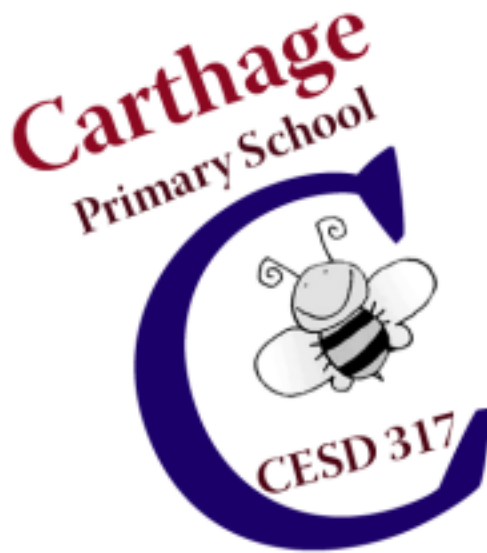


Carthage Elementary School District #317

Parent/Student Handbook

2023-2024



Behave Responsibly

Love Learning

Understand Respect

Expect Kindness

Be Blue

Carthage E.S.D.#317

2023-2024 Calendar Guide

August 2023

| | | |
|-----------|--|---------------------------------|
| August 14 | | Teachers' Institute |
| August 15 | | Teachers' Institute |
| August 16 | | First Day of Student Attendance |

September 2023

| | | |
|--------------|----------------------|-----------------------------|
| September 4 | No School | Labor Day |
| September 15 | School Ends at 12:30 | Half Day School Improvement |

October 2023

| | | |
|------------|----------------------|-----------------------------|
| October 9 | No School | Columbus Day |
| October 13 | School Ends at 12:30 | Half Day School Improvement |
| October 20 | No School | Parent/Teacher Conferences |

November 2023

| | | |
|----------------------|----------------------|-----------------------------|
| November 10 | No School | Not in Attendance |
| November 21 | School Ends at 12:30 | Half Day School Improvement |
| November 22, 23 & 24 | No School | Thanksgiving Vacation |

December 2023

| | | |
|---------------------|----------------------|-----------------------------|
| December 20 | School Ends at 12:30 | Half Day School Improvement |
| December 21 thru 29 | No School | Christmas Break |

January 2024

| | | |
|------------|-----------|-----------------------------|
| January 1 | No School | New Year's Day |
| January 2 | No School | Not in Attendance |
| January 3 | No School | Teachers' Institute |
| January 15 | No School | Martin Luther King, Jr. Day |

February 2024

| | | |
|-------------|----------------------|-----------------------------|
| February 9 | School Ends at 12:30 | Half Day School Improvement |
| February 12 | No School | Lincoln's Birthday |

March 2024

| | | |
|----------|----------------------|-----------------------------|
| March 8 | School Ends at 12:30 | Half Day School Improvement |
| March 29 | No School | Good Friday |

April 2024

| | | |
|----------|------------|-----------------------|
| April 1 | No School | Easter Break |
| April 2 | No School | Easter Break |
| April 19 | No School* | Emergency Make-Up Day |
| April 26 | No School* | Emergency Make-Up Day |

May 2024

| | | |
|--------|----------------------|---|
| May 3 | No School* | Emergency Make-Up Day |
| May 10 | No School* | Emergency Make-Up Day |
| May 17 | No School* | Emergency Make-Up Day |
| May 23 | School Ends at 12:30 | Last Day of Student Attendance Half Day School Improvement |
| May 24 | No School | Teachers' Institute |

Significant Dates & Times

| | | |
|-------------|--|--------------------|
| October 11 | | End of 1st Quarter |
| December 20 | | End of 2nd Quarter |
| March 8 | | End of 3rd Quarter |
| May 20 | | End of 4th Quarter |

Regular Bell Schedule

| | Primary School | Middle School | |
|--|--|---------------|--|
| Start | 8:00 | 8:00 | |
| Dismiss | 3:00 | 3:10 | |
| Early Dismissal Times for Half-Day School Improvement Days | Shuttle bus pickup: 12:20 All other students: 12:30 | 12:35 | |

* Subject to change if emergency days are used

3/2/2023

CARTHAGE PRIMARY SCHOOL

600 MILLER
CARTHAGE, ILLINOIS 62321
217-357-9202
www.cesd317.org

Dustin Day, Superintendent
dday@cesd317.org

Ryanne Jacoby, PreK – 4 Principal
rjacoby@cesd317.org

Jennie Snodgrass, Secretary
jsnodgrass@cesd317.org

Board of Education Members

Luke Burling, President
Dillion Darbyshire, Vice President
Stephanie Fitch, Secretary
Jacob Murphy
Linda Housewright
Sean Dickerson
Derrick Nelson

Mission Statement

“Our mission is to provide an educationally challenging environment which will prepare all students to be confident, capable, contributing members of society.”

Our Pledge

“Our pledge to our students is that we will do everything we can to make their experiences at school the best that they can be. We want everyone to be successful.

Expectations

STUDENTS have a right to develop their abilities to the fullest, to be respected as individuals, to expect rules to be reasonable and to be applied consistently, and to receive the benefits of all school services. You are responsible for knowing and complying with school rules, for respecting and submitting to the authority of the school staff and being diligent in your studies.

TEACHERS are expected to conduct a well-planned and effective classroom program, to establish and enforce classroom regulations that will facilitate learning, to maintain written records, and to show the same courtesy and respect to each student, as they would expect from a student. Teachers have the right to obedience and to take corrective measures to improve the learning atmosphere for students.

ADMINISTRATORS are responsible for maintaining discipline; for being alert to and correcting situations likely to promote poor citizenship; for notifying parents of serious offenses; and for suspending or expelling students when necessary. They have the right to impose detentions, deny school privileges, remove a student from class, suspend students both in-school and out-of-school, and enlist parental support.

PARENTS are the primary influence on their child's/children's success in American public schools. Parents have a right and responsibility to be involved in the educational process of their children. Parents are invited to communicate with their child's teachers and administrator. When difficulties arise, parents should get the facts first. Then they should seek information and discuss the issue with the person involved. Then if the matter is not resolved or if the parent has questions, that parent should then go to the building principal. If the matter is still not resolved, that parent should then consult with the superintendent. Then the parent needs to accept and support the decisions and disciplinary actions of the teachers and administration in the interest of teaching their child/children responsible behavior, conduct, and learning skills for a life of prosperity. Know that the teachers and administrators are seeking to help each child be successful in the classroom.

Carthage Primary Certified Staff

| | |
|--------------------------------|-------------------------------------|
| Ryanne Jacoby - Principal | Kaley Kite - Social Worker |
| Rayna Bagwell - 2nd Grade | Scott Knicl - Music |
| Michelle Bavery - 1st Grade | Meghan Maag - 2nd Grade |
| Megan Brink - 3rd-4th Sped | Jill McClellan-Zumwalt - 4th Grade |
| Zack Burling - PE | Erika Russell - Preschool/PreK Sped |
| Jennifer Carlisle - 1st Grade | Amy Shirey - ESL Teacher |
| Madison Harmon - 4th Grade | Bobbi Skinner - School Psychologist |
| Caroline Hartweg - 3rd Grade | Sarah Talley - K-2nd Sped |
| Michelle Hitz - Speech/Lang. | Miakea Toubekis - 3rd Grade |
| Melissa Johnson - Kindergarten | Traci Twaddle - Kindergarten |

Carthage Primary Support Staff

| | |
|----------------|-------------------|
| Debbie Boyles | Lindsay Schreacke |
| Jodi Burling | Ann Thompson |
| Bev Frakes | Donna Thompson |
| Rachel McHugh | Christina White |
| Michelle Nicol | Brandy Williams |
| Barb Oliver | |

West Central Special Education Cooperative Programs

Amanda Boley, Teacher - Cruisers
 Brooke Beals, Teacher – Bright Starts
 TBD - Program Coordinator

Primary School Schedule

| | |
|-----------|---|
| 7:40 | Doors Open |
| 7:40-8:00 | Breakfast (breakfast serving stops at 7:55) |
| 8:05 | Classes begin (marked tardy after 8:05) |
| 2:45 | Shuttle Bus Dismiss |
| 2:55 | Walkers, Parent pick-up |
| 3:00 | Route buses depart to CMS |

Early Childhood Classes

| | |
|------------|------------|
| 8:00-10:45 | A.M. Class |
| 12:15-3:00 | P.M. Class |

| | Lunch Recess | Lunch |
|-----|-----------------|-------------|
| K | 10:25-10:45 | 10:45-11:05 |
| 1st | 11:20-11:40 | 11:00-11:20 |
| 2nd | 11:00-11:20 | 11:20-11:40 |
| 3rd | 11:55-12:15 | 11:35-11:55 |
| 4th | 11:35-11:55 | 11:55-12:15 |

Arrival to School

Doors will be unlocked at 7:40 AM. Students dropped off before 7:40 will have to wait outside. We have no staff members available to supervise students before 7:40 AM.

Student arrival should not be before 7:40 AM. Parents may unload students on the blacktopped area directly south of Carthage Primary School. When you deliver your child, have them exit the car promptly. Please be courteous as other parents may be waiting to unload their children also. If parents park their cars, they should be parked in the high school parking lot. Please refrain from walking your child to his/her classroom every morning.

The buses will arrive and discharge their students in the bus lane at the west end of the main parking lot. Bus students should proceed to the Carthage Primary School door and enter immediately. If bus students are eating breakfast, they may proceed to the multi-purpose room.

At 7:40 AM, all students will be allowed to enter Carthage Primary School and will be supervised from 7:40 AM to 8:00 AM. Those eating breakfast will be escorted to the multi-purpose room. Breakfast is served from 7:40 AM until 7:55 AM.

Dismissal from School

All students who walk, are picked up in the office by parents, or ride bicycles to their home will be

released from their classrooms at 2:55 PM

Pre-K AM session students will be walked to the front door of Carthage Primary School by a classroom teacher at 10:45 AM.

Pre-K PM session students will be walked to the front door of Carthage Primary School by a classroom teacher at 3:00 PM.

Regular Bus Route--Students that ride regular route buses will be escorted by staff to the bus lane at 3:00 PM.

Shuttle Bus--Students that ride in private vehicles will ride a shuttle bus to the east end of the Illini West parking lot. Each student will be assigned a bus, and parents/guardians will be provided an "airport" sign that identifies the students they are authorized to pick up. A staff member will ride the bus and dismiss students to the adult with the correct airport sign. The shuttle bus will arrive in the parking lot at approximately 3:15 PM. If no one picks up a shuttle bus student, that student will return to school and wait in the office.

Primary students that have siblings that are picked up at the Middle School may ride a regular route bus to the Middle School. Parents must submit a written note to the Primary School secretary to request that their child ride to the Middle School where a parent will pick them up.

Changes in a Student's Dismissal:

- **Any change to drop-off procedures must have written consent from the Primary School office by 2 PM.** Handwritten, faxed, or emailed notes are all acceptable.
- **All change requests must go through the office so that we know where students are at all times.** • Bus drivers are not to take requests for drop-off changes from parents/guardians during school office hours.

Registration

1. Online registration opens in July. Any parent/guardian needing assistance with online registration may come to the school during the pre-arranged dates/times, which will be posted on the district website at: www.cesd317.org.
2. The book rental charge for students entering school after opening day will be set as follows:
 - i. First Quarter Full Amount
 - ii. Second Quarter 75%
 - iii. Third Quarter 50%
 - iv. Fourth Quarter 25%
3. Failure to pay book rental fees in a timely manner following a request for fees will result in charges being turned over to a collection agency.
4. New students must be living with a parent or legal guardian or an affidavit of residence detailing where the student is residing on a continuous basis must be submitted.
5. All second-grade students must have a dental exam completed by May 15 of his/her second-grade school year.

Entrance Requirements

Each student entering Carthage Elementary School District for the first time shall be required to furnish a copy of an official birth certificate, evidence of physical and dental examinations, and other information as required. The name on the school records must match the name on the birth certificate. Carthage Elementary School District has the right to exclude children after 30 days without proof of birth.

Exit Procedures

1. The check-out procedure will be carried out through the school office. The office will clear the student with the teacher and a book rental refund will be made on the following basis:
First Quarter--One-Half Second Quarter--No Refund

2. The parent or legal guardian must sign a release of records form from the enrolling district in order for Carthage to pass along student records.
3. Classroom textbooks are provided to each student through a rental program. The students are expected to handle books carefully in order to provide for maximum usage. In cases of excessive damages, fines will be assessed at the end of the year.

Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

Student Transfer Form

It is Illinois State Law that a student transfer form must be provided and is required. As the current form explains, transfer students suspended or expelled from their previous school for drugs, weapons, or battering a school employee may not be enrolled.

Fines, Fees, and Charges; Waiver of Student Fees⁴

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

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

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

The building principal will give additional consideration where one or more of the following factors are present:²

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

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

Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.³

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal.

Visitor Policy

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

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

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local, or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.

10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

We are proud of our teaching staff and the educational program at Carthage Primary School, and we welcome parental visits to their child's class. As a matter of professional courtesy, we do require a one-day notice to the office and the teacher prior to these visits. This would also include other significant adults in the student's life.

We discourage school visits by a student's friends, siblings, and any other non-adult family member or any other peers. The teacher will have final approval of any such visits.

Twenty-four-hour notice is required.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

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

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

Volunteers

All school volunteers must complete the "Volunteer Information Packet" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Volunteers may be required to submit to a background check in advance of serving as volunteers.

Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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

Volunteers can become an important tool for students, and we encourage positive adult participation where appropriate. Volunteers must take great care in how they handle any observations, student information, and any other circumstances to which they may be privy. They must be very careful not to carry student information to the public. Confidentiality is to be maintained at all times as in judgments of teaching proficiency, disciplinary situations, or students and teachers in general. Volunteers are urged to refrain from being near office areas or teacher workroom areas where private conversations regarding professional issues may occur. Volunteers will be assigned duties by the

administration.

Attendance

General Rules

Regular attendance is one of the most important factors determining success or failure in school. Daily attendance is the responsibility of the individual student and his/her parent or guardian. Good attendance provides academic growth, a better opportunity to succeed in school, and the development of social skills. Teachers are willing to assist students who must miss school for legitimate reasons. However, teachers are not expected to devote extra time and effort to assist students who have missed school for some unnecessary reason.

Illinois Attendance Law

1. Illinois law requires that whoever has custody or control of any child between six and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.
2. There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.
3. The Secretary of the Board of Education shall furnish quarterly to the Regional Superintendent a list of pupils, excluding transfers, who have been expelled, withdrawn, or left school. The Regional Superintendent shall inform the county truant officer who shall investigate to see that such pupils are in compliance with state law.

Truancy

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

Students who miss more than 1%, but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days (9 days) without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. **After five unexcused absences, the Truancy Office at the Regional Office of Education will be notified.**

Absences

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS^[1], or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.^[2]

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at [phone number] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

There are two types of absences: excused and unexcused. Excused absences include: illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at [phone number] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

The school may require documentation explaining the reason for the student's absence.

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

Notification of Absences

In the event of any absence, the student's parent or guardian is required to call the school at 217-357-9202 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to

the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardians cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential. Parents of students absent due to health or family emergencies should send a written note indicating why the student was absent or call the principal's office to report the reason. Parents must write a request or call to request a dental or medical appointment prior to the absence. This request will be approved or disapproved by the principal in advance. The request will be filed. Students with excused absences will be allowed one school day to make up work for each day absent.

Students who are absent from school due to illness may not participate or attend after school or evening district activities. Students absent in the morning must be in school by 1:00 p.m. to be exempt from these conditions. Students absent in the morning of the 12:30 p.m. dismissal day must be in school by 10:00 a.m. Students absent in the morning of the 2:20 p.m. dismissal day must be in school by 12:00 p.m. Students who go home sick during the day may not participate or attend after school or evening district activities.

1. Prearranged

A. Students may prearrange an absence if approved in advance by the principal. Prearranged absences must be arranged two days in advance by the parent or guardian. A written request must be submitted for the absence to be excused.

B. Students must make arrangements with the teacher before the absence, to hand in required work.

2. Partial Day

A. Students may leave the school grounds while classes are in session if approved by the principal or someone acting in the principal's capacity. The principal shall determine if any person calling or requesting that a child be excused is authorized by the legal parent or guardian.

B. If students become ill or injured, they may be excused to go home by the principal or someone acting in the principal's capacity. A parent or other designated adult should provide transportation, if possible.

C. Should it be necessary for a student to leave school, a written request from the parent must be turned into the office stating: When, Where and Why.

Students must report to the office when arriving or leaving during the school day. Parents must sign students in or out of the building in the office. If a parent calls, the student may sign himself/herself in or out.

3. Unexcused Absences

- It is important that students attend school whenever physically possible. Extra credit work may be offered to help a student raise their grade due to an unexcused absence.

- Examples of unexcused absences are:

- Staying home without being ill

- Going to the bank

- Birthdays

- Shopping

- Babysitting

- Missing the bus

- Oversleeping

- Delivering newspapers

- Family excursions or vacations which are not prearranged

- Haircuts or other hair or beauty appointments

- Undefined personal reasons

- Other reasons not listed which are unexcused by the decision of the administration.

Penalties for an unexcused absence are designed to help students understand daily school attendance is critical in the learning process. **After five unexcused absences, the Truancy Office at the Regional Office of Education will be notified.**

Please remember that parent or guardian approval does not guarantee the absence will be excused. **After 8 excused absences** from a parent, any absence after that must be accompanied by a **doctor's note for the rest of the year.** If this is not done, the absence will be recorded as unexcused.

A student will be excused up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.

A student who is absent from school, or whose physician assistant or advanced practical registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. For information on home or hospital instruction, contact the Primary School office.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

Tardiness

The most effective class period begins on time. Students are expected to report to their first hour class by 8:05 a.m. and all other classes on time. Students arriving late with a written excuse from a teacher or the office are not counted tardy. Chronic tardiness will be turned over to the truancy office. A student will be considered chronically tardy on the 5th tardy of each quarter.

The number of tardies will be reported on the student report card. If a student arrives in the classroom after 8:05, the student will be counted as tardy and must:

1. Report directly to the office.
2. Get an admit slip from the secretary.
3. Show the admit slip to the teacher of the class for which they were late.

Leaving School Early

1. A written request from the parent needs to be brought to the office, upon the student's arrival, stating the reason and time that the student needs to be excused early. The office and the teacher also need to be notified at least one day in advance of any planned absences for appointments.
2. The secretary will give the student an early dismissal slip.
3. The early dismissal slip needs to be presented to the teacher of the class from which the student will be leaving early.
4. An approved adult must sign the student out in the office before leaving the building.
5. If the child returns to school the same day, the student must report to the office to obtain an admit slip and present this to the teacher.
6. Parents are encouraged to make every effort to schedule appointments after school hours.
7. Students who are absent from school due to illness may not participate or attend after school or evening district activities. Students absent in the morning must be in school by 12:00 to be exempt for these conditions. Students absent in the morning of the 12:20 dismissal day must be at school by 10:00 a.m. Students absent in the morning of the 2:20 dismissal day must be in school by 11:00 p.m. Students who go home sick during the day may not participate or attend after school or evening district activities.

Illness During the Day

1. The child must ask to be excused from class.
2. The child must go to the primary school office.
3. If the child has a temperature or has a significant injury, the parent will be notified to pick up the child. Under no circumstances is a student to make these arrangements or leave school without the proper permission of school personnel. We try to keep the children at school if at all possible for the sake of education.
4. An approved adult must sign the child out of the office prior to taking the child off of school grounds.

Physical Education Excuses

1. A parent may excuse a student from physical education for up to two days for legitimate medical reasons by signing a written request. This request must be presented to the physical education teacher.
2. A doctor's excuse is required for an excuse of more than two days.

Transfer Procedures

Students who will be leaving Carthage Elementary School District and moving to another school district should follow these procedures:

- a) The parent or guardian should phone or write the principal at Carthage Primary School to inform the school the child will be moving.
- b) The parent or legal guardian should sign a release form from the new district that allows Carthage Elementary School District to send the student's records to the new school.
- c) The student should turn in all textbooks and school property before their last day. They should clean out their locker and take personal belongings home.
- d) Textbooks are rented. In cases of excessive damages, the parent will be advised of repair or replacement costs.
- e) Book rental refunds will be made on the following basis: 1st Quarter-One-Half; 2nd; Quarter-No Refund

Make-Up Work

- On the first day of absence, you may call the office before 10:00 to request that assignments be gathered from your child's teacher. These take time to prepare, so please do not call to get work ready for an absent child and then fail to pick it up.
- Assignments and books will be available in the office the day of the absence from 3:00 to 3:30. You must make your own arrangements for someone to pick up this work.
- If the student is absent because of a pre-arranged family vacation, work will be able to be made up after the student returns or some assignments may be sent with the student. It is not necessary to have all homework turned in prior to the trip. Any pre-arranged assignments will be at the sole discretion of the teacher.
- It is the student's responsibility to obtain all make-up work when a class is missed and return it to the teacher in the specified period of time. It is not the teacher's responsibility to seek out a student to complete make-up work.
- A student has one day for each day of absence to turn in make-up work from the day the student returns. This work should be turned in to the teacher. A student also has the option to a one-day deferment for tests given the day they return from an illness.
- Make-up work must be turned in before a student receives a grade or credit for the class. The student will receive an "Incomplete" (I) on the report card until make-up work is turned in. The teacher reserves the right to convert the grade of "I" to "F" after a time designated by that teacher.
- Acceptance of overdue work beyond the daily limits established above will be at the discretion of

the teacher and based upon rules previously established in the classroom for overdue work and/or the importance of the assignment. Any work not turned in within the time limit established, may be given a zero or other penalty as determined by the teacher.

- Alternative assignments, modified assignments, or extended deadlines may be determined at the discretion of the teacher in the event of a long-term illness or absence. It is understood that the faculty and administration are always available and willing to provide assistance to a student needing help in completing work.
- If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit

Academics

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe (e.g. teacher's discretion on timeframe).

Recommended Study Habits

High scholastic achievement is a standard maintained by the students of Carthage Primary School. If a student has the proper attitude and develops good study habits, he/she can maintain a record of which to be proud and will be prepared to move on to higher learning.

The following is a list of some basic practices to use daily in each student's educational program:

- Read 30 minutes each day and discuss what you read with friends, parents, and teachers.
- Arrive at class with the necessary materials
- If you do not understand, ask questions until you do.
- Develop regular study habits and study time.
- Choose a quiet place to study where there are no disturbances.
- Do your most difficult work first. Your mind is freshest at the beginning of study.
- Give your best effort at all times.
- Get plenty of rest.
- Follow rules of good nutrition.
- Listen carefully in class, think, and then volunteer to answer.
- Strive to learn and develop your mind.
- Learn to be a critical thinker and problem solver.
- Complete daily homework in a timely fashion.
- Remember that teachers are available for extra help before school, during class study time, and after school.

Grading Scale

The following grading scale will be used as a normal standard. Kindergarten does not issue letter grades: 100-90 = A, 89-80 = B, 79-70 = C, 69-60 = D, 59 and below = F

Some students have an individual educational plan (IEP) developed for them and may have a grading scale that differs slightly from the normal standard. It is the responsibility of the teacher to apply this

scale when it is assigned to a particular student.

Report Cards

The purpose of the report card is to inform the student and his/her parent or guardian of both academic and social growth. The school year is divided into four grading periods of approximately nine weeks each. Parents are required to sign the report card and return it, except for the last grading period. This is to ensure that the parent has seen the report card. Students and their parents are encouraged to consult frequently with teachers or the school administration regarding academic progress and adjustment to the Primary School. It is our goal that all students experience success and feel good about them while in our school.

Grades can be viewed online at any time by visiting the school website (www.cesd317.org.) and clicking the PowerSchool button. Parents and students will be issued a username and password to the PowerSchool system at registration. If you have lost or forgotten your login, call the school office to get your login information.

A midterm report will be prepared and sent home by teacher's midway between each quarter. The student is responsible for delivering the midterm slip to the parent. This midterm report shall be signed and returned to the child's teacher.

Honesty and Integrity

Students must be held responsible for standards of honesty and integrity in their relationships with fellow students, and in their dealings with teachers and staff. All students' work must be unquestionably their own. Cheating or copying someone else's work as well as helping another student cheat by providing another student with your work will result in a zero for that assignment, test, or project. Continued cheating or using the work of others will result in disciplinary actions by the office.

Standardized Testing

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

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

Promotion Policy

Students who do not meet the standards of academics, social and emotional benchmarks, and/or attendance will be considered for retention by consultation with the classroom teacher, parent, and principal. If a teacher considers a child a candidate for retention, the teacher will be in contact with the parents throughout the year. Whenever possible, meetings with parents on retention will be

discussed by the end of the third quarter.

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents or guardians. The system shall also determine when promotion or grade requirements are met.

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on criterion-referenced testing. A student shall not be promoted based on age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student not promoted.

Special Services Available

There is a range of services available to assist students. They include:

- Speech services after proper screening
- Special education services after proper screening
- School-wide Title I resources
- Social work services
- Student Assistance Team (i.e. PBIS and RTI)

Student Assistance Team (SAT)

There are times when the performance of an individual student is of concern to the classroom teacher. The SAT Team is designed to assist teachers, parents, and students with educational behaviors that are affecting their success in school. If a student requires assistance with academics or behavior, that student can be referred to the SAT Team for evaluation and potential intervention. A parent, teacher, or staff member can request assistance if a problem is recognized. When a student has been referred, the SAT Team meets to study information and develop a plan to assist the student in resolving the problem(s) that were identified. Sometimes this can be done within the school system while at other times community resources can assist if needed. The overall goal of SAT is to help each student be successful in school, at home, and in the community. A student must go through the SAT Team before being referred for special education services.

Education of Children with Disabilities

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

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

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

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

For further information, please contact:

Mrs. RYANNE JACOBY (name)
(217)357-9202 (phone)
210 S. Adams Street, Carthage, IL 62321 (district office location)

The Principals of each building are the coordinator of Section 504 activities for the district. The Principal of the Primary School can be reached at 217-357-9202.

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

Accommodating Individuals with Disabilities

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

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal.

Exemption From Physical Education Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated above.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:²

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

To be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. State law prohibits the school district from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the school district.

Homeless Child's Right to Education

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

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

Assistance and support for homeless families include:

- Educational organizations and schools
- Foodbank and meal programs
- Local service organizations (Goodwill, Salvation Army, etc.)
- Family shelters
- Medical services
- Other support

English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging state standards that all children are expected to meet.

Parents/guardians of English Learners will be informed of how they can 1) be involved in the education of their children, and 2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State

academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact the building principal at 217-357-9202.

How do you know if a student enrolling in your district is an English learner and is eligible for language support services?

Follow these steps:

- CESD #317 will administer a Home Language Survey to ALL students (preschool - Grade 8) newly registering in your district. (Home Language Surveys included below.)
- CESD #317 Certified Staff member will assess, through a language screener, the English language proficiency of all students whose parents answered "yes" to one or both of the Home Language Survey questions, "Is a language other than English spoken in the home?" and "Does the student speak a language other than English?"
 - The assessment shall take place within 30 days of the student's enrollment in the district for the purpose of determining the student's eligibility for bilingual education services.
- If the student is identified as an EL, CESD #317 will inform parents in writing of the results of the assessment and the program placement recommendations, describing the services that are available to assist the student to become English language proficient; and provide services as required based on the individual student's needs.
- CESD #317 will provide a meaningful education to identified EL students and annually assess EL students' language proficiency with the ACCESS for ELLs.
- CESD #317 will annually report identified EL students on the Student Information System (SIS).

Teacher Qualifications

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

Highly Qualified Teachers

Our schools are required to be staffed by highly qualified teachers. Parents may request from the principal information regarding the professional qualifications of classroom teachers, as well as their degree of certification for that level. Parents will be notified if a teacher who is not highly qualified is teaching their child.

Health

Treats & Snacks

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

All snacks and treats must be dropped off in the office. The secretary will check medical information for the classroom and deliver the snack if there are no students or staff members with food allergies in the room. If food allergies exist, an alternate snack will be provided.

Prevention of Anaphylaxis

While the School or District can't eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Suicide and Depression Awareness and Prevention

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

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

Insurance

Accident insurance that helps pay medical expenses for accidents occurring while at school, while en route to and from school, or while participating in any school-sponsored activity, is offered to all students. Enrollment in the program is optional. The insurance is placed with a company approved by the Board of Education, and benefits are limited to those governed by the policy. No refunds are made to transferring or dropping students. The school district, staff, and administration are not liable for injuries received by students at school or while participating in school activities. Since accidents can happen, especially in physical education classes and at recess, the service is made available to all students.

Handling Emergency Accidents and Illness Procedure

1. When a student becomes ill or suffers an accident, the parents and the principal will be notified immediately.
2. In serious cases, where immediate medical attention is needed, a physician will be called first. In all other cases, the parents or guardians will be contacted first, and they can make arrangements with their physician.
3. School authorities will be responsible for providing emergency medical care until the parent or his/her representative arrives to assume responsibility.
4. The school is not responsible for the cost of transportation to the hospital or for the cost of treatment at the hospital, should that be necessary. Students will be transported with permission or in a life-threatening situation.
5. Parents are responsible for keeping ill students at home and should be responsible for providing transportation home for students who become ill at school. Sick students will not be sent home without notifying the student's parents, guardians, or other responsible persons.
6. Procedure for seizures: If a single seizure lasts less than five minutes, the parents will be

contacted and asked if a hospital evaluation is wanted. If multiple seizures occur or if one seizure lasts longer than five minutes, an ambulance will be called. If a parent has an individual procedure to be followed, he/she must present the school with a written copy of the procedure signed by a physician. A copy of the procedure will be placed in the student's record. Teachers and other concerned staff will be presented with copies so that they can comply.

7. Each student is to have emergency information available in the office. The parent/guardian must keep emergency information up-to-date at all times. Please call the building secretary immediately at any time during the year if information changes. Emergency information contains the following information:
 - a. Home and business addresses and telephone numbers of parents or guardians. Name, address, and phone number of a friend or relative who can be contacted when the parent is not available.
 - b. Signed permissions from parent or guardian authorizing medical or dental care when the parent is not available with the first and second choice of physician or dentist to be contacted in an emergency.
 - c. Any drug sensitivity or serious chronic condition of students.
8. Students should be kept out of school for at least 24 hours if their illness includes vomiting, running a temperature, or diarrhea. If a child is home with a fever, the student should remain at home until they have a normal temperature for 24 hours without giving Tylenol or ibuprofen.

Student Medication

Taking medication during school hours or school-related activities is prohibited 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 the student must take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment, and medication if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis-infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their physician regarding these medication(s).

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year before

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk assessed" or screened for lead poisoning. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. (A student will not be excluded from school due to failure to obtain a developmental screening or a social and emotional screening.)

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements.

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 an appropriate medical professional.

Eye Examination

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

that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof

of a completed dental examination or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

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

Students with Food Allergies

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

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

For further information, please contact the Building Principal.

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 217-357-9202.

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

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

Asthma Policy

A student may possess medication prescribed for asthma including an epinephrine auto-injector (EpiPen) for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a School Medication Authorization Form. The school district shall incur no liability except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel.

Parent(s)/guardian(s) must indemnify and hold harmless the school district +and its employees and agents, against any claims, except a claim based on willful and wanton conduct arising out of a student's self-administration of medication or the storage of the medication by school personnel.

Blood Borne Pathogen Policy

Carthage E.S.D. #317 has a blood-borne pathogen exposure plan. The purpose of this plan is to protect employees against potentially infectious materials including blood. The plan provides for protective equipment such as rubber gloves, absorbent materials, plastic bags, germicidal soap, sharps, and sharps containers. The plan also mandates Hepatitis B vaccinations for specific job classifications and makes it optional for all other school employees.

Contagious or Infectious Disease

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

1. Parents are required to notify the school secretary if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.
 - * For example, if a student has pink eye, he/she must stay home for 24 hours after receiving and applying prescribed eye drops for pinkeye.

School Operations During a Pandemic or Other Health Emergency

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

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

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

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

Head Lice and Other Communicable Conditions

The school will observe procedures regarding head lice.

1. Parents are required to notify the school secretary if they suspect their child has head lice.
2. Parents of infested students will be notified.
3. The school will refer parents and guardians to the Hancock County Health Department for information regarding appropriate treatment for the infestation.

Home and Hospital Instruction

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

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

For information on home or hospital instruction, contact the building principal.

(As required by State law: 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.)

Safety

Drills and Evacuation of the School

The State of Illinois requires frequent disaster drills, fire drills, safety drills, and building evacuation procedures. These instructions are posted in each room of every building, and specific exits and procedures are discussed by individual teachers. Should the fire or disaster alarms sound, please make a rapid, orderly exit from the building. Classes should stay with their teachers for immediate student accounting once the class reaches a safe location.

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a

minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Video & Audio Monitoring Systems

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

Pesticides

Carthage Primary School establishes a schedule for pesticide application to maintain a pest-free school environment. Upon prior written request from the parent/guardian, written notification at least two business days in advance shall be provided before any pesticide is applied either inside or outside the school building/grounds to persons requesting to be placed on the pesticide application notification registry.

Prior notice is not required if there is an imminent threat to health or property.

Animals

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

Notification to the Public Concerning Asbestos Within the School District

The following information is provided in accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the Board of Education of the District. This notification has the intent to inform workers, building occupants, and their legal guardians of activities related to asbestos-containing building materials in the school. Copies of the inspection reports and the management plans are available for inspection during normal office hours in each school in the District.

Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the building(s). The District will continue its efforts to maintain all asbestos-containing materials remaining in an intact state and undamaged condition. School maintenance and custodial personnel have received the required asbestos awareness training.

Mandated Reporters

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

Playground Rules

As a general rule, all students will have a daily opportunity to have noon recess in one of the gyms on campus. Other recesses will be outside unless the temperature is below 25 degrees by our thermometer or conditions of active rain. We will use this as a general guide. Your child should dress appropriately for cold weather. The person on duty has control over whether or not students wear coats. Conditions of mud or snow cover will also affect when students go out. If you feel your child has a temporary illness and needs to be in for a period of 1-2 days, we will need a note. If that period

would need to be longer, we need a doctor's excuse.

- Students are to stay on the north side of the building.
- Students are discouraged from playing weapon games at school.
- No tackle football is allowed.
- No wrestling, pushing, or pulling of clothing will be allowed.
- Students are required to return balls to the gym after recess.
- If the ball goes over the fence, the student must ask permission from the supervisor to get it.
- Students must stay out of the mud and water.
- Throwing wood chips or rocks is not allowed.
- Students are not allowed to hang upside down on the equipment.
- Students are not to jump off the equipment.
- Snowball throwing or playing King of the mountain is not allowed.
- Students are to climb up and down the rock wall. No one is to climb over the wall or jump off the wall.
- No cheerleading stunts/pyramids, etc.
- Stay within sight of the school personnel.
- Stay out of the ditch.
- Do not climb the tree.
- Stay out of the mud.
- No making mud holes or mud pies.
- Leave the wood chips on the ground, do not pick them up or throw them.
- Stay off the wood chip pile.
- Do not play on the swings when there is mud or standing water under them.
- Slide down the slide feet first. Do not go head first.
- Do not run up the slides.
- Do not go under the slides.
- Always ask permission before going back into the school building.
- Stay off the stairs on the East side of the building.
- When playing in the grass, do not go past the kickball area, stay away from the wooded area.
- When the whistle blows, stop what you are doing and follow directions immediately.
- Be respectful of others.
- Keep your hands to yourself.
- No wrestling.
- Stay off the memorial rock.
- No jumping out of the swings.

Bus Transportation

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

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

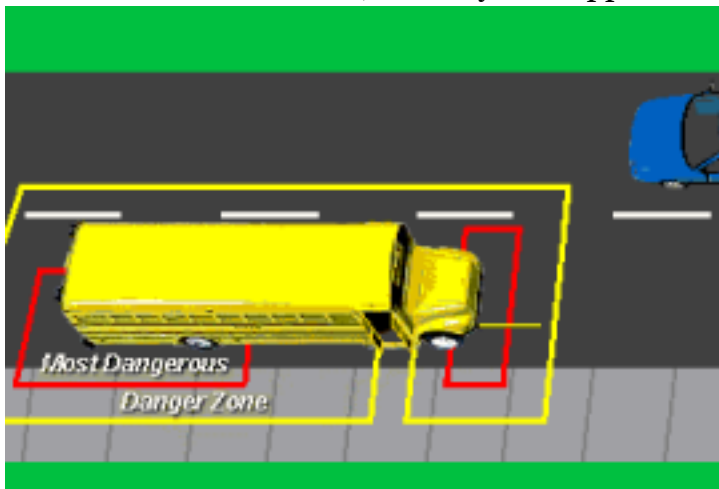
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging

in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks, and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings, or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



12. Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: the Transportation Director at

Middle School Shuttle

- Carthage E.S.D. #317 will transport primary students to the Middle School only if they **have siblings who attend the Middle School** or a guardian staff member employed at the middle school.
- The parent must send a **written note every** day that the student rides the Middle School shuttle. Handwritten, faxed, or emailed notes are all acceptable. Weekly notes are acceptable if this is to be the regular drop-off point for the student every day.
- All primary students getting off the bus at the Middle School will go to the gym to meet their sibling(s).

Changes in a Student's Dismissal:

- **Any change to drop-off procedures must have written consent from the Primary School office by 2 PM.** Handwritten, faxed, or emailed notes are all acceptable.
- All change requests must go through the office so that we know where students are at all times.
- Bus drivers are not to take requests for drop-off changes from parents/guardians during school office hours.

Bus Conduct

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

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

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

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

Bicycles

Students who ride bicycles are responsible for riding in a safe manner and for locking their bicycles up at the rack during school. When traveling through the circle drive entrance and exit, riders are to dismount and walk through the intersection. The school is not responsible for stolen or damaged bicycles. Once a bicycle is at school, it must be parked immediately in the racks and not used again until the student leaves for home. Students are to stay away from the bike rack during school time.

Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically

associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

School Dress Code

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweatbands, and sunglasses may not be worn in the building during the school day.
- Hairstyles, dresses, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin, and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Student Conduct

Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Building Principal, e.g., before the beginning or end of classes at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute materials are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause a material and substantial disruption of the proper and orderly operation

- and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous, or obscene, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the student's maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use;
 - e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students;[1]or
 - f. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Guidelines for School-Sponsored Publications, Productions, and Websites

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act, school board policies, and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or

student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous, or obscene, invades the privacy of others, or infringes on copyright;
3. Is socially inappropriate or inappropriate due to the maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting as* defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students[1];or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Discipline Policy

If a student has an out-of-school suspension or in-school suspension, the administration will contact parents/guardians by phone as the primary means of communication followed by email as the second means of communication, by the end of the day. A formal letter will follow explaining the situation.

It is the responsibility of Carthage Primary School to provide an environment that is safe, healthy, and conducive to learning. In establishing and maintaining this environment, the staff recognizes the individual differences that exist among students and the responsibility of providing a positive educational experience for all students. It is clear that in order to provide this positive environment in the school and to implement effectively the minimum standards of student conduct contained in

this handbook, cooperation and mutual support on matters of discipline and attendance are necessary between guardians and the school.

The Carthage Elementary Schools are committed to excellence in every phase of the educational program. This commitment requires that each student observe those standards of behavior that will best facilitate teaching and learning. To this end, Carthage students are prohibited from engaging in behavior that will endanger the safety of others, damage property, or hinder the orderly conduct of the school program. Our school discipline policy covers school activities and field trips away from the Carthage Primary School facilities as well.

Rules are made to protect the rights of all individuals. When someone infringes upon the rights of others, there must be some consequence as a result of this action. Students need to be aware of this and act in a courteous and safe manner.

Students, teachers, and administrators have the right to expect mutual courtesy, fair and equitable treatment, and to be informed of their rights and responsibilities. The goals of C.E.S.D. are to assist students in developing the ability for self-direction and self-discipline and to provide an opportunity for decision-making. However, in the pursuit of these goals, those students who infringe upon the rights of others or who violate school policies, rules, and/or regulations shall be subject to corrective action. In all cases, the constitutional rights of students shall be preserved and protected.

The administration and/or board of education reserve the right to alter any penalties or guidelines as necessary due to extenuating circumstances.

Preschool: Carthage Primary School is prohibited from expelling young children (ages 3-5) from our preschool for all programs due to the child's behavior. Carthage Primary School will take documented steps to address the child's behavioral and other needs in order to keep the child in care, and if ultimately necessary, Carthage Primary School can work with the family on a 'planned transition' to a more appropriate setting; this 'planned transition' process is not considered an expulsion. Carthage Primary School will also report data related to transitions.

Minimum Standards of Conduct for Students at Carthage Primary School

- Students are to show courtesy and consideration to all members of the school community.
- Students are to behave in a manner that is not disruptive to the educational process.
- Students are to comply with school and classroom rules, procedures, and requirements as designed for their individual needs.
- Students are to respect and assume responsibility for school and personal property.
- Students are to comply with local, state, and school health, safety, and attendance laws and regulations.
- Fighting, shoving, biting, pulling on, or tearing clothing will not be tolerated.

Disciplinary Procedure

It is the policy of Carthage Primary School that whenever possible, discipline is the responsibility of the supervising teacher. It is expected that the teacher, with the cooperation of the parent, will handle discipline problems.

To this end, the following steps will be taken in dealing with a discipline problem:

- Rules and expected behavior, as well as the consequences for inappropriate behavior, will be communicated to the students.
- Group or individual warnings will be issued whenever the teacher sees inappropriate behavior beginning.
- Students who fail to heed reasonable warnings or posted procedures are subject to disciplinary action.
- Continued inappropriate behavior will result in a required parent-teacher conference by telephone or in person.

Discipline Detention

The principal may assign a student detention which will meet before or after school. Students are to meet at the time and place designated by the principal. Parents/guardians will be called and a mutually agreeable time will be set to serve the detention. At least one day's notice will be given. If the student cannot serve the detention on the date assigned, the parent/guardian must make arrangements with the principal for changing the date. Failure to rearrange the detention will result in doubling the detention time.

Detention Rules

- Parents/Guardians are responsible for providing transportation to and/or from detentions.
- Students are required to bring school work or approved reading materials to detention.
- The detention supervisor can also assign work to be done during detention.
- No food, drink, or games allowed
- If misbehavior occurs while serving the detention, the detention will be doubled.
- If a student is late or fails to show up, an additional detention is added.

Student Behavior

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling, or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 1. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 2. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 3. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 4. 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 or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis-infused product under *Ashley's Law*.
 5. 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.

6. "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.
7. 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.
8. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones, and other electronic devices must be kept powered off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
7. Using or possessing a laser pointer 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 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 bullying, hazing, or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
12. Engaging in teen dating violence.

13. Causing or attempting to cause damage to, 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 (calling 9-1-1); 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.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like 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. 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.
21. 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.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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.

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.

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may

- reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

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 of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as illegal drugs (controlled substances), "look-alikes," alcohol or weapons, or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Isolated Time Out, Time Out, and Physical Restraint

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

Corporal Punishment

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

Weapons Prohibition

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

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

the superintendent's determination may be modified by the board on a case-by-case basis.

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

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

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

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
 - Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
 - Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student

- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

Warning Signs of Boundary Violations

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

Examples of boundary violations include:

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

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

Additional Resources include

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

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

Social Probation

Social probation prohibits a student from participating in any extracurricular or school activity other than regular classes until the social probation period has been served. Under social probation, a student may be on school grounds only during the period of time in which school is considered in session from 8:05 until 3:05. The student may not attend or participate in any assemblies, field trips, parties, extracurricular or intramural activities, or attend games, plays, or other school activities.

In addition, social probation and exclusion from extracurricular activities, assemblies, field trips, and class trips may be assigned as, or in addition to, the punishments listed previously. All extracurricular school activities are also considered an extension of the school and students are subject to all rules and regulations mentioned above. This includes attendance at Carthage Primary School activities as well as Carthage Middle School. Parents are asked to support and reinforce the action taken by the school. Parents may contact us at any time to discuss the situation or express any other concerns they may have. Parents will be contacted for any action other than minor offenses.

Chain of Command

If parents have a concern that needs attention, they should first go to the staff where the issue originated. If they are not satisfied, they should then go to the principal. If still not satisfied, then go to the Superintendent, and lastly to the Board of Education.

Social Services

Your child can be interviewed by a school social worker or school psychologist if the school administration or parent requests.

Prevention of and Response to Bullying, Intimidation, and Harassment

Prevention of and Response to Bullying, Intimidation, and Harassment¹

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

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

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

the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager, or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who have information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Nondiscrimination Coordinator:

Mr. Dustin Day
210 S. Adams St., Carthage, IL 62321
(217)357-3922
dday@cesd317.org

Complaint Managers:

Mrs. Rynne Jacoby
210 S. Adams Street., Carthage, IL 62321
(217)357-9202
rjacoby@cesd317.org

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's

act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited, and 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment.³

Sexual Harassment & Teen Dating Violence Prohibited

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

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

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

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence, or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good-faith complaints will not be disciplined.

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rjacoby@cesd317.org

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Laws

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

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

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

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Due Process Rights of Students

Individual rights granted by the Constitution of the United States are granted to all people regardless of age, sex, color, or creed. Students have rights as individuals. The school's disciplinary procedures should not violate these rights. The essential rights involved in disciplinary procedures stem from the concept of due process. A student is entitled to:

- Know what the rules and regulations are.
- Know what charges are brought against him or her.
- Present his or her point of view and/or evidence about the charges.
- Have a notice of a hearing on the charges.
- Have counsel.
- Appeal a decision regarding the charges to a higher level.
- Have the charges or penalties removed from the record if the evidence demonstrates his or her innocence or non-involvement.
- Appeals to suspension/expulsions and for all other disciplinary matters are to be directed to the district superintendent who will act as a disciplinary officer.
- In the administration of the discipline procedures outlined in this handbook, the student

should be made to feel that his or her value as a person is not questioned, although his or her behavior is.

Discipline of Students with Disabilities

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

Isolated Time Out, Time Out, and Physical Restraint

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

Parent Responsibility Law

The Illinois Parental Responsibility Law provides a civil remedy to the school district, teachers, and students who suffer property damage or physical injury because of willful or malicious acts of minors (those under age 18). Under this statute, a parent can be held financially responsible for the damage caused by the child and does not have to be proven guilty of a negligent or willful act in failing to restrain the child.

School Student Records Notification Statement

Maintenance of Student Records

Carthage Elementary School District will maintain two sets of student records.

Permanent Student File

A permanent record will include basic identifying information, academic transcripts, attendance record, accident/health reports, and information pertaining to the release of this record. Additionally, the permanent record may include honors/awards and activities/athletics. The permanent record shall be maintained for at least 60 years after the student has graduated, withdrawn, or transferred from the District.

Temporary Student File

A temporary record may include family background, intelligence/aptitude scores, and achievement test results, psychological reports, honors/awards, athletics/activities, disciplinary information, teacher anecdotal records, special education files, information pertaining to the release of this record

and other relevant information not required to be in the permanent record.

Information in the temporary record will indicate authorship and date. Temporary records shall be reviewed at least every 4 years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information. The District shall maintain the student's temporary record no longer than 5 years after the student has transferred, graduated, or permanently withdrawn from Carthage Elementary School District.

Students Receiving Special Education Services

All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. Temporary records, which may be of continued assistance to a student with disabilities who graduates or permanently withdraws from the Carthage Elementary School District, may, after 5 years, be transferred to the parent(s)/guardian(s). The content of the transferred records may relate to the diagnosis and remediation of the student's disability condition.

The building principal shall be responsible for the maintenance, retention, or destruction of a student's permanent or temporary records in accordance with the District's procedure established by the superintendent.

An explanation of the usefulness of the records may be given to the parent(s)/guardian(s) or student by the District's appropriate student personnel services worker. The superintendent shall be responsible for designating a records custodian who shall maintain permanent student records. The superintendent or a designee shall be responsible for informing staff members of this policy.

Related Service Logs

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

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

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

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

Students 18 years of age or older have access and copyrights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances,

the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript. Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to any person for research, statistical reporting, or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,

any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.
The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. The right to prohibit the release of directory information.
Throughout the school year, the District may release directory information regarding students, limited to:
 - Name
 - Address
 - Grade level
 - Birth date and place
 - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
 - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 - Academic awards, degrees, and honors
 - Information in relation to school-sponsored activities, organizations, and athletics
 - Major field of study
 - Period of attendance in school and parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.
7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.
8. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
9. The right contained in this statement: No person may condition the granting or withholding of any right, privilege, or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise **of any right** secured under State law.
10. 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

Directory Information

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely disclose “directory” type information without consent. Directory information is limited to name, address, gender, grade level, birth date and place, parents’ names and address; academic awards, degrees, and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. **Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.**

Selling or Marketing Student’s Personal Information is prohibited.

- No school official or staff member may market or sell personal information concerning students. This does not apply if the student’s parent/guardian has consented; or to the collection, disclosure, or use of personal information collected for the purpose of developing, evaluating, or providing educational products for, or to, services or educational institutions.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student’s education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such a cost.
2. The right to request the amendment of the portion of a student’s education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:
the Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

They are

1. **The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.** Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible students of the time and place where the records may be inspected.
2. **The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading.** The parents or eligible students may ask the Carthage Elementary School District to amend records that they believe are inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible students when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, a supervisor, an instructor, or a support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, an auditor, a medical consultant, or a therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Student Record Challenges

The parent(s)/guardian(s) or student may challenge the accuracy, relevancy, or propriety of the records, except grades, and request a hearing. The Superintendent shall be responsible for establishing appropriate procedures in accordance.

Parent(s)/guardian(s) may insert in their child's school record a statement of reasonable length stating their position on any disputed information contained in that record. The school will include a copy of the statement in any release of the information in dispute.

Student Privacy Protections

Surveys

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

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is

created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

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

Surveys Requesting Personal Information

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

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State

identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian has consented; or (2) to the collection, disclosure, or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

Weather Policy

As a general rule, all students will have a daily opportunity to have noon recess in one of the gyms on campus. Other recesses will be outside unless the temperature is below 25 degrees by our thermometer or conditions of active rain. We will use this as a general guide. Your child should dress appropriately for cold weather. The person on duty has control over whether or not students wear coats. Conditions of mud or snow cover will also affect when students go out. If you feel your child has a temporary illness and needs to be in for a period of 1-2 days, we will need a note. If that period would need to be longer, we need a doctor's excuse.

Emergency School Closings

Occasionally the weather is such that it is too dangerous to transport students to school due to snow or ice. If the superintendent determines this to be the case, it will be announced on local TV stations as early as possible. Please check these local stations if you suspect that there may be a weather problem.

- Quincy KHQA-TV
- Quincy WGEM-TV

In addition, parents will be notified by phone at all numbers provided for the School Messenger emergency calling system. The information will also be scrolling across the front page of the district

website at: www.cesd317.org.

Please check local TV stations in case the weather deteriorates during the day. Have a plan for your child if the school would need to be dismissed early due to weather. Your child should be told what to do at the beginning of the school year if such a situation would take place. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

School Property

Lockers

Third and fourth-grade students will have lockers. All lockers made available for these students to use on the school premises, whether in the hallway, classroom, or locker room, are the property of the School District. These lockers are for student use in storing school materials and personal items necessary for school use. You are not permitted to attach any item, which sticks to the interior or exterior of your locker. Keep your locker door shut when not in use, and do not use any other person's locker other than the one assigned to you.

No locks are allowed on these lockers unless provided by the school. Locks may be available for rental upon request by parents/guardians. If locks are made available, the teacher and/or office will have a key and may/can open the locker when necessary. When the lock is no longer needed, rental money will be refunded if the lock is returned in good condition.

Never leave articles of value or money in your locker. Please remember that the school is not responsible for any articles stored in your locker including books. Your locker is school property and is not to be abused in any way. Your locker is to be kept neat and clean. Periodic locker checks will be made during the year. You will be responsible for any negligence or damage to your locker.

The school retains the right to inspect lockers and their contents to ensure that school property is being used in accordance with its intended purpose and to eliminate fire and health hazards, maintain sanitary conditions and attempt to locate lost or stolen materials.

Lockers are assigned by the school and are not to be traded or changed without permission of the office or the assigning teacher. Students who have difficulty with a locker or need repairs should report this to the office so that repairs can be made.

Each student in Kindergarten and first grade will keep their belongings in a closed plastic trash bag that will be hung inside a cabinet on a hook during the day. This is to guard against the spread of head lice.

Search and Seizure

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

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

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

Students

School authorities may search a student and/or the student's personal effects in the student's

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Access to Student Social Networking Passwords & Websites

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.

School Breakfast and Lunch

Breakfast is served from 7:40 AM to 8:00 AM, and students must be in the classroom by 8:05 AM. We reserve the right to refuse service to those students who elect to become discipline problems. Students need to keep their lunch bills current. We will not be offering credit for those with outstanding lunch bills. An alternate lunch will be provided for the student in this situation, as no student will be expected to go hungry. If your child's lunch bill is not paid, please send a sack lunch for your child. If past due lunch bills are not paid by the start of school the next year, an alternate sack lunch will be served for 75 cents starting the first day of school. Once the past-due balance is paid, a hot lunch will be served.

If a student leaves the school grounds without permission, he/she will be considered truant. Children will not be allowed to walk home for lunch but may be picked up by a parent. This is permissible. However, it is important that the student be returned before the afternoon classes resume. We must

convey the message that attendance at school is of primary importance. All lunches will be eaten in the cafeteria. Please do not send soda to school lunches. Food may not be taken out of the cafeteria. Consideration of others, common courtesy, good manners, and respect for cafeteria procedures will be expected of all students.

Telephone Calls

School phones are for business, not pleasure. Students are permitted to use the phone only for necessary calls due to illness, or emergency, because the school has changed schedules unexpectedly, or because a teacher wants you to stay after school for extra help. Calls for forgotten books, lunches, or homework will be discouraged. The phone is not to be used to arrange social engagements. These plans must be made in advance. We will use our discretion in granting phone use.

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes but is not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer, or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered off and out-of-sight unless (a) permission is granted by an administrator, teacher, or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are not allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft, or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

Notes Home Regarding School Information

The only method we have to communicate with a parent on a mass basis is the “note home.” It is very important that parents see this information. We make every attempt to keep parents informed of school activities. Please emphasize to your child that it is essential that you get these notes. Parents of Primary School children should check their child’s book bags daily.

Flowers and Personal Gifts

Flowers and personal gifts for birthdays and special occasions are not permitted. They take up a great deal of space and can be very distracting to the educational environment. We have no safe storage areas available. Often these flowers and gifts are damaged or destroyed before the student can take them home. Flowers and gifts create competition and jealousy that is not appropriate for the learning environment. If flowers or gifts are delivered to the school, they are not given to the student until after the bell rings at the end of the day. Please do not send them.

Lost and Found

All found items should be turned into the office. Students who have lost anything should check periodically for missing articles. All unclaimed items will be given to a charity or destroyed. Parents are encouraged to check for lost items frequently. Unclaimed items in the lost and found will be donated at the end of each semester.

Toys and Other Personal Items

Toys and other personal items should not be brought to school unless it is for sharing, as these items may be lost or broken. The school is not responsible for the recovery or replacement of lost or broken items.

Party Invitations

In order to avoid hurting the feelings of the children, private party invitations should not be delivered at school unless the entire class is included. We do not give out class lists, addresses, or phone numbers of students in our building.

Attendance at School Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances unless the principal or designee approves a student’s guest in advance of the event. A guest must be “age-appropriate,” defined as __.

All school rules, including the school’s discipline code and dress code, are in effect during school-sponsored dances.

Students who violate the school’s discipline code will be required to leave the dance immediately and the student’s parent/guardian will be contacted. The school may also impose other disciplines as outlined in the school’s discipline code.

Miscellaneous Expectations

- Students should be out of the building by 3:30 p.m. unless required to stay. Students should leave the grounds immediately.
- In bad weather, clean your shoes before entering the building.
- No foul language will be tolerated.
- Stay out of other students’ lockers.
- Do not bring extra money to school.
- Students are responsible for their textbooks, you will have to pay for them if they are lost or damaged.
- No one is permitted in classrooms before school, at recess time, or at noon, unless the teacher is

in the room or has given permission to the student.

- There is to be no snowball throwing anywhere on school grounds.
- Gum chewing is not permitted in the school building or on school grounds during school hours. Exceptions to this would be if a teacher elected to give a reward. If this occurs, the gum shall not leave the room unless still packaged.

Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute materials are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the student's maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on copyright;
3. Is socially inappropriate or inappropriate due to the maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or

contains indecent and vulgar language;

4. Is primarily intended for the immediate solicitation of funds; or

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

INSTRUCTION

Acceptable Use Policy/Authorization for Internet Access

Authorization for Internet Access

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.**

The smooth operation of the network relies upon the proper conduct of the end-users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, your responsibilities require efficient, ethical, and legal utilization of the network or the network resources. Each student applying for an account will participate in a discussion with his or her sponsoring teacher regarding proper behavior and use of the network. The signature(s) at the end of this document is (are) legally binding and indicates (s) the party(s) who has (have) read the terms and conditions carefully and understand(s) their significance and agree(s) to abide by these terms.

Terms and Conditions

1. Privileges - The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges, disciplinary action, and/or referral to legal authorities. The building principal may deny, revoke or suspend access at any time.
2. Acceptable Use - Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District. Carthage Community District Network users are responsible for all activities through their point of access.
 - A. Responsible users may receive the privilege of having free Internet access upon completion of proper forms and participation in a discussion with a sponsoring teacher regarding proper behavior and use of the network.
 - B. Keep assigned Internet access as long as the user is a staff member, a member of the Board of Education, or student in the Carthage Community District, or a retired member of the staff.
 - C. Carthage Community District Network users should change their password frequently and must not give a password to another user.
 - D. Responsible users may use the Internet to research assigned classroom projects.
 - E. Responsible users may use the Internet to send electronic (e-mails) to other users via an approved school-provided email account.
 - F. Responsible users may use the Internet to explore other computer systems.
 - G. Any Carthage Community District Network user's traffic that traverses another network may be subject to that network's acceptable use policy.
3. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette.

These include, but are not limited to, the following:

- A. Be polite; do not become abusive in your messages to others.
- B. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- C. Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
- D. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- E. Do not use the network in any way that would disrupt its use by other users.
- F. Consider all communications and information accessible via the network to be private property.
- G. Electronic bullying, hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network. Therefore, messages should not contain threats, profanity, obscene comments, sexually explicit material, and expressions of bigotry or hate.
- H. Subscriptions to Listservs must be reported to a system administrator. Prior approval for Listservs is required for students.
- I. Mail Listservs must be monitored daily and deleted from the personal mail directory to avoid excessive use of file server hard-disk space.
- J. Time and bandwidth are costly. While accessing the Internet, no games (e. g. MUDs) may be played.
- K. From time to time, Carthage Community District administrators will make determinations on whether specific uses of the network are consistent with the acceptable use policy.

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

- A. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation.
- B. Unauthorized downloading of software, regardless of whether it is copyrighted or devised.
- C. Downloading copyrighted material for other than personal use.
- D. Using the network for private financial or commercial gain.
- E. Wastefully using resources, such as file space.
- F. Hacking or gaining unauthorized access to resources or entities.
- G. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature.
- H. Using another user's account or password.
- I. Posting material authored or created by another without his/her consent.
- J. Posting anonymous messages.
- K. Using the network for commercial or private advertising.
- L. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material.
- M. Using the network while access privileges are suspended or revoked.

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

Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users who are students) must understand that neither the Carthage Community District nor any District staff member controls the content of the information

available on these other systems. Some of the information available is controversial and, sometimes, may be offensive. The Carthage Community District does not condone and is not liable for the use of such materials.

6. Indemnification - The user agrees to indemnify the School District for any losses, costs or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.

7. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify an administrator or faculty member. Do not demonstrate the problem to other users. Do not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users. Do not use another individual's password, forge messages or post anonymous messages. Attempt to gain unauthorized access to system programs or computer equipment will result in the cancellation of user privileges. Attempts to log in to the system as a system administrator or any other form of unauthorized access will result in immediate cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to school computers.

The security of computer systems is based to a great extent on passwords. Therefore, it is important to take your password very seriously and to keep it secret at all times. Do not select an obvious password, and have your password changed any time there is any chance that someone else may have learned it. If someone else accesses the network using your password, you could be held responsible for any actions they make. Your password is for your protection. It ensures that no one can make unauthorized use of your means of access. Use of any other user's password or loaning the use of your password is prohibited. Do not attempt to steal or use any other person's password or account, even for fun or as a joke.

8. Vandalism - Vandalism will result in the cancellation of privileges and other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy computer hardware, data of another user, the Internet, or any other computer program. This includes but is not limited to, the uploading or creation of computer viruses, contamination, deletion or reconfiguration of data, or degradation of system performance in any way.

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

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

- A. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- B. Students and staff engaged in producing Web pages must obtain a hard copy of the policy Exhibit 7:340- E--Using a Photograph or Videotape of a Student permission form from the superintendent's designee before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- C. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- D. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- E. Student work may only be published if there is written permission from both the parent/guardian and the student.

11. Use of Electronic Mail

- A. The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District.
- B. The school will not permit the use of any form of Internet-based email (i.e. Hotmail, Yahoo mail, AOL mail, etc.) An Internet filtering device will block access to all student and staff use of Internet-based email, with the exception of school-sponsored staff email accounts, which are to be used for school-related business purposes.
- C. The School District may provide email to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
- D. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- E. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- F. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- G. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

Use of the School District's electronic mail system constitutes consent to these regulations.

12. Internet Safety

- A. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this Authorization, and otherwise follow this Authorization.
- B. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization.
- C. Each District computer with Internet access has a filtering device that blocks entry to depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
- D. The system administrator and Building Principals shall monitor student Internet access. All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. Students, parent(s)/guardian(s), and teachers must sign this Authorization for Internet Access on or before the start of each school year while enrolled or employed by the School District.

Annual Notice to Parents about Educational Technology

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

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online

applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the IL State Board of Education, to take a number of actions to protect online student data.

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

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

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

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

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

Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

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

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

II. Testing Transparency

The State and District require students to take certain standardized tests. For additional information, see handbook page 16.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at: www.cesd317.org.

IV. Parent & Family Engagement Compact 4

Information available on the district website at: www.cesd317.org under the "District" tab > Title I

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook page 8.

VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook page 42.

VII. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook page 18.

VIII. Homeless Students

For information on supports and services available to homeless students, see handbook page 18. For further information on any of the above matters, please contact the building principal.

IX. School Visitation Rights

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

Extracurricular and Athletic Activities Code of Conduct^[1]

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."^[2]
2. A permission slip to participate in the specific athletic activity is signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.^[3]
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy;^[4]and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Illinois High School Association

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain passing grades. Any student failing to meet academic requirements will be suspended from the sport or activity (e.g. a specific number of calendar days will be determined on a case-by-case basis by the administration) or until all academic requirements are met, whichever is longer.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be

made by the designated teacher, sponsor, or coach for justifiable reasons, including 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor, or coach.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with their team by use of school-approved transportation. A written waiver of this rule may be issued by the teacher, sponsor, or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.^[8]

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance-enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit the legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;

7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying includes* cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the Administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 - a. Sanctions for violations other than drug and alcohol will be based on the nature of the

offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:

- A specified period of time or percentage of performances, activities or competitions;
- The remainder of the season or for the next season; or
- The remainder of the student's school career.

b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance-enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia, or any other illegal substance, will be based on the following:

First violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one-third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one-sixth of the total number of performances, activities, or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one-third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

7. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

All students remain subject to all the School District's policies and the school's student/parent

handbook.

Drug and Alcohol Testing Program

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic 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/guardian must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's Consent to Participate in Extracurricular Drug and Alcohol Testing Program form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic 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 participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

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 School 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.

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Exhibit - Agreement to Participate

Each student and his or her parent/guardian must read and sign this *Agreement to Participate* each year before being allowed to participate in interscholastic athletics or intramural athletics. The completed *Agreement* should be returned to the Coach.

Student Name(*printed*): _____

1. I wish to participate in the interscholastic athletics or intramural athletics that are circled: baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, ice hockey, lacrosse, marching band, rugby, soccer, skating, softball, swimming and diving, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, wrestling, other (identify sports) _____. (Another *Agreement Must* be signed if the student later decides to participate in a sport not circled above).
2. I acknowledge reading the eligibility rules of any group or association sponsoring any athletic activity in which I want to participate, and I agree to abide by them.
3. Before I am allowed to participate, I must: (a) provide the School District with a certificate of physical fitness (the *Preparticipation Physical Examination Form* From the Illinois High School Association (IHSA), Illinois Elementary School Association (IESA), or Southern Illinois Junior High School Athletic Association (SIJHSAA) serves this purpose), (b) show proof of accident insurance coverage, and (c) complete all forms required by any association sponsoring the interscholastic athletic activity, including when applicable and without limitation, *IHSA Sports Medicine Acknowledgment & Consent Form, Acknowledgement and Consent*.
4. I agree to abide by all conduct rules and will behave in a sportsmanlike manner. I agree to follow the coaches' instructions, playing techniques, and training schedule as well as all safety rules.
5. I understand that Board policy 7:305, *Student Athlete Concussions and Head Injuries*, requires, among other things, that a student-athlete who exhibits signs, symptoms, or behaviors consistent with a concussion or head injury must be removed from practice or competition at that time and that the student will not be allowed to return to play or practice until he or she has successfully completed return-to-play and return-to-learn protocols, including having been cleared to return by the treating physician licensed to practice medicine in all its branches, physician assistant, treating advanced practice registered nurse, or a certified athletic trainer working under the supervision of a physician.

6. I am aware that with participation in sports comes the risk of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the highest risk. I am aware that participating in sports involves traveling with the team. I acknowledge and accept the risks inherent in the sport(s) or athletics in which I will be participating and in all travel involved.

Student Signature, if under age 18

Date

To be read and signed by the parent/guardian of the student and the student, if 18 years or older:

1. [circle which applies] I give permission for my child/I agree to participate in the interscholastic sport(s) or intramural athletics indicated. I have read the above *Agreement to Participate and* understand its terms.
2. I understand that all sports can involve many risks of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the higher risk. I am aware that participating in sports involves traveling with the team. In consideration of the School District permitting my child/me to participate, I agree to hold the Board, its members, employees, agents, coaches, and volunteers harmless from any and all liability, actions, claims, or demands of any kind and nature whatsoever that may arise by or in connection with my/my child's participation in the sport(s) or athletics. I assume all responsibility and certify that my child is/I am in good physical health and is capable of participation in the above-indicated sport or athletics.

Parent/Guardian Signature

Date

Student Signature, if 18 years or older

Date _____

Emergency Contact Information

| | | | |
|--------------------|--|--------------------------|--|
| Name: | | Relationship to Student: | |
| Day Phone Number: | | Evening Phone Number: | |
| Cell Phone Number: | | Other: | |

Exhibit – Authorization for Medical Treatment

To be submitted to the Superintendent or designee. (please print)

| | |
|------------------------------|------------------------------|
| <hr/> Student | <hr/> Sport/Activity |
| <hr/> Parent/Guardian | <hr/> Home Phone |
| <hr/> Home address | <hr/> Cell phone |
| <hr/> Physician | <hr/> Physician phone |

Medical Information: (list allergies, medications, conditions, and any known restrictions)

In the event of a medical emergency and if reasonable attempts to contact me using the telephone numbers listed above are unsuccessful:

I, as the parent or legal guardian of the above student, do hereby authorize treatment by a licensed medical physician of my child in the event of a medical emergency that, in the opinion of the attending physician, may endanger his/her life, cause disfigurement, physical impairment, or undue discomfort if delayed. I understand that the transfer of my child to any hospital reasonably accessible will be at my expense.

Parent/Guardian Signature

Date

User Acknowledgement and Release

I understand and will abide by the above Authorization for Internet Access. I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet connection and having access to public networks, I hereby release the School District and its Board members, employees and agents from any claims and damages arising from my use or inability to use the Internet.

I consent to and understand that school staff will monitor my Internet access and electronic communications, including email and files that I download. I hereby release the school system, all teachers, administrators, and adult volunteers from any claims arising from my use of the Internet, including, but not limited to, claims arising from materials I may download or relationships I may establish with people online, whether such claims arise from Internet use performed on school computers through school accounts, or personal computers through school accounts.

I also hereby agree to indemnify the school system and the school, as well as all school teachers, administrators, and adult volunteers from any claims arising from my use of the Internet made by third parties, whether such claims arise from Internet use performed on school computers through

school accounts or personal computers through school accounts.

DATE: _____ USER NAME (Please
Print:) _____

USER/PARENT SIGNATURE: _____

Application for a School Fee and Fine Waiver

This application for a school fee and fine waiver is completely independent from the District process for determining eligibility for free meals. The information must be provided for your application to be considered. Submit completed application and income verification documents to the Building Principal. No fee or fine may be collected from a parent/guardian requesting a waiver until the District has acted on the initial request or appeal and the parent/guardian has been notified of its decision.

Students Name (please print) **School**

Parent/Guardian Name (please print)

Address (please print)

1. The student named above lives in my household. __Yes __No
2. Total number of people living in my home _____ Number of adults: _____
Number of minors: _____

3. Total gross annual household income (before deductions) from all people living in my home
\$ _____

The above number must include all:

- Compensation for services, wages, salary, commissions or fees;
- Net income from self-employment;
- Social Security;
- Dividends or interest on savings or bonds or income from estates or trusts;
- Net rental income;
- Public assistance or welfare payments;
- Unemployment compensation;
- Government civilian employee or military retirement, or pensions or veterans payments;
- Private pensions or annuities;
- Alimony or child support payments;
- Regular contributions from persons not living in the household;
- Net royalties; and
- Other cash income (including cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources).

4. My household meets the federal income guidelines for free meals (attached)? ___Yes ___No
See www.isbe.net/Pages/Household-Eligibility-Resources.aspx

5. My child's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line, and proof of veteran/active-duty military status is enclosed.

If you answered "No" to all of the previous questions, please indicate the reason(s) you are applying for a waiver of school fees.

Income Verification for Fee and Fine Waiver³

You must present documents to verify income. Such documents may include, but are not limited to:

Two current pay stubs for all working members of the household
Unemployment statement showing benefits
Medicaid Card showing case number
Direct Certification letter from the State of Illinois
Temporary Food assistance for needy families
Disability benefit statement
Current tax returns

Foster placement papers
Food Stamp Evidence

You may be requested to provide updated income verification at any time, but no more often than once per academic year.

Supplying false information to obtain a fee and fine waiver is a Class 4 felony, except when more than \$300 is obtained, in which case State benefits fraud is a Class 3 felony (720 ILCS 5/17-6).

I attest that the statements made herein are true and correct.

Parent/Guardian (signature)

Date

Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

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

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

I understand that my failure to return this acknowledgment and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies, and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

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

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

I understand that my failure to return this acknowledgment will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies, and procedures.

Parent/Guardian Signature

Date