receives an F or I (incomplete) for the grading period in any course may be placed on any of the three honor rolls regardless of the grade point average earned. Students receiving a D for the grading period in any course may attain no higher than honorable mention status regardless of their grade point average. (Note: Students who are held off the honor roll due to one or more "incomplete(s)" and who makeup the work in the time allotted, may be added to the Honor Roll at a later date, once an accurate grade point average has been calculated.)

Rationale: To align with high school policy.

New Policy:

HOME AND HOSPITAL INSTRUCTION (BOARD POLICY 6:150)

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rule governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. A student qualifies for home and hospital instruction when a physician anticipates a student's absence due to a medical condition for an extended period of time (i.e., for 2 or more consecutive weeks) or on an ongoing intermittent basis (i.e., the child's medical

condition is such a nature or severity that it is anticipated the student will be absent from school due to the medical condition for periods of at least 2 days at a time multiple times during the school year totaling at least 10 days or more of absence).

Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized educational program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

Rationale: To align with Board policy.

New Policy:
STUDENT RECORDS AND DIRECTORY

Student Records (BOARD POLICY 7:340)

School student records are confidential. Information from them shall not be released other than as provided by law. 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 by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody

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

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

Required Notices and Directory Information

Under the Illinois School Student Records Act (ISSRA) and the Family Educational Rights and Privacy Act (FERPA), parents/guardians and students over 18 years of age ("eligible students") have certain rights with respect to the student's education / school student records.

In compliance with Illinois and federal law, the District shall maintain two sets of student records. The permanent record shall include basic identifying information concerning the student, his or her parents' names and addresses, the student's gender and date/place of birth, academic transcripts, attendance record, health records required for enrollment, unique student identifier, a certified copy of the student's birth certificate, and a record of any release of this information. The permanent record may also include honors/awards received and information concerning participation in activities/athletics. No other information shall be placed in the permanent record. The temporary record consists of all other records maintained by the District concerning the student and by which the student may be individually identified. The temporary record must include a record of release of the information contained in the temporary records, scores received on state assessment tests administered in grades K-8, a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, information regarding any indicated report pursuant to the Abused and Neglected Child Reporting Act, health-related information, and accident reports. It also may include family background information, intelligence/aptitude scores, achievement test results, psychological reports, honors/awards, athletics/activities, other disciplinary information, teacher anecdotal records, special education records, records associated with Section 504 of the Rehabilitation Act of 1973, participation in extracurricular activities, and/or other information relevant to the education of the student which is not required to be in the permanent record. Information in this record shall reference authorship, position, and date. 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.

CCUSD 301 may release directory information to the general public, including local media and military recruiters, and publish such information in a school directory, school yearbook, or similar District publications. The District has designated the following information as directory information: the student's name, address, telephone number, date and place of birth, major field of study, participation in school-sponsored organizations and activities membership on athletic teams, dates of attendance, and academic awards, degrees, and honors received. Directory information also includes photographs, videos, or digital images of students used for informational or news-related purposes of a student participating in a school or school-sponsored activity, organization, and athletics that have appeared in school publications However, photographs highlighting individual faces and used for commercial purposes require prior, specific, dated, and written consent of the parent. An image on a school security videotape recording is not directory information. Further, student social security numbers or student identification or unique student identifiers are not directory information. Parents/guardians will be given the opportunity to object to the release of directory information prior to its release. A parent/guardian or eligible student may prohibit the release of any or all of the above-designed directory information by providing a written request to the Building Principal.

Parent(s)/guardian(s) and eligible students have the right to inspect, copy, and challenge the student's record. Parent(s)/guardian(s) may request a qualified professional to be present to interpret the student's records. Unless the District has actual notice of a court order or a notice of a *parenting plan* under the Illinois Marriage and Dissolution of Marriage Act, indicating otherwise: Divorced or separated parents/guardians with and without *parental responsibilities* (formerly custody) are both permitted to inspect and copy the student's school student records; the building principal shall send copies of the documents listed below to both divorced or separated parents/guardians at either's request (academic progress reports or records; health reports; notices of parent-teacher conferences; school calendar regarding the student; notices about open houses, graduations, and other major school events including student-parent/guardian interaction). The school will deny access to a student's school records to a parent against whom an order of protection was issued. The school will deny access to a student's school records to a parent/guardian who is not allocated *parenting time* (formerly visitation), unless they present a court order. Access shall not be granted the parent(s)/guardian(s) or the student to the following: **c**onfidential letters, recommendations concerning the admission to a post-secondary educational institution; application for employment. For further information, please contact your Building Principal.

CCUSD 301 shall maintain and destroy student records in accordance with Illinois and federal law. A student's permanent record is maintained for at least 60 years after the student has graduated, withdrawn, or transferred from the District. A student's temporary record is maintained for at least 5 years after the student has graduated, withdrawn, or transferred from the District. Upon graduation, transfer, or permanent withdrawal of a student from the District, the

school shall notify the parents/guardians and student, at their last known address, of the destruction schedule for the student's permanent and temporary records. Parents/guardians, or the student if at least 18 years of age at the time of the request, may request a copy of the student's records prior to the destruction date for a copying fee.

Students in grades 10-12 and their parents/guardians may deny access to the student's name, address, and phone number to official military and higher education recruiting representatives by submitting a written request to the Building Principal before the end of the student's 10th grade year, or by thirty days for students who transfer into the high school after that point.

Parents/guardians have 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.

Rationale: To align with Board policy.

New Policy:

MEDICAID FEE FOR SERVICES

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. If Medicaid eligible, therapy and diagnostic services provided to children are partially reimbursable. With the parent/guardian's written consent, CCUSD 301 will claim Medicaid reimbursement for services provided. These claims will have no impact on the parent/guardian's or student's ability to receive Medicaid funding either now or in the future.

Rationale: To align with District policy.

New Policy:

EDUCATION OF CHILDREN WITH DISABILITIES (BOARD POLICY 6:120)

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

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

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

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

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

Rationale: To align with Board policy.

New Policy:

DISTRICT 301 HOMELESS INFORMATION

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the *McKinney Homeless Assistance Act* and Illinois law.

For more information, contact:

Dr. Todd Stirn, CCUSD 301 Homeless Liaison (847) 464-6005

Kane County Homeless Liaison: Deborah Dempsey, Kane ROE McKinney/Vento Equal Chance Program (630) 444-2974

Homeless information is also available on the Illinois State Board of Education (ISBE) website: www.isbe.net/homeless. In addition, contact ISBE through the Homeless Information Hotline at 1-800-215-5379, or the email address homeless@isbe.net.

Rationale: To align with District policy.

CENTRAL HIGH SCHOOL



STUDENT HANDBOOK 2016-2017

RECEIPT OF STUDENT HANDBOOK

9 10 11 12

Print Last Name Print First Name Grade (circle one)

I have received and read the Central High School Student Handbook (electronic version) which includes the attendance, discipline, the co-curricular code of conduct and a variety of policies I should be aware of that will be in effect for the 2016-2017 school year.

I understand that I am personally responsible for reviewing and understanding the information contained in the handbook. I also understand that violations of the school's policies may lead to disciplinary action.

Student Signature Date

Parent Signature Date

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A WORD OF WELCOME

Dear Students and Parents/Guardians,

On behalf of the entire Central High School staff, I would like to welcome you to the 2016-17 school year. We begin this year full of anticipation and excitement for the growth we know we are about to experience. To our Seniors, we look to you to continue the example of excellence that has been the legacy left by previous graduating classes. We know you will provide a great example of “Rocket Pride” for the classes that follow you. To our freshman, sophomores, and juniors, we challenge you to make the most of the upcoming school year in preparation for your own senior year when you will have the chance to leave your own legacy.

As your partners in education, your academic success is very important to us. This handbook is designed to be used as a reference guide as you familiarize yourself with the policies and procedures of Central High School. These guidelines have been compiled with the input of staff, students, parents, and the Board of Education to ensure a safe school environment where learning is of the highest priority. Within these guidelines, you should find the positive values that exemplify the Rocket community.

This handbook also contains contact information to help you determine where to find assistance or answers to questions. You will also find information about services and activities that are available to you. We encourage you to take advantage of these opportunities to make the most of your time at CHS.

The Central High School staff is committed to partnering with you in your preparation for your role in our community beyond high school, be it moving forward with your college and/or vocational education or your participation in the workforce. We look forward to the school year before you and are confident that you will do great things. Always remember, every day is a great day to be a Rocket!

Sincerely,

Christopher Testone
Principal

DRAFT

ADMINISTRATION

CENTRAL HIGH SCHOOL (CHS)

44W625 Plato Road, PO Box 68
Burlington, IL 60109
(847) 464-6030

Chris Testone
Principal

TBD
Assistant Principal of Curriculum and Instruction

Kim Lewis
Assistant Principal of College and Career Readiness

Tessa Aiossa
Dean of Students

Steve Diversey
Athletic and Activities Director, District Rentals

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 (CCUSD 301)

275 South Street, PO Box 396
Burlington, IL 60109
(847) 464-6005

Dr. Todd Stirn
Superintendent

Esther Mongan
Assistant Superintendent

Mike Potsic
Director of Student Services

TBD
Director of Technology

Tracie Duffield
Director of Transportation

Dan Polowy
Director of Facility Operations

Pam Mirenda
Director of Food Services

BOARD OF EDUCATION (BOE)

Jeff Kellenberger – President
Duane Schmitt – Vice President
Janet Marlovits – Secretary
Jeff Gorman
Mitchell Penar
Maggie Perry
Laura Rabe

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CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 MISSION STATEMENT

It shall be the mission of Central Community Unit School District 301:

To provide quality education within a nurturing environment which enables all students to become life-long learners who strive for excellence and who are responsible contributors to our ever-changing global society.

RESPONSIBILITIES AS MEMBER OF A SCHOOL COMMUNITY

Students are expected to:

- Respect parents, fellow students, school personnel, and the public.
- Become informed of and adhere to reasonable rules and regulations as stated in the Student Handbook and established by your local Board of Education and implemented by school administrators and teachers.
- Attend school on a regular basis and be on time for classes
- Accept the possible consequences for violations of rules.
- Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- Refrain from gross disobedience or misconduct or behavior that disrupts the educational process.
- Maintain the best possible level of academic achievement.
- Assist in communication between school and home.
- Help develop a sense of community within the school.

Parents are expected to:

- Impart respect for students, school personnel and the public.
- Accept the overall responsibility for the actions of their children and the possible consequences of those actions.
- Explain school rules to their children and cooperate with the school in the implementation of school rules.
- Teach their children respect for school rules and for local, state, and federal laws; for school property and the property of others; and for their fellow students and school personnel.
- Respond to any school communication when a reply is requested.
- Help develop a sense of community within the school.

Teachers are expected to:

- Respect students, parents, and school personnel and the public.
- Help students to feel they belong and provide assistance to students when it's needed.
- Explain, maintain and enforce school rules and regulations.
- Communicate as necessary with students and as appropriate with parents and school personnel when possible violations of the discipline procedure occur.
- Discuss and refer to appropriate school personnel those problems requiring special attention and accept responsibility to share in planning a program to help the students.
- Help develop a sense of community within the school.

Administrators are expected to:

- Respect students, parents, school personnel and the public.
- Exercise and/or properly delegate the authority and responsibility under Federal and State laws and Board of Education in regards to the Student Handbook.
- Establish, explain, maintain and enforce school building rules consistent with the Board of Education
- Communicate as necessary with student, parents, and school personnel when possible violations of the school building rules exist.
- Discuss and refer to appropriate school personnel and others whose problems require special attention.
- Lend appropriate support to school personnel in the performance of their professional responsibilities.
- Help develop a sense of community within the school.

Disclaimer

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School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

CENTRAL HIGH SCHOOL MISSION STATEMENT

The mission of Central High School is to create an environment in which students are asked to take risks and stretch their minds in ways that will allow them to become college prepared and career ready.

School Song

"Central Loyalty" (tune of "Illinois Loyalty")

We're loyal to you Central High
We know you're true blue Central High
We know you're the best of all schools east or west
And we'll back you with zest
Central High, (Rah, Rah)
So crack out that ball Central High
We're backing you all Central High
Our team is our fame protector
On teams for we expect a victory from you
Central High, (Rah, Rah)

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INTRODUCTION

Welcome to Central High School. We know your educational experience here will be worthwhile. To assist you, we have prepared this booklet that outlines the opportunities and procedures of our high school.

From time to time you may have questions that relate to the policies or procedures of the instructional process at Central High School. Your first step should be to contact the assigned classroom teacher. Many times this communication clarifies the situation. A second step would be to arrange a conference with your counselor. For your convenience, a schedule of the counselors' assignments is listed in the Student Services portion of this handbook. If, after such a conference, there is a need to discuss the situation with the administration, please contact the office.

While this handbook is intended to be thorough and stable for the school year, it may be necessary to add or amend regulations and procedures during the year as determined by the school administration. Every attempt will be made to notify the students of necessary changes.

Special Note: This handbook is intended to summarize Board of Education Policy. For a complete list of policies that govern the operation of Central High School, please visit www.burlington.k12.il.us, or visit the District Offices.

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WHOM TO SEE FOR WHAT

Often students and parents may not know whom to see in school for specific information. Here is a list for quick reference:

Main Office: Course fees, work permits, lost and found, student parking, visitor's passes, Skyward log-in information, locker issues, pre-arranged absence forms, dance visitor's form, questions regarding discipline, and to schedule appointments with Principal, Assistant Principal, Dean, or School Resource Officer.

Athletic Office: All sport-related activities. All clubs/activities related forms, athletic fees and sport physicals. Athletic schedules and appointments with Athletic Director

Nurse's Office: Medical concerns, all medications, PE excuses, and medical forms.

Student Services Office: Transcripts, official records, insurance, enrolling/withdrawing students, scheduling, counseling issues, academic concerns, attendance, and to schedule appointments with Assistant Principal of Student Services, Registrar, Counselors, Social Workers, or School Psychologists.

For additional information, including bell schedules, please visit www.burlington.k12.il.us.

OFFICE PHONE NUMBERS

Attendance: (224) 990-7101
Student Services/Registrar: (847) 464-6034
Athletics: (847) 464-6038
Main Office: (847) 464-6030
Nurse's Office: (847) 464-6027

HOTLINE NUMBERS

Our goal is to provide all students with a safe, secure, and positive learning environment. To aid in this goal, there are several phone numbers that are available to students for the purpose of anonymously reporting crime, threats of violence, or mental health issues. Please call the hotlines ONLY in those situations where you feel it is impossible to talk to a trusted staff member first. Confiding in a teacher, Students Services member, or other adult employee you trust in school is by far the best way to deal with this type of situation.

Illinois School Violence Tip line: 1-800-477-0024
This hotline has been created for students to anonymously report any threat of violence or weapons, which you might know about. If you are unable to confide in a trusted adult, call this number if you feel threatened, know of a possible act of violence, or find out about a weapon.

Kane County Sheriff's Office Tip line: Text KANE and your message to 847411 (tip411).
This tip line was developed for students to anonymously report criminal activity in Kane County.

National Suicide Prevention Lifeline: 1-800-273-8255 (TALK)
Call this number if you feel you are in crisis, whether or not you are thinking about hurting yourself. People also use this hotline for help with substance abuse, economic worries, relationship and family problems, sexual orientation, illness, depression, and even loneliness.

The Trevor Project: 1-866-488-7386
The Trevor Project is the leading national organization providing crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender and questioning (LGBTQ) young people ages 13-24.

The Crisis Text Line: Text 741-741 with your message.
The Crisis Text Line serves anyone, in any type of crisis, providing access to free, 24/7 support and information via the medium people already use and trust: text

STUDENT SERVICES

Student Services Office

The student services office includes an Assistant Principal of College and Career Readiness, a nurse, a registrar, an attendance clerk, school counselors, school social workers, and a school psychologist who work directly with students, parents, and staff. The objective of Student Services is to help students make the most of high school and to ensure students have the appropriate support to succeed in high school. Individual and group counseling is arranged with students in the areas of educational planning, personal and social development.

CCUSD 301 provides a comprehensive school counseling program that provides services to all students as developmentally appropriate. Students are assigned counselors alphabetically by last name. The program focuses on what all students should know, understand, and be able to do within the three main aspects of school counseling as identified by the American School Counselor Association (ASCA); academic development, personal/social development, and career development. The goal is to raise student achievement as well as focus on student outcomes, goal setting, college and career readiness, and to utilize data to inform decision-making.

The American School Counselor Association (ASCA) framework for a comprehensive data-driven school counseling program has four tenets:

1. Foundation: A focus on student outcomes and student competencies.
2. Delivery: Services to the students, parents, school staff, and community.
3. Management: Organizational and assessment tools reflective of the school's needs.
4. Accountability: Measurements of how the students are different as a result of the school counseling program.

Students and parents may expect Student Services to be available for consultation on:

1. Orientation to school.
2. Testing information (PSAT, ACT, MAP, SAT, PARCC).
3. Selection of high school courses best suited to the student's abilities and future plan.
4. Assistance through both individual and group counseling with personal and social problems that are impeding the student's abilities and future plans.
5. College and career research.
6. The development of four-year, post-secondary, and career plans, including information about college admission requirements, financial aid, and career information.
7. Referral to agencies outside of school.
8. Attending on campus college visits with college admission representatives.
9. Utilizing the Naviance program.

Students are encouraged to make an appointment in the Student Services office to meet with their assigned counselor.

Student Services Team

Ms. Kimberly Lewis .....…Asst. Principal of College and Career Readiness.....(847) 464-6030
Ms. Melissa Baumgartner....Nurse .....(847) 464-6027
Ms. Mary Schmidt.....…Registrar .....(847) 464-6034
Ms. Emmy Zarlenga .....…Attendance Clerk .....(224) 990-7101
Mr. Brian Melvin.....…Counselor A-HARS.....(847) 464-6037
Ms. Rachel Rodriquez .....…Counselor HART-PES .....(847) 464-0025
Mr. Matthew Tevere .....…Counselor PET-Z .....(847) 464-6036
Ms. Elizabeth Klapproth.....School Psychologist…….....(847) 464-4096
Ms. Nina Amin……..Social Worker……..(847) 464-6030x 3011

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Ms. Madeline Johns……..Social Worker…….(847) 464-6030 x 3008

NOTE: School Social Workers are trained mental health professionals who provide services related to students' social/emotional functioning at school. School social workers help assess and address the needs of students, provide individual and group counseling, and provide referrals for community resources. School social workers are the link between the home, school, and community to promote and support students' academic and social success.

NOTE: School Psychologists are uniquely qualified members of school teams who support students' ability to learn and teachers' ability to teach. They apply expertise in mental health, learning, and behavior, to help children and youth succeed academically, socially, behaviorally, and emotionally. School psychologists can help staff, families, school administrators, and other professionals with, but not limited to: Data collection and analysis, assessment, progress monitoring, school-wide practices to promote learning, academic/learning interventions, behavioral interventions, instructional support, and special education services. School psychologists work to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community.

PROBLEM SOLVING TEAM

The Problem Solving Team (P.S.T.) is a team consisting of the high school counselors, social worker(s), school psychologist(s), dean of students, school nurse, and several teachers. The P.S.T. exists to identify and assists students at risk due to severe social, emotional, family, mental health, attendance, and academic issues. The goal of the P.S.T. is to be proactive, rather than reactive, providing assistance to students before problems become overwhelming or chronic. Help and referral to appropriate outside professional agencies will be made where appropriate. Referrals to the P.S.T. can be made by any member of the team, a staff member, the student him/herself, a fellow student, and/or a parent.

HOME AND HOSPITAL INSTRUCTION (BOARD POLICY 6:150

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rule governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. A student qualifies for home and hospital instruction when a physician anticipates a student's absence due to a medical condition for an extended period of time (i.e., for 2 or more consecutive weeks) or on an ongoing intermittent basis (i.e., the child's medical condition is such a nature or severity that it is anticipated the student will be absent from school due to the medical condition for periods of at least 2 days at a time multiple times during the school year totaling at least 10 days or more of absence).

Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized educational program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

STUDENT RECORDS AND DIRECTORY

Student Records (BOARD POLICY 7:340)

School student records are confidential. Information from them shall not be released other than as provided by law. 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 by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody

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

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

Required Notices and Directory Information

Under the Illinois School Student Records Act (ISSRA) and the Family Educational Rights and Privacy Act (FERPA), parents/guardians and students over 18 years of age ("eligible students") have certain rights with respect to the student's education / school student records.

In compliance with Illinois and federal law, the District shall maintain two sets of student records. The permanent record shall include basic identifying information concerning the student, his or her parents' names and addresses, the student's gender and date/place of birth, academic transcripts, attendance record, health records required for enrollment, unique student identifier, a certified copy of the student's birth certificate, and a record of any release of this information. The permanent record may also include honors/awards received and information concerning participation in activities/athletics. No other information shall be placed in the permanent record. The temporary record consists of all other records maintained by the District concerning the student and by which the student may be individually identified. The temporary record must

include a record of release of the information contained in the temporary records, scores received on state assessment tests administered in grades K-8, a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, information regarding any indicated report pursuant to the Abused and Neglected Child Reporting Act, health-related information, and accident reports. It also may include family background information, intelligence/aptitude scores, achievement test results, psychological reports, honors/awards, athletics/activities, other disciplinary information, teacher anecdotal records, special education records, records associated with Section 504 of the Rehabilitation Act of 1973, participation in extracurricular activities, and/or other information relevant to the education of the student which is not required to be in the permanent record. Information in this record shall reference authorship, position, and date. 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.

CCUSD 301 may release directory information to the general public, including local media and military recruiters, and publish such information in a school directory, school yearbook, or similar District publications. The District has designated the following information as directory information: the student's name, address, telephone number, date and place of birth, major field of study, participation in school-sponsored organizations and activities membership on athletic teams, dates of attendance, and academic awards, degrees, and honors received. Directory information also includes photographs, videos, or digital images of students used for informational or news-related purposes of a student participating in a school or school-sponsored activity, organization, and athletics that have appeared in school publications However, photographs highlighting individual faces and used for commercial purposes require prior, specific, dated, and written consent of the parent. An image on a school security videotape recording is not directory information. Further, student social security numbers or student identification or unique student identifiers are not directory information. Parents/guardians will be given the opportunity to object to the release of directory information prior to its release. A parent/guardian or eligible student may prohibit the release of any or all of the above-designed directory information by providing a written request to the Building Principal.

Parent(s)/guardian(s) and eligible students have the right to inspect, copy, and challenge the student's record. Parent(s)/guardian(s) may request a qualified professional to be present to interpret the student's records. Unless the District has actual notice of a court order or a notice of a *parenting plan* under the Illinois Marriage and Dissolution of Marriage Act, indicating otherwise: Divorced or separated parents/guardians with and without *parental responsibilities* (formerly custody) are both permitted to inspect and copy the student's school student records; the building principal shall send copies of the documents listed below to both divorced or separated parents/guardians at either's request (academic progress reports or records; health reports; notices of parent-teacher conferences; school calendar regarding the student; notices about open houses, graduations, and other major school events including student-parent/guardian interaction). The school will deny access to a student's school records to a parent against whom an order of protection was issued. The school will deny access to a student's school records to a parent/guardian who is not allocated *parenting time* (formerly visitation), unless they present a court order. Access shall not be granted the parent(s)/guardian(s) or the student to the following: confidential letters, recommendations concerning the admission to a post-secondary educational institution; application for employment. For further information, please contact your Building Principal.

CCUSD 301 shall maintain and destroy student records in accordance with Illinois and federal law. A student's permanent record is maintained for at least 60 years after the student has graduated, withdrawn, or transferred from the District. A student's temporary record is maintained for at least 5 years after the student has graduated, withdrawn, or transferred from the District. Upon graduation, transfer, or permanent withdrawal of a student from the District, the school shall notify the parents/guardians and student, at their last known address, of the destruction schedule for the student's permanent and temporary records. Parents/guardians, or the student if at least 18 years of age at the time of the request, may request a copy of the student's records prior to the destruction date for a copying fee.

Students in grades 10-12 and their parents/guardians may deny access to the student's name, address, and phone number to official military and higher education recruiting representatives by submitting a written request to the Building Principal before the end of the student's 10th grade year, or by thirty days for students who transfer into the high school after that point.

Parents/guardians have 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.

MEDICAID FEE FOR SERVICES

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. If Medicaid eligible, therapy and diagnostic services provided to children are partially reimbursable. With the parent/guardian's written consent, CCUSD 301 will claim Medicaid reimbursement for services provided. These claims will have no impact on the parent/guardian's or student's ability to receive Medicaid funding either now or in the future.

EDUCATION OF CHILDREN WITH DISABILITIES (BOARD POLICY 6:120)

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

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

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

hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

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

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

DISTRICT 301 HOMELESS INFORMATION

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the *McKinney Homeless Assistance Act* and Illinois law.

***For more information, contact*:**

Dr. Todd Stirn, CCUSD 301 Homeless Liaison (847) 464-6005

Kane County Homeless Liaison: Deborah Dempsey, Kane ROE McKinney/Vento Equal Chance Program (630) 444-2974

Homeless information is also available on the Illinois State Board of Education (ISBE) website: www.isbe.net/homeless. In addition, contact ISBE through the Homeless Information Hotline at 1-800-215-5379, or the email address homeless@isbe.net.

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HEALTH SERVICES

HEALTH SERVICES

A nurse is available to students throughout the school day. A student who needs to see the nurse during the day should first obtain a pass from his/her teacher unless an emergency situation exists. **If a student is not feeling well, he/she must check out in the Nurse's Office and authorization must be given before leaving the building or the absence will be considered unexcused.** When the nurse is not in the building, a student who is ill should report to the Main Office. No student will be excused from school unless a parent/guardian or designated person has been notified and appropriate transportation arranged, including if the student has his/her own car at school. Students shall not use their personal cell phones unless given permission by the nurse.

HEALTH, EYE, AND DENTAL EXAMINATIONS: IMMUNIZATIONS; EXCLUSION OF STUDENTS

It is the responsibility of the student's parent/guardian to ensure that the required examination and immunization forms are provided to the school at the required intervals and within the required time frames. The below table provides a summary of the required intervals and further information regarding the timeframes is shown underneath the table.

For new students enrolling in the District, prior to the first day of student attendance, the student's parent/guardian must submit a CCUSD 301 New Student Health Questionnaire to the school.

Requirements for:	ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12	NEW to IL
Health Exam	X	X						X			X				X
Dental Exam		X		X				X							K, 2, 6
Eye Exam		X													X
Immunization Requirements	X	X						X			X			X	X

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required from students in grades 6 and 12, beginning with the 2015-2016 school year.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.

2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health (IDPH), a student will be exempted from this policy's requirements for:

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if a physician provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

Privacy Practices: Pursuant to Illinois and federal law, school personnel cannot contact a student's physician, advanced practice nurse, physician assistant, nurse, or pharmacist about a student or a student's records, including health records or health-related information, unless the student's parent/guardian gives written consent. If desired, a consent form permitting communication between a student's health care professionals and the school can be obtained in the Main Office and / or Student Services.

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE (BOARD POLICY 7:280)

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

ILLNESS / INJURY

It is expected that injuries that occur outside of the typical school day will be cared for by parents/guardians prior to arrival at school. Notify the nurse of any injuries that need attention at school.

For the protection of the whole student body, students are not permitted to ride the bus home if they are exhibiting signs/symptoms of a contagious illness or communicable and/or chronic infectious disease. The student's parent/guardian will be contacted by the school and expected to arrange transportation.

In the event of serious symptoms or injury, paramedics will be called and a parent/guardian contacted. In emergency situation, school officials will be guided by the information provided by parents/guardians on the registration documents filled out annually. It is the responsibility of the parent/guardian to provide accurate contact information to the school in case of illness, injury, or emergency, and notify the school of any updates to the information. Parents/guardians should

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select emergency contacts who are likely to be available to pick up their child in a timely manner if they are unable to.

If a student exhibits any of the following during the school day, the student's parent/guardian will be contacted and the student must be picked up from school to go home:

- Fever (temperature of 100 degrees or above)
- Vomiting
- Diarrhea (3 or more loose stools in past 24 hours, or stools that contain blood)
- Excessive cough and/or unable to manage secretions
- Suspicious Rash
- Loss of consciousness

A student should not return to school after he/she has been out of school due to an illness until there is evidence that the student is no longer contagious. This may include a release from the student's physician, absence of symptoms for over 24 hours, or documentation of treatment. These determinations will be guided by the nurse.

Students who come to school with mobility devices (such as crutches, walking boot/shoe, wheelchair, splints or casts) for an acute episode need to submit a note from the doctor that states the activity restriction that warrants the use of the device at the school, including the time frame for the restriction.

MEDICAL EXCUSES FROM PE

Students healthy enough to attend school are considered healthy enough to attend physical education (PE) class. Notes to excuse students from PE classes for medical reasons are to be presented to the Main Office. Office staff will notify the PE teacher of the excuse. A parent note excusing the student from physical activity can be accepted for up to two days for an injury or illness. A maximum of two parent notes per semester will be accepted. Any duration of time beyond two days will require a note from the student's healthcare provider. The medical excuse note should include a diagnosis, restrictions needed, and the length of time for the restriction. If the length of time is undetermined or "until further notice," a new note from the healthcare provider will be needed every three months until the student is released from the restriction.

If the student is allowed limited or modified participation, the healthcare provider's note should list specifically what activities/modifications are allowed. A modified physical activity form is available in the Nurse's Office.

Long term P.E. excuses presented within first two weeks of a semester can be accommodated with a schedule change. Please contact the Nurse's Office and the Student Services Office.

MEDICATION POLICY (BOARD POLICY 7:270)

Whenever possible, the parent/guardian should make arrangements for medication to be administered at home, before or after school hours and not at school or school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for a student to take medication during school hours or school-related activities, the student's parent/guardian must request that the school dispense the medication to the student and school district guidelines must be followed for dispensing or administering the medication. The District may reject requests for administration of medication.

No District employee shall administer to any student, or supervise a student's self-administration of, any medication until the required documentation is completed, signed, and submitted by the

student's parent/guardian. No student shall possess or consume any medication on school grounds or at a school-related activity other than as provided in the District's policy and these guidelines.

1. Medication is defined as either prescription or non-prescription drugs.
2. Medication will not be given by a school employee to a student without the completion and submission of a Med-A form, and other documentation if required, signed by both the parent/guardian and the student's licensed health care provider.

   Special forms are now required for asthma, diabetes, allergies, and seizures. Forms and packets can be obtained in the Main Office or Nurse's Office or on the District website.
3. The Med-A form must be completed annually for each medication and updated upon any changes.
4. Students may not transport medication to and/or from school. It is the parent/guardian's responsibility to personally deliver the medication to school and to pick up any "left over" medication at the close of the school year. Any medications left at the school at the end of the school year will be disposed of in a safe and appropriate manner.
5. Medications must be in their original containers and the containers must include the student's name, the medication's name, dosing information (the amount to be dispensed and the time at which or circumstances under which the medication is to be administered), and expiration date. No medication will be given by school personnel if the medication arrives at the school in an envelope or improperly labeled bottle/inhaler.
6. Medications at school will be stored in a locked cabinet or in the school nurse's refrigerator, if required.
7. When necessary, the school nurse will provide appropriate staff members with information concerning the medications being taken by students (i.e., side effects, other medical implications, etc.).
8. Medication dispensing guidelines include:
   a. Medications will be dispensed to one student at a time.
   b. The designated school employee will transfer the indicated dosage from the container to the student.
   c. The designated school employee will initial the Individual Student Med Log form at the time it is administered.

Field Trip Medications

Only "daily" medications and "emergency" medications are to be sent on field trips. A Med-A form, and other documentation if required, must be on file in the Nurse's Office to ensure those medications are taken on the field trip. Medications designated "as needed" are not taken unless pre-arranged by a parent/guardian and the school nurse.

Self-Carry & Self-Administration of Medication

A student may possess ("self-carry") an asthma inhaler or epinephrine auto-injector (EpiPen®) for immediate use at the student's discretion, provided the completed Med-A form and other required forms (available in the Nurse's Office and on the District's website) are signed and returned to the Nurse's Office.

The District may authorize the provision of an epi-pen to a student authorized under a student's Individual Health Care Action Plan, Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 to administer an epi-pen to the student that meets the prescription on file.

Nothing in these guidelines or the District's student medication administration policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The possession, distribution, or use of any medication (including non-prescription drugs) without proper authorization is in violation of the school policy relating to drug use, and a student may be subject to discipline (see Discipline).

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GENERAL INFORMATION

BULLETINS AND ANNOUNCEMENTS

It is our goal to inform students of events and happenings at CHS. Therefore, announcements will be communicated to students daily. If students would like to include something in the daily announcements, it must be approved in the Main Office.

BUS TRANSPORTATION

Illinois law requires that School Districts provide transportation to and from school for all public school pupils living more than 1 ½ miles from their school of attendance. Where a hazard is identified which significantly jeopardizes the safety of a student living less than 1 ½ miles from their school of attendance, the District will follow the State of Illinois guidelines. **All students are assigned a CCUSD 301 bus unless they are within walking boundaries.**

The State of Illinois has very strict legislation on the matter of school buses. CCUSD 301 is committed to carrying out these regulations in order to provide the most efficient and safest transportation possible. The following rules are included here to ensure students and parents have an understanding of what is expected of students while entering, riding, or leaving the school bus.

Instructions to Parents

Busing information for the current school year is available on the District's website through the Bus Info link. This is a web-based program that will provide the most current busing information, such as bus time, bus stop location, and bus number.

Please complete the Student Transportation Information (STI) form ONLY if you require busing to/from an alternate location within your attending school's boundaries, if you do not require CCUSD 301 transportation, or if you are making a change to your child's transportation. Students are allowed only one inbound bus and only one outbound bus. (Accommodations cannot be made for different buses on different days.) Please allow up to 48 hours to process any changes to your student's transportation. To verify the request has been processed, please visit the Bus Info link located at www.burlington.k12.il.us.

Instructions to School Bus Riders

The school bus is an extension of the classroom; therefore, all school rules apply on the school bus. The CCUSD 301 Transportation Handbook, which is included in (Is it included **in** or **with**) this handbook governs school bus conduct.

School bus riders, while in transit, are under the jurisdiction of the school bus driver and any adult designated by the Board of Education to supervise bus riders. Any student who violates the following regulations and/or school rules while riding the bus may be reported by the bus driver to the CHS administration via a bus conduct report and a disciplinary consequence may be issued to the student. Transportation guidelines are in addition to CCUSD 301 policies and procedures, including those outlined in this Student Handbook.

Safety Regulations and Guidelines:

1. Students may only ride their assigned school bus.
2. Arrive at designated bus stop 5 minutes prior to your scheduled pickup time. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
3. Remain in your assigned seat while the bus is in motion.
4. Always be alert and listen for any instructions given by the driver.

5. Keep windows at or above the white safety line at all times. Do not throw anything out of the windows. When you are on the bus, keep hands and feet inside the bus at all times.
6. Refrain from making abrupt, loud noises, and/or causing any unnecessary confusion that could divert the driver's attention from safely riding the bus. Be absolutely quiet when approaching and crossing a railroad track.
7. Refrain from littering, defacing, or destroying bus property. Never tamper with the bus or any of its equipment.
8. Assist in keeping the bus safe and sanitary at all times. Eating, drinking, or gum chewing is not allowed in the bus.
9. Do not bring any animals on the bus, unless a service animal.
10. Respect the driver, fellow pupils, and yourself.
11. Do not ask the driver to stop at places other than the regular assigned bus stop. The driver is not permitted to alter their route or drop students off anywhere except for designated points without proper authorization from the administrator.
12. Walk at least 10 feet in front of the bus if you must cross the street after being dropped off and wait for the driver to signal to cross the road. Never run in front of a car or bus.

If necessary, students may have to sit 3 in a seat on a school bus due to the number of students riding the bus.

It is imperative that all students actively observe and support these transportation regulations and actions. The same rules and regulations apply on all bus trips, including for school sponsored trips as well as between home and school. Students who are unable to abide by the rules and expectations in order to maintain a safe environment when riding a school bus may face disciplinary consequences depending on the severity of the action.

Students who are suspended from the bus and who do not have alternative transportation to school will be provided the opportunity to make up any missed work for full academic credit pursuant to the "Makeup Work" rules set forth in the Attendance and Truancy Policy of this Student Handbook. It is the responsibility of the student's parent to notify the school principal or other administrator that the student does not have alternative transportation to school to ensure the student receives appropriate make up work.

CAFETERIA

Central High School offers a USDA Reimbursable Value Meal and extra à la carte food items for all its students. Each student may go through the line and choose from a variety of hot and cold foods. Each food item is priced individually so the student pays only for what he/she selects. The daily Value Meal is identified as the "Daily Special."

So the system can work efficiently for all students, we ask that the following rules be observed:

1. Move through the lunch line making your selections quickly and then proceed to the cashier.
2. Empty lunch trays into trash bins and return the trays to the kitchen.
3. Put lunchroom materials appropriate for recycling in specified recycling containers.

Every student has a lunch account based on his/her Student ID Number. Money can be placed in the account by giving cash or check to the cashiers during any lunch period, or by activating an account through www.myschoolbucks.com. (There is a $1.95 service fee charged by myschoolbucks.com for each lunch account deposit.) All checks brought to a cashier must be credited to the student's lunch account. There is no charge for utilizing the cashier for this service. A student may not receive money back from a check given to a cashier to credit his/her lunch

account. The only method by which a student may purchase lunch or à la carte food items is by use of his/her Student ID card.

All food must be consumed in the cafeteria. Beverages in a closed, non-breakable container will be allowed in hallways, and in classrooms with teacher approval. Open containers of food and beverage are not to be stored in lockers.

ELECTRONIC DEVICES (BOARD POLICIES 6:220 and 6:235)

See Board Policies 6:220 and 6:235 and related exhibits.
CCUSD301 issues each student a Chromebook for educational purposes. All electronic devices (cell phones, radios, iPods, MP3 players, iPads, portable DVD players, gaming devices, and/or similar devices) may be used during passing periods, lunch, before or after school, or in a classroom setting with either administration or supervising teacher's discretion, if specified within the student's individual education program (IEP) or 504, or is needed in an emergency that threatens the safety of students, staff or other individuals.

EMERGENCY DAY - SCHOOL DISMISSAL DUE TO WEATHER

At times during the winter, severe snow conditions may make bus transportation impossible or unsafe and all schools in the District will be forced to close or have a delayed starting time. In such cases, local radio stations will be notified prior to 7:00am. If weather conditions are questionable, tune your radio to WRMN in Elgin (1410 AM or 94.3 FM), WLBK in DeKalb (1360 AM or 92.5 FM), or to WFXW in Geneva (1480 AM). The school may also utilize School Reach via phone and/or email to notify parents.

Also, on occasion during the school day, weather conditions may become severe and it may be advisable to close school early. Since it is impossible to notify parents when this is done, it is suggested that parents arrange with their child in advance where he/she should go if any early dismissal is deemed necessary.

Many bus routes have areas where buses are required to turn around in a driveway. At these points, during times with considerable snow and drifting, it may be advisable for the bus to stay on the main route and to eliminate all points where backing is necessary. Parents are requested to give their bus driver full cooperation and to provide transportation to and from the bus in all cases where snow conditions are bad.

FUND RAISING

All fund raising by classes and school organizations, during the school day to the student body, must have prior approval of the Director of Student Athletics.

School classes, organizations, or clubs must complete a form requesting the following information:

- Class, Organization, or Club hosting the fund raiser
- Date and Time For Selling
- Person in Charge
- Item(s) to be sold and dollar amount

If food and beverages are being sold as a fund raiser, during the school day to the student body, the food item must meet the USDA Smart Snacks in Schools nutrition standards. The District Food Service Director will assist teachers and students in choosing healthy fundraising ideas. School classes, organizations, or clubs may sell food items that do not meet the nutritional standards for USDA Smart Snacks in Schools on certain exempted fundraising days. Central High School has a maximum of 9 exempted fundraising days per school year. The District's procedures

are subject to change, as are the number of exempted fundraising days set by the Illinois State Board of Education.

HALL PASSES

Students may be in the hallways during class only with a proper pass. This pass must include: student's name, date, time, destination, and teacher signature.

ID CARDS

An ID card will be given to each student and should be carried or worn by him/her throughout the school day. If a staff member asks a student for his/her ID, the student should be able to present his/her ID at that time. An ID card will be required for student admission to certain home and away co-curricular events.

LOCKER POLICY

Students are personally responsible for the contents of the locker to which they are assigned. Lockers are the property of CCUSD 301, and for the safety and security of the entire school community, lockers are subject to search if the Administration has reasonable grounds to suspect that the search will produce evidence that the student has violated or is violating either the law or the District's student conduct rules. District officials may request the assistance of law enforcement officials for purpose of searching student lockers for illegal drugs, weapons, or other illegal or dangerous substances or materials. Students should not change lockers unless authorized to do so by the Administration. Restitution costs may be assessed for defacing or damaged lockers. Students will have an assigned PE locker and lock in the PE locker room. Valuables should not be stored in PE lockers. Any materials left in any school locker at the end of the year may be disposed of by the District.

LOST AND FOUND

All lost and found items should be turned in at the Main Office.

SALE OF OBJECTS

No objects or materials of any kind may be sold on school property without authorization of the Administration.

SCHOOL SAFETY

The safety of our students and staff is our first priority at Central High School. During school hours (6:20 AM- 2:45 PM) all exterior doors are kept locked and access to the building will be limited. Students are not to open any door to permit entry for anyone with whom they are not familiar and are not to permit anyone from the outside to enter the building. Additionally, the propping or opening doors to anyone from the outside is prohibited. All visitors should be directed to the Main Office. Failure to abide by this policy, may result in disciplinary consequences.

SAFETY DRILLS

Periodically during the school year, safety drills will be held as required by Illinois law. When the alarm is sounded, students and teachers should proceed immediately according to appropriate procedures. Procedures for safety drills and school emergency and crisis response plans are posted in all classrooms.

SEARCH OF VEHICLES

Upon entering school grounds, the person driving any vehicle is deemed to consent to a complete search of the automobile, with or without cause, by school officials or police. If any person other

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than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also. The area of search may include passenger compartment, engine compartment, trunk and all containers therein, locked or unlocked, and the undercarriage.

STUDENT PARKING PERMITS & DRIVING REGULATIONS

To be eligible for a parking permit, students must hold and maintain a valid Illinois Driver's License and meet the GPA requirements set forth below.

Grade Level	GPA Needed to Apply & Maintain Parking Permit
11th Graders	2.2 Cumulative Grade Point
12th Graders	2.0 Cumulative Grade Point

Any student who falls below the GPA needed to maintain his/her parking permit may lose his/her parking permit

If granted a parking spot, students must park in their assigned, numbered spot for the remaining school year. Parking Permits must be displayed from the inside rear view mirror. Parking permits cannot be shared among students (except siblings when both qualify for a parking permit). Students who need anything from their car during the school day must request permission from the Main Office prior to exiting the building.

Students who are not issued a regular parking permit may be issued a temporary parking permit (maximum of 5 school days per school year) by the Administration when a family emergency or unusual circumstance exists.

Student parking at Central High School is considered a privilege and with parking privileges come certain responsibilities that must be assumed by the student. A student is expected to practice safe driving at all times. Students are expected to be on time to class. Therefore, if a student fails to drive safely, shows patterns of tardiness and/or is otherwise unable to demonstrate mature and responsible behavior at school, on school grounds, or at school activities or events, the student may face disciplinary consequences in addition to the loss of parking privileges. Parking permits can be revoked at any time by the Administration

STUDENT DRESS

1. Students are expected to be appropriately dressed for school and wear clothing will not disrupt the educational process, constitute a health or safety hazard or violate civil law.
    a. Coats, gloves, hats, caps, bandannas, handkerchiefs, and other head coverings, as well as dark glasses, should not be worn during school hours and should be left in the student's locker or backpack.
    b. Clothing imprinted with profanity, obscenity, and/or the display of words, pictures, or symbols associated with alcohol, drugs, tobacco, sex, weapons, or violence are prohibited.
    c. Shoes must be worn at all times.
    d. The entire middle of the body must be covered; sides as well as front and back, and underwear must not be visible at any time**.** Any combination of tank tops with any width of strap may be worn but must still cover the sides, front, and back of the body as well as undergarments in accordance with the principles of good taste. Shorts and skirts may be worn but the bottom edge must be below the fingertips when standing.
    e. Chains are not to be brought to school. This includes chains on wallets, choker chains, etc.

Any student not in accordance with the above-mentioned dress expectations may be subject to disciplinary consequences, including changing into appropriate clothes or making immediate arrangements for appropriate clothing before returning to class. If appropriate clothing is not available, the high school will lend the student a uniform from the physical education department.

2. Students may carry a bag or purse as long as it does not disrupt the learning environment or pose a safety threat.
3. PE uniforms may NOT be altered in any way (for example, cut-off sleeves or shortening of shorts).

TELEPHONES

In case of emergency, students will be allowed to use the office telephones. If needed, a message can be delivered to students at the end of the school day.

VISITORS

CHS has a responsibility to maintain a learning environment that is safe. All visitors must initially report to the Main Office upon entering the school. Any person wishing to confer with a staff member should contact the staff member ahead of time to schedule an appointment.

All visitors must:

- Sign in and out.
- Wear a visitor name tag.
- Provide a reason for their visit.

NOTE: During school hours (6:20 AM- 2:45 PM) access to the building will be limited. Students are not permitted to allow anyone from the outside to enter the building. Former CHS students will not be permitted to visit teachers during school hours, unless prior permission has been granted.

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ATTENDANCE AND TRUANCY POLICY

Our attendance policy is based upon the firm belief that students are most successful when they are present in class and in school:

1. In accordance with Illinois compulsory attendance requirements, it is the policy of CCUSD 301 that students shall attend school on a regular basis. We believe that daily attendance, timeliness to class, and preparedness and participation in class will increase the student's probability for successful performance and fosters the development of self-discipline and responsibility. It is the intention of the instructor of each course to not only teach the subject matter, but also to encourage the positive attribute of regular attendance, punctuality, and participation.
2. Students are expected to attend every class. The school has an obligation to inform both students and parents/guardians of the student's progress and attendance in all classes. Parents/guardians are to follow proper procedures to inform the school when their child is absent and to provide a reason for the absences.

ATTENDANCE PROCEDURES

Parents/Guardians and students should be aware of and follow these procedures:

STEPS TO FOLLOW WHEN ABSENT FROM SCHOOL

1. When a student is absent from school, the student's parent/guardian is requested to contact the school prior to 7:25 a.m. and inform the attendance secretary of the student's absence. The school phone number is 847-464-6030.

2. A parent/guardian phone call made on the day of the student's absence shall be counted as an excused absence. If a parent/guardian fails to make a phone call on the date of the student's absence, the absence shall be counted as "unverified," unless a note is received from the student's parent/guardian to confirm the absence. If no note is received, the absence will be recorded as unexcused.

LEAVING SCHOOL EARLY

1. Students who need to leave school early for medical purposes (doctor or dental appointments) must bring a note to the Attendance Office before leaving school. The note should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) a parent signature.
2. If a student is ill during the day, the student must check out in the Nurse's Office before leaving the building. Students should not arrange for parents/guardians to pick them up, or to leave school using their own car, without first having been seen by the Nurse. When the Nurse is not in the building, a student who is ill should report to the Main Office.

Working Student (Co-Op): Students who leave school early to participate in the work program should leave the building after their last academic class, unless given prior permission from Administration. All students participating in the Co-Op program are required to check out in the Attendance office prior to leaving the school. Attendance issues related to this program will be addressed on an individual basis.

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Fox Valley Career Center Students: Students enrolled in classes through the Fox Valley Career Center are responsible for attending those classes and are expected to attend class daily. All students participating in the Fox Valley Career Center program shall sign in upon arrival to Central High School in the Attendance Office. Attendance issues related to this program will be addressed on an individual basis.

CENTRAL HIGH SCHOOL RECOGNIZES THREE CATEGORIES OF ABSENCES (BOARD POLICY 7:70):

1. Excused absences
2. Unexcused absences
3. Truant absences (after the 9th unexcused absence)

Excused Absence: Central High School will recognize an excused absence as:

1. A student's personal illness,
2. A death in the immediate family,
3. A family emergency,
4. Observance of a religious holiday,
5. Court appearances,
6. Medical visits,
7. Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, other reasons approved by the Superintendent or designee,
8. Other situations beyond the control of the student

Absences for any other reason may be considered unexcused. A physician's note may be required to excuse a student and/or for returning to school after **the third consecutive day of being reported ill**. If medical documentation is not provided, the absence may be marked "unexcused."

Unexcused Absence: An unexcused absence is defined as an absence from school for a reason other than those listed above as an Excused Absence and/or an absence not authorized by the student's parent/guardian or the Superintendent or designee.

Truant Absences: Truancy is defined as absence without valid cause for one or more periods of the student's school day. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent-teacher/administrator conferences, student counseling, and/or involvement of the Kane County Truancy officers and/or local law enforcement. No punitive action, including out-of-school suspensions, expulsions, or court action will be taken against a chronically truant student unless available support services and other school resources have been provided to the student, or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C Misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to $1,500.

Vacation Absences: Because the District believes in the importance of students being present in their academic classes during the school year, extended pre-arranged absences such as family vacations, will no longer be considered excused. The District strongly encourages families to plan vacations to coincide with the school calendar so as to avoid taking valuable educational time away from their students. Students may ask their teachers to provide advance assignments. However, it is up to the individual teacher to determine whether he/she can honor the request. School work missed because of family vacation must be made up in accordance with the "Makeup Work" Section below.

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College and Vocational Visits, and Military Exams: Central High School recognizes the importance of college visitations, job interviews and military exams. Upperclassmen may be excused two school days for college visitation, job interviews, or military exams. Whenever possible, these visits should be scheduled during non-school time; however, in the event they cannot be, students must complete the following:

- Students and parents are responsible for completing the "College and Vocational Visit, or Military Exams" Form prior to the absence. The form must be signed and completed by the student's teachers.
- Students are required to submit, on college/university /business/military letterhead, documentation of their visit for the absence to be considered excused.

Class Cut: A class cut is defined as an absence from part (15 minutes or more) or an entire class period, without permission from the student's parent/guardian or approval of school officials. A class cut is an unexcused absence.

Tardiness: Students are expected to be in class on time, so they may maximize their learning opportunities. Teachers and the Administration will monitor student's tardies. Students may be considered tardy if they arrive after the bell has rung. Students may receive consequences for excessive tardies.

MAKEUP WORK

Students who are absent from school will be allowed to make up work for equivalent academic credit. The time allow to makeup work will generally be one school day for every one school day missed, starting with the first day the student returns to school. In extenuating circumstances a student may ask his/her teacher, school counselor, or the principal for additional time to make up work. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work in a timely manner may result in a lowering of grades.

The makeup rule applicable for students who are receiving Home or Hospital Instruction is set forth in the Student Services of this Handbook under the heading Home and Hospital Instruction.

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ACADEMICS

If students and/or parents/guardians have questions related to the policies or procedures of the instructional process at CHS, the student and/or parent/guardian should first contact the assigned classroom teacher. Many times this communication clarifies the situation. The second step is to arrange a conference with the student's counselor. A list of counselor assignments is listed in the Student Services section of this Handbook. If, after such a conference, there is a need to talk to the Administration, please contact the Main Office.

GRADING

Grades are available electronically to parents and students after the end of each nine week grading period. Parents and students are encouraged to monitor student progress throughout the semester by logging on to Skyward. All grades are available and viewable in the Skyward Portfolio. However, final semester grades are the only grades that will appear on a student's permanent record and transcript.

CHS Grading Policy: Grading practices at CHS will be consistent within each department by course. For example, all students enrolled in U.S. History will be assessed using the same grade categories and weights regardless of instructor.

1. Continuous Semester Method - Teachers will determine semester grades on the basis of grades earned on course work for the entire semester. Quarter grades are not final grades that will be used for averaging; but rather, they are mid-semester grade reports to students and parents. Quarter 2 and Quarter 4 grades reflect final grades for the semester, in conjunction with the final semester exam. Final grades can be found via your student's Skyward profile.
2. At the beginning of each course, each teacher will review the grading policy to inform the students in his/her class of the grading policy and its implementation within the course. With Administrative approval, teachers may incorporate an attendance requirement into their grading policy.

Student work will be evaluated using the following letter grades:

A – Superior
B – Excellent
C – Average
D – Below average
F – Fails to meet required standards

P – Pass
W – Withdrawn (no credit and no grade)
I – Incomplete*

*A teacher may determine to issue an incomplete grade to a student who has experienced prolonged periods of absence during the grading period. All incompletes must generally be cleared within two weeks of the end of the semester. At the conclusion of the two week extension, teachers will calculate the student's grade with a score of zero entered for any assignments/assessments not completed. The resulting grade will be recorded in place of the incomplete. (If extenuating circumstances exist, the Principal or designee may exercise discretion in extending the two week deadline.)

WEIGHTED GRADES

1. Advanced Placement (AP) courses approved by the College Board will be given weighted credit. Additionally, honors courses designated in the course catalogue will be given weighted credit based on at least five of the seven characteristics listed below:
   a. The course includes college level content or syllabus.
   b. The quality of learning activities, projects, and assignments in the course is significantly more than in other courses.
   c. The ideas and concepts studied in the course are significantly more complex than in other courses.
   d. The pace is accelerated in comparison to standard courses.
   e. The course includes assessments in the areas of analysis, synthesis, and evaluation.
   f. The time required outside of regular class period is significantly more than in other classes.
   g. The course completes the sequence of classes/programs.

Grade	Unweighted Courses	Weighted Courses
A	4	5
B	3	4
C	2	3
D	1	1
F	0	0

2. Transfer Credits

   Transfer students will receive weighted credit only for the courses that are given additional weight at Central High School. The weight given to each transfer grade will be the same as the weight given to courses at Central High School.

GPA / CLASS RANK

CHS will track both weighted and un-weighted grade point averages and class ranks.

A student's grade point average (GPA) is calculated by dividing the total quality points earned by the number of credits attempted. Letter grades with "+" and "-"are recorded on quarter grade reports to provide additional information to students and parents/guardians; however, the letter grade with a "+" or "-" will not appear on transcripts. Quality points are not affected by a "+" or "-" to letter grades.

Class rank shall be based upon GPA computed to three decimal places. All course grades, except Pass/Fail courses, will be used to calculate each student's GPA. Only end of course semester grades will be used to compute GPA and class rank. Freshmen class rank will be computed at the end of freshmen year, not at the end of first semester.

Requesting Transcripts: For college applications, transcripts must be requested through

Naviance and will be sent by the Registrar. NOTE: Transcripts will not be sent to any college or university prior to the 6th day of the school year.

REPEATING COURSES

1. The course must be labeled as a “repeatable course” in the course catalogue.
2. The course must be repeated prior to the student taking any course for which it is a prerequisite.

SEMESTER EXAMS

1. All students must take final exams on the designated date and time established by the school unless an Alternate Exam Form has been completed and approved by Administration.
2. Students are expected to be in attendance for the entire length of their final exam time.
3. A senior may be exempt from a second semester final exam if he/she:
    a. Has at least a B average for the second semester in the specific class.
    b. Has had no Saturday Schools, Alternative Learning Environment placements, or Out of School Suspensions during the second semester.
    c. Has missed no more than four days of school during the second semester, not including approved college or vocational visits or military exams

GRADUATION REQUIREMENTS

Graduation from Central High School is dependent upon completion of required courses and accumulation of credits. To be considered eligible for graduation, a student must have completed a minimum of the credits listed below, unless exempted, as determined by year of graduation.

Minimum Credits

- 4.0 English
- 3.0 Math
- 3.0 Science
- 2.0 Social Sciences ***(Class of ’17 will require 3.0)***
- 3.5 PE (unless on a waiver)
- 1.0 Elective (art, music, foreign language, or vocational education)
- 0.5 Health
- 0.5 Consumer Education

In addition, students must successfully complete/pass the following in order to graduate:

1. All district graduation requirements that are in addition to the State requirements.
2. All courses as provided in School Code, 105 ILCS 5/27-22
3. All minimum requirements for graduation as specified by Illinois State Board of Education rule.

Credits required by year of graduation:

Class of 2017 - 28 credits
Class of 2018 - 27 credits
Class of 2019 - 26 credits
Class of 2020 and beyond - 25 credits

Counselors will review credits of students in Fox Valley Career Courses and Transfer students. The number of credits required for graduation may be adjusted if necessary.

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PARTICIPATION IN THE GRADUATION CEREMONY POLICY

Participation in the graduation ceremony and other senior-related activities is a privilege. Seniors who demonstrate inappropriate behavior and conduct, or exhibit poor attendance may be denied the privilege of participating in graduation ceremonies and other senior related activities.

All requirements for graduation must be completed prior to graduation. If a student does not (1) complete all requirements prior to graduation, (2) attend the graduation practice, and (3) follow the dress code guidelines for the graduation ceremony, the student may not be able to participate in the graduation ceremony.

EARLY GRADUATION (BOARD POLICY NO. 6:300)

1. A request for early graduation must be approved by the student's parents/guardians and Administration.
2. Students requesting early graduation must have the Early Graduation form completed and turned in to their assigned counselor by October 1 of their Senior Year. All correspondence work must be completed and final grades must be reported to the school by December 1. If coursework is not completed by that date, the student will be ineligible for early graduation.
3. All school fines, fees, and materials must be paid and returned by the student's last day of school.
4. The student must have met all graduation requirements of Central High School and District requirements for early graduation.
5. As an early graduate of Central High School, the student relinquishes student privileges and assumes adult privileges. Early graduates may be invited to attend Prom, senior breakfast, and other such senior activities that might be scheduled.
6. Seniors graduating early will be permitted to participate in graduation events, provided they are in accordance with the District's graduation policy.

CORRESPONDENCE / ONLINE CLASSES

A student seeking graduation from Central High School may submit to the school a certificate of successful completion of an appropriate correspondence or online course as two Carnegie Units of credit toward graduation according the following conditions:

1. Courses must have prior approval of the school counselor and Assistant Principal of College and Career Readiness.
2. A student enrolled in any correspondence or online course may receive high school credit for work completed provided:
   a. The course is offered by an institution accredited by the North Central Association of Colleges and Secondary Schools, NCATE, or the equivalent approved by the Superintendent or designee.
   b. The student assumes responsibility for all fees, including tuition, textbooks, and other fees.
3. Grades earned in approved courses will count toward a student's grade point average, class rank, and eligibility for athletic and co-curricular activities.

COURSE SELECTION AND SCHEDULE CHANGES

1. Students will be permitted to make changes to their schedule for the following school year until five (5) days after the last day of the student attendance of the current school year. Students should contact their counselor by phone or e-mail to request such changes.

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2. Unless a schedule change is necessary because a student either failed a course, or a student needs a course in a particular area to graduate, all other requests to change a student's schedule after five (5) days after the last day of the student attendance of the current school year will require approval by the student's counselor and Administration.
3. Students may access a copy of their schedule during the summer by using Skyward.

HONOR ROLL AND SCHOLASTIC AWARDS

1. Any student who maintains a grade point of 3.75 or better will be placed on high honor roll.
2. Any student who maintains a grade point average of at least 3.40, but less than 3.75 will be placed on honor roll.
3. Any student who maintains a grade point average of at least 3.0, but less than 3.40 will be placed on honorable mention.
4. Honor rolls will be announced each semester**.**
5. No student who receives an F or I (incomplete) for the grading period in any course may be placed on any of the three honor rolls regardless of the grade point average earned. Students receiving a D for the grading period in any course may attain no higher than honorable mention status regardless of their grade point average. (Note: Students who are held off the honor roll due to one or more "incomplete(s)" and who make up the work in the time allotted, may be added to the Honor Roll at a later date, once an accurate grade point average has been calculated.)
6. A valedictorian award is given each year to the graduate who has maintained the highest cumulative weighted grade point average upon his/her completion of high school. A salutatorian award is given each year to the graduate with the second highest cumulative weighted grade point average. To qualify for this valedictorian or salutatorian award, a student must have been in attendance at Central High School for two years or more. In the event there is more than one valedictorian, no salutatorian will be named.
7. Students will graduate with honors if they have earned at least a 3.40 G.P.A., but less than a 3.75 G.P.A. for their high school work. Students will graduate with high honors if they have earned at least a 3.75 G.P.A. for their high school work.
8. Perfect attendance for each year will also be recognized at the end of each school year.

HONOR SOCIETIES

National Honors Society (NHS) is an organization whose membership is composed of outstanding high school students. Students must have a cumulative grade point average of at least 3.5 after 5 semesters of high school in order to qualify for membership. National Honors Society membership is based on scholarship, leadership, service, and character. The faculty council determines membership. The faculty council may remove a student who does not maintain acceptable standards in these areas.

German Honors Society (GHS) is an organization with a twofold objective: Promoting the study of the German language & culture, and reaching out to the local & the global community via service projects. Membership is tied to ongoing enrollment in an upper level German class after having completed at least two years of high school German, 3.4 (or higher)G.P.A. in German courses, and a 3.0 (or higher) cumulative G.P.A.

Spanish Honors Society (SHS) is a service-oriented organization that recognizes the accomplishments of CHS students who have achieved a minimum of two years of successful foreign language study at the high school level. SHS members are highly committed to promoting the Spanish language and culture, and must maintain a 3.4 (or higher) cumulative G.P.A. semester average in Spanish courses, and a 3.0 (or higher) overall cumulative G.P.A.

DRIVER'S EDUCATION

Classroom and behind-the-wheel driver training is offered to students at the high school level. To enroll in Driver Education, the student must have earned a cumulative GPA of at least a 2.0 or a 2.0 GPA or higher in the previous semester. Students may enroll in Driver's Education during their senior year, regardless of their GPA provided they have passed at least 8 courses during the two semesters immediately preceding enrollment. This course is offered in cooperation with the State of Illinois Driver's Education Program. Policies for the two areas of driver education instruction are as follows:

1. Classroom instruction:
    a. Classroom instruction shall be open to all students who reach their fifteenth birthday on or before the first day of classroom instruction. Student attendance is important since 30 hours of classroom instruction is required by law to pass.
    b. Students will be enrolled in Driver's Education according to their age in relation to others eligible to be enrolled. Students who are sixteen during or shortly before 1st semester will be enrolled during the first semester.
2. Behind-the-wheel:
    a. No student may begin behind-the-wheel driving until he/she has been enrolled and started in the classroom portion of the program.
    b. Six (6) hours of behind-the-wheel experience are required by law.

Students who complete the classroom instruction and whose sixteen birthday falls after December 1 in the following year will not be enrolled for behind the wheel driving until the first semester the following year.

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DISCIPLINE

PHILOSOPHY OF DISCIPLINE

It is the sincere desire of CCUSD 301 that each student practices self-discipline, so that discipline actions by teachers, administrators, and the Board of Education may be avoided. It is the desire of Central High School to promote positive citizenship and a constructive school environment. General rules of conduct have been formulated to ensure that all students have the opportunity to realize their potential through education, and to promote mutual respect and responsibility among students and staff members. Adults at Central High School are expected to show care and respect towards young people. Students are expected to exhibit that same care and respect towards staff members and other students. In the event that a student violates the guidelines set forth in this Handbook, teachers, staff members, and administrators may take disciplinary measures as a means to address the student's behavior.

Disciplinary consequences and interventions will be made to ensure that all students receive a high quality education in a positive, non-threatening environment and assist with the development of productive members of society. Students, parents, administrators, faculty, and staff will cooperate in the creation of the discipline policy, its periodic review, and its fair and consistent enforcement.

STUDENT BEHAVIOR POLICY (BOARD POLICY 7:190)

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

WHEN AND WHERE CONDUCT RULES APPLY

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

3. Traveling to or from school or a school activity, function, or event; or

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

PROHIBITED STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling, or offering for sale:

    a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).

    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

    e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

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

    g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

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

4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. 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, or cellular phone.

   CCUSD301 issues each student a Chromebook for educational purposes. All electronic devices (cell phones, radios, iPods, MP3 players, iPads, portable DVD players, gaming devices, and/or similar devices) may be used during passing periods, lunch, before or after school, or in a classroom setting with either administration or supervising teacher’s discretion, if specified within the student's individual education program (IEP) or 504, or is needed in an emergency that threatens the safety of students, staff or other individuals.

7. Using or possessing a laser pointer or cell phone flashlight unless under a staff member's direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying (as described in Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment), bullying using a school computer or a school computer network, or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

12. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.

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

14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

17. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

20. 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.

21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintended or designee.

22. 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.

ADDITIONAL EXAMPLES OF PROHIBITED MISCONDUCT AND GROSS DISOBEDIENCE

Additional examples of prohibited misconduct and gross disobedience include but are not limited to: inappropriate drawings; insubordination; parking violations; profanity or obscenity; transportation violation; the inappropriate use of the district's network or district's devices.

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

locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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.

DISCIPLINARY MEASURES

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

1. Verbal Warning
2. Detentions
3. Notifying parent(s)/guardian(s).
7. Disciplinary conference.
8. Withholding of privileges / removal of privileges
9. Temporary removal from the classroom.
10. Return of property or restitution for lost, stolen, or damaged property.
11. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
12. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
13. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
14. Seizure of contraband; confiscation and temporary retention of personal property that was

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used to violate this policy or school disciplinary rules.

15. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.

16. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.

17. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled also shall be restricted from being on school grounds and at school activities.

18. Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing.

19. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

WEAPONS

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

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

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

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

intended, to do bodily harm.

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

RE-ENGAGEMENT OF RETURNING STUDENTS

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

REQUIRED NOTICES

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

DELEGATION OF AUTHORITY

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers. In addition, provided the appropriate procedures are followed, the Superintendent, Building Principal, Assistant Principal, or Dean of Students may issue in-school suspensions; may issue out-of-school suspensions to students guilty of gross disobedience or misconduct (including all school functions) for up to 10 consecutive school days; and may suspend students from riding the school bus for up to 10 consecutive school days. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

STUDENT HANDBOOK

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. Students and their parents/guardians must acknowledge receipt of the student

handbook in some form upon receipt of the handbook.

MISCONDUCT BY STUDENTS WITH DISABILITIES (BOARD POLICY 7:230)

Behavioral Interventions

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

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Illinois State Board of Education's Regulations when disciplining students with disabilities. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

ADDITIONAL DEFINITIONS

DETENTIONS

A detention is a period of time to be made up before school, after school, or during lunch. A detention may be assigned by school staff or an administrator.

ALTERNATIVE LEARNING ENVIRONMENT

Administrators may temporarily assign a student to an alternative learning environment on school grounds as a consequence for gross disobedience or misconduct. During this time, students are restricted from participating in their scheduled classroom activities and, instead, report to the alternative learning environment for an amount of time determined by the administration. Students who are assigned to the alternative learning environment will be provided an opportunity to complete their academic work.

SATURDAY SCHOOL

Saturday School will be held periodically throughout the school year to serve as a disciplinary consequence for a student's gross disobedience or misconduct. Saturday school half sessions run from 8:00 am to 10:00 am, and full sessions run from 8:00 am to 12:00 pm. Students who fail to attend, arrive late, or are removed from Saturday School due to gross disobedience or misconduct will be considered to have missed the session and may be subject to further disciplinary consequences.

SCHOOL/COMMUNITY SERVICE PROGRAM

The school/community service program is an alternative disciplinary agreement between a student, his/her parent/guardian, and the administration. Administrators retain the discretion to determine whether the school/community service program will be offered as an alternative disciplinary consequence and, if so, the nature of the school/community service program. Students who participate in the school/community service program may be assigned a service for the school or community

OUT OF SCHOOL SUSPENSION (BOARD POLICY 7:200)

An out-of-school suspension is a temporary exclusion from school due to a student's gross disobedience or misconduct. School officials may impose out-of-school suspensions of one (1) to ten (10) school days. Longer suspensions may be imposed by the Board of Education. The District's suspension procedures are set forth in Board Policy 7:200.

When a student is suspended from school, he/she may not participate in or attend any District activity or event and is prohibited from being on District property.

A suspended student will have an opportunity to make up any missed work for equivalent academic credit. The work missed during the student's absence due to a suspension from school must generally be made up within a period of school days equal to the number of days missed due to being suspended.

Students who are suspended from school for five (5) or more school day will be informed of what, if any, appropriate and available support services will be provided to the student during the his/her suspension from school. These services may include, but are not limited to: a mentor program, social work, tutoring, etc.

A re-engagement meeting between the student, family, and school staff and administrators may be held upon a student's return to school from any period of suspension. The purpose of the meeting is to assist the student in the transition back to school.

EXPULSION BY THE BOARD OF EDUCATION (BOARD POLICY 7:210)

Upon the recommendation of the Superintendent or designee, the Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s)/guardian(s) of the student have been provided a written request to appear at a hearing before the Board or with a hearing officer appointed by it. The District's expulsion procedures are set forth in Board Policy 7:210.

A student who has been expelled from school may not participate in or attend any District activity or event and is prohibited from being on District property during the period of the expulsion.

If a student is suspended or expelled for any reason from any public or private school in this or any other state, the student must complete the entire term of the suspension or expulsion before being admitted into District.

STUDENT SEARCH AND SEIZURE (BOARD POLICY 7:140)

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

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

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must

be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

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

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

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

BULLYING POLICY (BOARD POLICY 7:180)

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

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

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

administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views

protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

   Complaint Manager:

   Esther Mongan
   Name
   275 South St., P.O. Box 396, Burlington, IL 60109
   Address
   Esther.mongan@central301.net
   Email
   847-464-6005
   Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
   a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
   b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
   c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
   d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

   The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures,

social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
    a. The frequency of victimization;
    b. Student, staff, and family observations of safety at a school;
    c. Identification of areas of a school where bullying occurs;
    d. The types of bullying utilized; and
    e. Bystander intervention or participation.

    The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
    a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
    b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
    c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
    d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
    e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).

f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

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ATHLETICS, EXTRA-CURRICULAR, AND CO-CURRICULAR ACTIVITIES PARTICIPATION

ATHLETICS, EXTRA-CURRICULAR, AND CO-CURRICULAR ACTIVITIES ARE A PRIVILEGE

Participating in student extra-curricular, co-curricular and athletic activities are considered an extension of, but separate from, the regular school program. While the regular educational program is a right afforded to each student, participation in extra-curricular, co-curricular and athletics and activities programs is a PRIVILEGE. Those who participate must give extra effort and time. The student has the privilege of participating in a well-organized program of special interest for which the school provides coaches, sponsors, equipment, and facilities. This privilege requires students to meet certain expectations beyond those found in the traditional classroom setting and students are expected to adhere to those standards year round (24/7–365 days). These policies go into effect once accepted by the student/athlete and parent. The Code of Conduct is comprehensive and in effect for the duration that a student participates in athletics, extra-curricular and/or co-curricular activities.

Participation in athletics, extra-curricular and/or co-curricular activities is an important part of a student's development. Through participation, students develop many lifelong skills and positive values. These include cooperation, leadership, healthful living habits, self-discipline, integrity, teamwork, and respect for rules and regulations. In addition, students who participate in athletics, extra-curricular and/or co-curricular activities serve as ambassadors of the school and role models for their peers. Individuals who serve in this capacity have a special responsibility to assure that their actions reflect positively on the school and the community.

Since it is a privilege to participate in, and to represent, the school and the various organizations, the school has the authority to revoke the privilege for those who do not conduct themselves in a responsible manner and in accordance with the Code of Conduct and school rules. This extends to a student's participation in the activity as well as to conduct inside and outside of school. When the doors of participation and competition are opened to those who have questionable habits or who are not good citizens, the activities or programs can reflect badly on the school and can fail. The privilege of representing the school and its organizations should only belong in the hands of those who have earned it.

Athletics, extra-curricular and/or co-curricular activities are for the benefit of the students and meant to supplement classroom training. They should never be used as a reason for absence. Absence from academic classes in order to "rest" or prepare for an activity will not be accepted as a reason for a student's absence from school. Classes are not to be missed or interrupted to allow students to work on outside activities, except in unusual circumstances approved by administration.

To participate in a school activity or athletic event, students must be in attendance for a full day. When the school has a special schedule, the student or parent should check with the Athletic/Extra-Curricular/Co-Curricular Activities Office. Exceptions must be approved by the Administration or Athletic/Extra-Curricular/Co-Curricular Activities Office prior to the event.

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The following is a list of CHS extracurricular and co-curricular activities available to students:

Academic Bowl
Art Club
Athletic Band-Fall
Athletic Band-Winter
Book Club
Diversity Club
Future Farmers of America
GAPP German Exchange Program
German Club
German Honor Society
Madrigal Dinner
Math Team
Music Programs-Band
Music Program-Chorus
National Honor Society
Pep Club
Play-Fall
Play-Spring
S.A.D.D.
Service Club
Spanish Club
Spanish Honor Society
Student Council
Talent Show
Writing Club
WYSE
Talent Show
Yearbook

The following is a listing of Athletics that are available to students at Central High School:

Boys

Fall Season
Cross Country
Football
Golf
Soccer

Winter Season
Basketball
Wrestling
Bowling - *Individual*
Swimming – *Individual*

Spring Season
Baseball
Track & Field
Tennis – *Individual*

Girls

Fall Season
Cheerleading *(Football)*
Cross Country
Golf
Volleyball
Swimming – *Individual*
Tennis - *Individual*

Winter Season
Basketball
Cheerleading *(Basketball)*
Pom Pons
Bowling - *Individual*

Spring Season
Soccer
Track & Field
Softball

Pertinent information regarding athletics/extra-curricular/co-curricular activities can be found at the following site: http://il.8to18.com/bchs

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GENERAL INFORMATIOIN REGARDING ATHLETICS/EXTRA-CURRICULAR/CO-CURRICULAR EVENTS AND POLICIES

ATTENDANCE AT EVENTS

1. Students will not be re-admitted to extra-curricular activities if they exit the building or designated area without the permission of a staff member.
2. No student will be admitted more than one hour after a dance begins. Exceptions will be made for extenuating circumstances, as determined by the Administration.
3. Middle school students are not allowed to attend high school dances. Conversely, high school students are not allowed to attend middle school dances.
4. Students may also be restricted from attending activities or participating in activities (including sports) for violating the rules of the school.

FUNDAMENTALS OF GOOD SPORTSMANSHIP

The School Board of CCUSD 301 recognizes the importance of emphasizing "good sportsmanship" in all aspects of school related activities. With this thought in mind, the following fundamentals of good sportsmanship are recommended for all fans, spectators, participants, coaches, staff members, and parents:

1. Develop an understanding and appreciation for the rules of the event/contest.
2. Exercise positive behavior at all times.
3. Recognize and appreciate skilled performances regardless of affiliation.
4. Exhibit respect for all spectators, participants, coaches/sponsors, and officials.
5. Openly display respect for the opponents at all times.

Unacceptable behaviors include, but are not be limited to, the following types of conduct and such conduct as may be designated unacceptable from time to time by policy of the Board of Education:

1. Disrespect to referees, coaches, or other school personnel supervising the activity.
2. Fighting, intimidation of, or attempt to intimidate, referees, coaches, players or participants, or spectators.
3. Throwing debris or littering the playing field or facility.
4. Verbal abuse or use of profane or obscene words or gestures during a game or activity.
5. Behavior or conduct that is disruptive to the activity or event.

Any student-athlete or student participant engaging in any of the above types of conduct, or any other conduct deemed to be unsportsmanlike conduct or in violation of school rules, may receive a disciplinary consequence, up to and including a suspension from competition or activities for a period of time depending on the severity of the unacceptable behavior.

ACCEPTABLE BEHAVIOR

CCUSD 301 will not tolerate any violations of the above "Fundamentals of Good Sportsmanship" by anyone before, during, or after any interscholastic contest or other school related activity in the District or any other place our students are participating. If anyone has a concern regarding any part of the District's athletic or activity programs, follow these procedures:

1. Call or notify the appropriate coach/advisor or administrator of your concerns during normal school hours. Prior to, during, or immediately after an event or practice is NOT the proper time to raise concerns or questions about a program, coaching decision, or administrative policy.
2. A meeting at a mutually agreed upon time will be scheduled to discuss/address the concerns or questions. All persons involved will be encouraged to attend the meeting.
3. A written report or summary of the meeting will be forwarded to all persons attending the meeting.

VIOLATIONS - CONSEQUENCES

Violations of the Code of Conduct, rules for the activity, school rules, including above "Fundamentals of Good Sportsmanship" or "Acceptable Behavior" guidelines may result in any or all of the following consequences:

1. Possible immediate removal from the contest or activity.
2. Possible denied admission to school events for periods of one week to one year by a school district administrator.
3. Appeals of denied student admissions may be made to the Building Principal in writing. The Building Principal or designee shall render a decision, which shall be final.

TRANSPORTATION FROM ATHLETIC/EXTRA-CURRICULUAR/CO-CURRICULAR ACTIVITIES OFFICES OR ACTIVITIES

All students participating in a school activity away from the Central campus must ride the transportation furnished by the school to and from the event. The only exception made to this policy is when a student's parent/guardian requests the student be transported from the school event by the parent/guardian or an adult driver designated by the parent/guardian. This exception must be approved in advance by the Athletic Director, and requires a written/electronic request from the student's parent/guardian. Prior to leaving the event, the student's designated parent/guardian must check out with the coach and sign the consent form provided to the coach by the Athletic/Extra-Curricular/Co-Curricular Activities Office.

TIME LIMIT TO EXIT BUILDING

Student supervision will be provided for 30 minutes following the conclusion of school sponsored activities. All students are expected to exit the school grounds within that time period.

Eligibility is based on a point system. In this system, an "F" is worth two points and a "D" is worth one point per credit. Courses worth more than one credit will be figured accordingly. When a student-athlete reaches four points on the weekly eligibility form, that student-athlete will be ruled ineligible. Weekly grades are based on a semester cumulative grade. Any student-participant failing to meet the academic criteria shall be suspended from the activity for a minimum of one calendar week (Monday through Sunday) or until the specified academic criteria are met, whichever is longer.

ELIGIBILITY

Weekly Eligibility

1. An eligibility report will be generated by the athletics/extra-curricular/co-curricular activities offices on Wednesday of each week.
2. On **Wednesday** coaches/sponsors will be informed of those athletes/student-participants who are ineligible. Coaches/sponsors will communicate with their ineligible athletes/student-participants. The Athletics/Extra-Curricular/Co-Curricular Activities Offices will communicate via email to parents/guardians of the ineligible athlete/student-participant.
3. A list of all ineligible athletes/student-participants will be given to all coaches/sponsors in season/activity by Wednesday afternoon. Ineligible athletes/student-participants, at a minimum, will not be allowed to participate in any contest during the week of ineligibility (Monday through Sunday) and student-athletes will be prohibited from wearing the team uniform during that time. Student-athletes are permitted to practice and attend contests during the time of ineligibility. The ineligibility period starts on Monday and remains in effect until the athlete has accumulated less than four points on a future eligibility weekly check.

SEMESTER ELIGIBILITY

Eligibility is based on how many classes a student-athlete fails. In this system, if the student- athlete fails two or more classes the athlete is deemed ineligible, he/she will not be allowed to be on or part of any extracurricular, co-curricular, athletic activity until their eligibility is re-established at the end of the next semester.

PRACTICE SCHEDULE FOR ATHLETICS

The athletic director will be responsible for approving athletic practice schedules (time and place). Athletic practice schedules will be established on a fair and equitable basis. All practice schedules will be posted on http://il.8to18.com/bchs under the specific sport.

ATHLETIC PARTICIPATION

Athletes may only participate in one sport at a time, unless approved by the two head coaches and the Athletic/Activities Office. Requests will be handled on a case by case basis.

1. No students will be allowed to practice or participate in any sport until they have been cleared by the Athletics/Extra-Curricular/Co-Curricular Activities Offices. To receive clearance, the student must have submitted to the school a recent physical examination (student-athletes must have an annual sports physical turned in prior to the start of the sports season) and all other required paperwork, paid the user's fee, and turned in all equipment from previous sports.
2. Students with a medical excuse from physical education may not participate on athletic teams during the day(s) listed on the excuse.
3. Pre-season Meetings:

   Prior to the start of each season, players will be required to attend a pre-season meeting. The purpose of the meeting will be to present pertinent information, explain school and team policies, disseminate and collect required forms, and meet with prospective coaches. Failure of an athlete and parent/guardian to attend the necessary meeting(s) will result in that athlete not being eligible to participate that season until the student-athlete and his/her parent/guardian meet with the coach.

EXTRA-CURRICULAR/CO-CURRICULAR PARTICIPATION

1. For extracurricular/co-curricular activities, a student may be president of two (2) organizations each year when voted in by members. He/she may hold other minor offices.

TRAINING RULES

Training and participation rules begin when a student first enters the athletic or activities program. They remain in effect during the entire calendar year throughout the student's high school career, including vacation periods.

Rules of Conduct

1. **Possession of Drugs & Alcohol**

   Any student who is holding, using, buying, or selling alcohol, illegal drugs, or drug paraphernalia will be considered in possession. Attending a party or gathering (except religious ceremonies) where alcoholic beverages, drugs, or drug paraphernalia are present and in the possession of and/or are being consumed/used by people under the legal age is also considered to be possession. It is the responsibility of students to make themselves aware of all activities taking place at a party or gathering immediately upon arrival and throughout the duration of their stay. Upon becoming aware of training rule violations, students must leave at once.

2. **Possession of Tobacco, Tobacco Products, E-Cigarettes, Vaporizes or Comparables**

   Any student who is holding, using, buying, or selling tobacco will be considered in possession.

3. **Other Non-Acceptable Conduct**

   Any student who engages in conduct such as fighting, malicious damage to property, vandalism, theft or other activities which may reasonably be considered to be illegal or not in keeping with normal standards of behavior may be suspended from participation in the athletic and/or activities program.

CONSEQUENCES

1. **Location of Violation of Training and Participation Rules**

   a. At School and/or School Sponsored Events

   If violations occur at school or at school-sponsored events, a school administrator will be informed and the student will be subject to the school discipline policy. In addition, the appropriate athletic and/or activities program penalties will be accessed and communicated to the appropriate parties.

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b. When Not at School or at a School Sponsored Event

If a violation is reported outside of school or when school is not in session, a school administrator will investigate, advise the student of the charges against her/him, and provide the student an opportunity to respond to the charges against him/her. If evidence indicates that a student violated training and participation rules, the student's parents/guardians will be contacted and will be offered the opportunity to meet with administrators to discuss the allegations. Administrators will then render a decision and communicate it in writing to the appropriate parties. The Administration's decision in final.

2. Out-of-School Suspensions

During an out-of-school suspension, a student may not practice or participate in any athletic, extra-curricular, co-curricular or any other school sponsored activity in any manner. If the suspension encompasses a weekend or school holiday, the student shall not participate in any practices, contests, or activities which occur during that weekend or holiday.

3. Participation Suspension

Students suspended from participation in athletic, extra-curricular, co-curricular activities, or who are being investigated for possible violation of athletic and/or activity training or participation rules, may not "try out" for a team or activity after the first practice. Penalties assessed prior to a student entering high school shall not apply to the student's cumulative disciplinary record at high school.

4. Possession of Drugs or Alcohol Penalties Athletics

a. First Offense – Athletic Participation

The student-athlete will be ineligible to participate in 50% of the scheduled contests (exact number to be determined by the administration) within a season, beginning with the current (if the student-athlete is "in season") or next season of participation for the student-athlete. If the suspension continues past the conclusion of a season, the consequence will be continued into the beginning of the next season of the student-athlete's participation. This consequence may be reduced to (25%) of the scheduled contests if the student-athlete voluntarily agrees to participate in a formal substance abuse assessment at a school approved agency. (See Participation in Substance Abuse Assessment Programs.)

b. Second Offense - Athletic Participation

The student-athlete will be ineligible to participate in any sport for one (1) calendar year. This consequence may be reduced to one (1) season if the student-athlete agrees to voluntarily participate in a formal substance abuse assessment at a school approved agency. (See Participation in Substance Abuse Assessment Programs.)

c. Third Offense - Athletic Participation

The student-athlete will be ineligible to participate in any school athletic program for the rest or his/her high school career.

5. Possession of Drugs or Alcohol Penalties Extra-Curricular/Co-Curricular Activities

a. First Offense - Activities Program

The student will be suspended from all non-athletic activities for a period of eighteen (18) weeks of school (exact number of days to be determined by the administration) or until such time as the student has completed. A formal substance abuse assessment.at a school approved agency (See Participation in Substance Abuse Assessment Programs.)

b. Second Offense - Activities Program

The student will be suspended from all non-athletic activities for a period of one (1) school year (exact dates to be determined by the administration) or until such time as the student has completed a formal substance abuse assessment at a school approved agency. (See Participation in Substance Abuse Assessment Programs.)

c. Third Offense - Activities Program

The student will be suspended from all non-athletic activities for the remainder of his/her high school or career

NOTE: If the third athletics or activities offense occurred during the student's 9th through 11th grade years,

the student and her/his parents may request, in writing to the Principal, that a review be held to consider reinstatement of eligibility. This request may not be made prior to one calendar year from the date of the third offense. The burden of proof to show that the student has made appropriate changes in his/her behavior patterns (including participation in an approved treatment program) will be the responsibility of the student and his/her parent/guardian. The Principal's decision is final.

6. Tobacco Abuse Penalties

a. First Offense - Athletic Participation

The student-athlete will be ineligible to participate in (40%) of the scheduled contests (exact number to be determined by the administration) within a season, beginning with the current (if the student-athlete is "in season") or next season of participation for the student-athlete. If the suspension continues past the conclusion of a season, the consequence will be continued into the beginning of the next season of the student-athlete's participation.

b. Second Offense - Athletic Participation

The student-athlete will be suspended from athletic eligibility for one (1) full season. If the suspension continues past the conclusion of the season, the consequence will be continued into the beginning of the next season of the student-athlete's participation.

c. Third Offense - Athletic Participation

The student-athlete will be suspended from athletic eligibility for the remainder of his/her high school career.

7. Tobacco Abuse Penalties

a. First Offense - Activities Program

The student will be suspended from all non-athletic activities for a period of nine (9) weeks of school (exact number of days to be determined by the administration) or until such time as the student has completed a school approved tobacco education/awareness program.

b. Second Offense - Activities Program

The student will be suspended from all non-athletic activities for a period of eighteen (18) weeks of school (exact number of days to be determined by the administration) or until such time as the student has completed a school approved tobacco education/awareness program.

c. Third Offense - Activities Program

The student will be suspended from all non-athletic activities for a period of one school year (exact dates to be determined by the administration).

8. Participation in Substance Abuse Assessment Program

Student's participation in the Substance Abuse Assessment Program is cumulative over the attendance years at Central High School.

If a student wishes to participate in a substance abuse assessment program to reduce the imposed penalties, the following rules apply:

a. The program must be approved by the Principal or designee.

b. The program must be scheduled within ten (10) school days of the start of the consequence period.

c. If the program is not completed within thirty (30) school days, the full suspension will be in force.

d. The student must agree to complete the follow-up activity developed by administration or designee in collaboration with the treatment center.

e. The student's parents/guardian, and/or student if required, must sign a waiver that allows the treatment agency to provide school officials with documentation indicating the student has completed the assessment program and any recommended follow-up activity.

f. If the student does not complete the follow-up activity recommended by the treatment agency, or by the school, within the time frame allowed by the agency or the school, the consequence will be reinstated in full. If the student has participated in any contests as a result of the assumption that the follow-up activity would be completed, suspension from competitions or activities will be added to the end of the initial

suspension period.

g. The student and/or the student's parent/guardian are responsible for all costs involved in the assessment and/or awareness program and any follow-up activities.

9. **Non-Acceptable Conduct Offense Penalties**

Examples of non-acceptable conduct could be, but are not limited to:

1. Fighting
2. Malicious Damage to Property
3. Vandalism
4. Theft
5. Other activities which may reasonably be considered to be illegal
6. Other activities which may not keep with normal standards of behavior expected within the school setting may be suspended from participation in the athletic, extra-curricular, co-curricular activities.

The consequence for a non-acceptable conduct offense includes but is not limited to:

a. Conference with student and coach; parent/guardian and coach; or parent/guardian, coach, student and Athletic/Activities Director.
b. Temporary suspension from practice/contests.
c. Suspension for one-third (1/3) of season by contests or 6 weeks for activity.
d. Suspension for remainder of season or activity in school year.
e. Suspension for remainder of season and up to one-third (1/3) of next season or remainder of the activity in the school year and up to 6 weeks if the activity the next school year.
f. Restitution for vandalism, destruction, of property.

APPEAL PROCESS

Since participation in athletics, extra-curricular, and co-curricular activities are a privilege and not a right, it is not protected by the same due process procedures applicable to regular educational programs. A participant may appeal a suspension from athletic and/or activity participation to the Building Principal in writing. The Building Principal or designee shall then render a decision, which shall be final.

VOLUNTARY ADMISSION

Any student who recognizes that he/she has a problem with the use/abuse of alcohol, tobacco, or other controlled substances is encouraged to seek professional help for this problem. Any student who voluntarily seeks help for drug, tobacco, or alcohol abuse and notifies school administrators that he/she is seeking/receiving such help shall have all penalties waived under the following conditions:

1. The student is not under investigation for the violation of this code at the time he/she requests the help.
2. The student has not previously been suspended for violation of this code.
3. The student agrees to go for a formal substance abuse assessment at a school approved agency. (See Participation in Substance Abuse Assessment Programs or Tobacco Education/Awareness Program.)

If the parameters established within the voluntary admission procedures are not fulfilled within the timeline established, the admission will count as a first offense. Waiver of penalties by voluntary admission is limited to one time per a student's high school career.

EQUIPMENT CARE

An athlete will be required to reimburse the school for the replacement costs of any equipment or uniforms lost or damaged, due to abuse or negligence by the athlete.

CONCUSSIONS

The District takes the safety of its students seriously and has developed a program to manage student concussions and head injuries. Please see Board Policy 7:305 for the District's concussion policy. The District's concussion management resources, including consent forms, return-to-play protocol, and return-to-

learn protocol, are available at http://il.8to18.com/bchs. If you have questions regarding concussions or the District's concussion management program, please contact the athletic director or school nurse.

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Instruction

Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

Bring your own Technology (BYOT) is also referred to as Bring your own Device (BYOD). For the purposes of school policy and handbooks, BYOD is the same as BYOT.

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

1. Promote educational excellence by facilitating resource sharing, innovation, and communication to enhance (a) technology use skills; (b) web literacy and critical thinking skills about Internet resources and materials, including making wise choices; and (c) habits for responsible digital citizenship required in the 21st century.
2. Provide sufficient wireless infrastructure within budget parameters.
3. Provide access to the Internet only through the District's electronic networks.
4. Identify approved BYOT/BYOD devices and what District-owned technology devices may be available; e.g., laptops, tablet devices, E-readers, and/or smartphones.
5. Align with Board policies 4:140, *Waiver of Student Fees*; *Usage and Conduct*; 5:170, *Copyright*; 6:120, *Education of Children with Disabilities*; 6:235, *Access to Electronic Networks*; 7:140, *Search and Seizure*; 7:180, *Preventing Bullying, Intimidation, and Harassment*; 7:190, *Student Discipline*; and 7:340, *Student Records*.
6. Provide relevant staff members with BYOT/BYOD professional development opportunities, including the provision of:
   a. Classroom management information about issues associated with the program, e.g., technical support, responsible use, etc.;
   b. A copy of or access to this policy and any building-specific rules for the program;
   c. Additional training, if necessary, about 5:170, *Copyright*; and
   d. Information concerning appropriate behavior of staff members as required by State law and policy 5:120, *Ethics and Conduct*.
7. Provide a method to inform parents/guardians and students about this policy.
8. Include the program in the annual report to the Board as required under policy 6:10, *Education Philosophy and Objectives*.

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

Responsible Use

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

~~Responsible use in the program incorporates into this policy the individual's *Acceptable Use of Electronic Networks* agreement pursuant to policy 6:235, *Access to Electronic Networks*. Responsible use also incorporates the established usage and conduct rules in policy *Usage and Conduct* for staff and 7:190, *Student Discipline* for students. Failure to follow these rules and the specific BYOT program student guidelines may result in: (a) the loss of access to the District's electronic network and/or student's BYOT privileges; (b) disciplinary action pursuant to 7:190 *Student Discipline*, 7:200, *Suspension Procedures*, or 7:210, *Expulsion Procedures*; and/or (c) appropriate legal action, including referrals of suspected or alleged criminal acts to appropriate law enforcement agencies.~~

LEGAL REF.: Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h) and (l).
Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.
Children's Online Privacy Protection Act (COPPA), 15 U.S.C. §§6501-6508.
16 C.F.R. Part 312, Children's Online Privacy Protection Rule.
105 ILCS 5/28.

CROSS REF.: 1:30 (School District Philosophy), 4:140 (Waiver of Student Fees), 5:120 (Ethics and Conduct), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:170 (Copyright), 6:120 (Education of Children with Disabilities), 7:140 (Search and Seizure), 7:180 (Preventing Bullying, Intimidation, and Harassment), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:210 (Instructional Materials), 6:235 (Access to Electronic Networks), 7:190 (Student Discipline)

Instruction

Access to the District's Electronic Network~~s~~

This policy and its implementing administrative procedures govern the scope of the District's authority and the safe and acceptable use of the District's electronic network. "Electronic network" includes but is not limited to:

1. District-owned or District-issued computers or similar devices, including but not limited to any District devices issued as part of a 1:1 mobile device program (e.g., Chromebooks, iPads, tablets, Kindles/eReaders);
2. Personal electronic devices capable of accessing the Internet or any local- or wide-area networks of the District, or otherwise transmitting or communicating electronic data, including but not limited to cell phones, iPods, smart watches, or any personal devices allowed as part of a "Bring Your Own Device" (BYOD) program;
3. The District's local- and wide-area networks, including wireless networks (WiFi), and any District servers and other networking infrastructure;
4. Any access to the District's servers, the Internet, or online apps via the District's networking infrastructure, including but not limited to remote or proxy access, from any computer or electronic device; and
5. Any access to any online account issued by the District, regardless of how or where accessed (e.g., Google Apps for Education, eSchool).

The District's ~~E~~electronic network~~s~~, including the Internet, ~~are~~ is a part of the District's instructional program and serves ~~in order~~ to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent ~~or designee~~ shall develop an implementation plan for this policy and appoint a system administrator. The Superintendent or his or her designee(s) may also promulgate additional administrative procedures, rules, and other terms and conditions of electronic network use as may be necessary to ensure the safe, proper, and efficient use and operation of the District's electronic network.

The School District is not responsible for any information that may be lost~~,~~ or damaged, or become unavailable when using the electronic network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks ~~shall:~~ (1) shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) shall comply with the selection criteria for instructional materials and library resource center materials. As required by federal and state law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan and any administrative procedures, rules, and other terms and conditions of electronic network use, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

It is not to be used in conflict with the basic educational mission of the District. Use of the electronic network may be restricted in light of the maturity level of students involved and the special characteristics of the school environment. Therefore, the District shall not permit use of the electronic network that:

1. Disrupts the proper and orderly operation and discipline of schools, programs, and services operated or provided by the District;
2. Threatens the integrity or efficient operation of any portion of the electronic network;
3. Violates the rights of others;
4. Is socially inappropriate or inappropriate for a student's age or maturity level;
5. Is primarily intended as an immediate solicitation of funds;
6. Is illegal or for illegal purposes of any kind; or
7. Constitutes gross disobedience or misconduct.

Acceptable Use

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the ~~School Board's stated~~ goals stated herein, or (2) for a legitimate school business purpose. Incidental personal use must be minimal and must not interfere with the purposes of this policy or the District's interests. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or ~~received~~ accessed via the District's electronic network ~~or District computers~~. ~~General~~ The District's rules for behavior and communications apply when using the electronic networks. The Superintendent shall establish additional guidelines for the acceptable use, etiquette, and terms of use of the District's electronic network. ~~The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol.~~ Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Each District computer with Internet access will be used with technology protection measures, including ~~shall have~~ a filtering system ~~device~~ that protects against Internet access ~~blocks entry~~ to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law ~~the Children's Internet Protection Act~~ and as determined by the Superintendent or his or her designee(s). The Superintendent or his or her designee(s) shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device only for bona fide research or other lawful purpose, ~~provided~~ if the person receives prior permission from the Superintendent or system administrator. The Superintendent or his or her designee(s) shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks~~.~~,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials~~;~~ ,
3. Ensure student and staff privacy, safety and security when using electronic communications~~;~~ ,
4. Restrict unauthorized access, including "hacking" and other unlawful activities~~;~~ , and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

The District shall monitor the use of its electronic network to ensure compliance with this policy; its implementation plan or administrative procedures and any related rules; and any other disciplinary policies and regulations necessary to further the educational, safety, and pedagogical interests of the District.

"Bring Your Own Device" (BYOD)

The Superintendent may allow the use of personal devices on the District's electronic network as part of a BYOD program. Such use shall be governed by this Policy 6:235 and the following, and any

administrative procedures and/or guidelines established by the Superintendent or his or her designee(s):

1. Students participating in the BYOD program must adhere to this Policy (6:235), Board Policy 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), Board Policy 7:190 (Student Behavior), the student handbook, and all administrative procedures implementing each, as well as any other applicable Board policies and administrative procedures.
2. All personal devices used on school grounds to access the Internet or the District's electronic network must do so via the District's WiFi network, rather than via a personal data package, and shall be subject to the same content filtering system as District devices.
3. Personal devices may be used by students during instructional time as supplemental instructional materials only when (1) using the devices will appropriately enhance, or otherwise illustrate, the subjects being taught; (2) the teacher has approved student use of personal devices during the class; and (3) the student's parent/guardian has signed the *Authorization for Student Electronic Network Access*. Students may access only authorized data or files on personal devices or Internet sites that are relevant to the classroom curriculum and authorized by a teacher. Otherwise, students are prohibited from using their personal devices during instructional time.
4. Personal devices may be used by students during non-instructional time, such as during passing periods, lunch, and before or after school.
5. Students are prohibited from infecting or attempting to infect the District's electronic network(s) with a virus or malware, and personal devices must use anti-virus and anti-malware software. The District may examine any personal device that it suspects is causing network problems or may be the source of an attack or virus infection, subject to Board Policy 7:140 (Search and Seizure).
6. Personal devices used by students on school grounds may be searched based on reasonable suspicion of violation of a law or a Board policy, which search will be undertaken pursuant to the authority of Board Policy 7:140 (Search and Seizure) and administrative procedures pertaining to investigation of misconduct. However, District staff may view, and a student may be disciplined for, material displayed or stored on his/her personal electronic device that is in plain view during the ordinary course of business.
7. The District does not provide liability protection for students' personal devices, and the District shall not be responsible for damage to, loss of, charges incurred on, or technical support for personal devices.
8. By permitting their child to participate in the BYOD program, parents/guardians agree to hold the District and its Board members, officers, employees, agents, successors, and assigns harmless from any damages resulting from or connected with the student's use of his/her own device.

~~1:1 Mobile Device Program~~

~~The Superintendent may implement a 1:1 mobile device program, in which each student is issued a District device (e.g., Chromebook, iPad) for use as part of the curriculum. Such a program will be governed by administrative procedures and/or guidelines established by the Superintendent or his or her designee(s) or by a 1:1 handbook approved by the Superintendent or his or her designee(s), which at a minimum must:~~

1. ~~Require that students and parents participating in such a program sign a separate authorization before being issued a device;~~
2. ~~Ensure that all devices have Internet content filtered by the District; and~~

~~3. Clearly spell out parents' financial responsibility in the event of loss of or damage to a device.~~

Authorization for Electronic Network Access

Each staff member, on an annual basis, must sign the ~~District's~~ *Authorization for Staff Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s), on an annual basis, must sign the *Authorization for Student Electronic Network Access* before being granted ~~unsupervised~~ use of the District's electronic network.

All users of the District's ~~computers to access the Internet~~ electronic network shall maintain the confidentiality of student records. No confidential student information shall be loaded onto the District's electronic network unless sufficient measures are in place to prevent unauthorized access to confidential student information. ~~Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.~~

The failure of any student or staff member or any other authorized user to follow the terms of ~~the *Authorization for Electronic Network Access*, or~~ this policy, its implementation plan or administrative procedures, or related rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.
Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).
Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.
720 ILCS 135/0.01.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:310 (Restrictions on Publications)

ADMIN PROC.: 6:235-AP1 (Administrative Procedure – Access to and Use of the District's Electronic Network), 6:235-AP1, E1 (Exhibit – Authorization for Student Electronic Network Access), 6:235-AP1, E2 (Exhibit – Authorization for Staff Electronic Network Access)