



CARLINVILLE SCHOOL DISTRICT #1 UNIFIED HANDBOOK

**CARLINVILLE UNIT SCHOOL DISTRICT #1 DISTRICT
HANDBOOK**

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Carlinville CUSD #1

2026-2027

July

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

August

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

8/11 - Teacher Institute
8/12 - Teacher Institute
8/13 - 1st Day of School

September

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

9/7 - No School Holiday

October

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

10/9 - Dismiss @ 11:30
10/9 - end of 1st Q
10/12 - No School Holiday
10/21 & 22 - Dismiss
@ 2:00 P/T Conference
10/23 - No School

November

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

11/11 - No School Holiday
11/25 - No School
11/26 - No School
11/27 - No School

December

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

12/21-31 No School
12/18 - end of 2nd Q

P/T Conference
10/21 & 22 - 3-7pm

Quarters

1st Q - Aug 13 - Oct 9
2nd Q - Oct 13 - Dec 18
3rd Q - Jan 5 - March 12
4th Q - March 15- May 18

January

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

1/1 - No School
1/4 - Teacher Institute
1/18 - No School

February

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

2/12 - No School

March

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

3/1 - No School
3/2 - Teacher Institute
3/12 - end of 3rd Q
3/25 - No School
3/26 - No School
3/29 - No School

April

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

May

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

5 emergency days
May 19-25
5/18 - end of 4th Q
5/18 - Last day IF NO
snow days used
5/19 - Teacher Institute

June

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

Total Student Days 174

CARLINVILLE CUSD #1 UNIFIED HANDBOOK

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CARLINVILLE COMMUNITY UNIT SCHOOL DISTRICT # 1

MISSION STATEMENT

Mission of Carlinville Unit School District #1

Carlinville CUSD #1 will provide a comprehensive educational program for all students in a safe environment, supporting and inspiring learners of today while fostering global leaders of tomorrow.

BELIEF STATEMENTS:

1. WE BELIEVE people are our greatest resource.
2. WE BELIEVE everyone can learn.
3. WE BELIEVE education originates with the parents and is a responsibility shared by all.
4. WE BELIEVE a quality educational system benefits the entire community.
5. WE BELIEVE everyone is entitled to a safe, caring environment.
6. WE BELIEVE high expectations produce high achievers.
7. WE BELIEVE excellence justifies investment.
8. WE BELIEVE the future of our democratic society depends upon educated and involved citizens.
9. WE BELIEVE our schools, homes, and communities share the responsibility for shaping character.
10. WE BELIEVE learning is a lifelong endeavor.
11. WE BELIEVE learning styles require varied instructional methods to promote student achievement.
12. WE BELIEVE confidence promotes learning.
13. WE BELIEVE diversity enriches education.
14. WE BELIEVE active participation by students is necessary for a quality education.

Developed by the Carlinville Community Unit School District No. 1 Strategic Planning Committee, April 2002.

Belief Statements for Social-Emotional Learning

1. WE BELIEVE social and emotional learning and significant relationships are the foundation of academic excellence.
2. WE BELIEVE that students with self-esteem, self-motivation, and self control will become caring, respectful, responsible, and trustworthy members of their community.

PLEASE NOTE

****Not all school, classroom, or teacher information is included in this handbook. Other pertinent information, such as school, classroom, or activity rules and procedures, are conveyed to students and/or parents in other forms of communication.***

Chapter 1: Introductory Information & General Notices

1.20 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 acknowledgement 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 acknowledgement 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

1.30 General School Information

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the district's website (cusd1.com) or at the Board office, located at:

- 829 West Main Street
Carlinville, IL 62626

Dr. Becky Schuchman, Superintendent

829 West Main Street

Carlinville, IL 62626

217-854-9823

Pat Drew, Assistant Superintendent of Operations & Alternative Learning

640 West Buchanan Street

Carlinville, IL 62626

217-854-2311

Dr. Danley Killam, Middle School & High School Principal & Special Education Coordinator

Mr. Kyle Smith, Intermediate School Principal

Mrs. Stephanie Vacca, Primary School Principal

The schools are located and may be contacted at:

Carlinville Primary School 18456 Shipman Rd. Carlinville, IL. 62626 PHONE: 217-854-9849	Carlinville Intermediate School 450 W. Buchanan Street Carlinville, IL. 62626 PHONE: 217-854-9523	Carlinville Middle/High School 829 W. Main Street Carlinville, IL. 62626 PHONE: 217-854-3104
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1.40 Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves with a drivers license 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 permitted to join their student/child for lunch during designated lunch periods. Outside restaurant or commercially prepared food is not permitted during these visits. Visitors and students may choose to bring a packed lunch from home or purchase a meal through the school cafeteria. At the Primary School, visitors are limited to the lunch setting only and are not permitted to visit classrooms or attend recess with their student/child.

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 trespassing 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) more than 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including rollerblading, 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 school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

Cross Reference:

CUSD#1 8:30, Visitors to and Conduct on School Property

1.50 Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Dr. Becky Schuchman at 217-854-9823.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Cross References:

CUSD#1 7:10, Equal Educational Opportunities

CUSD#1 2:260, Uniform Grievance Procedure

1.60 Animals on School Property

To ensure the health and safety of all students, animals are not permitted on school property. Exceptions may be made for the District's approved therapy dog and for service animals accompanying a student or other individual with a documented disability, in accordance with applicable laws. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Cross References:

CUSD#1 6:100, Using Animals in the Educational Program

CUSD#1 6:120-AP3, Service Animal

1.70 School Volunteers

All School volunteers must complete the "Volunteer Information Form" and be approved by the building principal prior to assisting at the school. Forms are available in the school available in the school office. 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.

Cross Reference:

CUSD#1 6:250, Community Resource Persons and Volunteers

1.70 – E1 Exhibit - Volunteer Information Form and Waiver of Liability

Volunteer Release Form

If you have children in multiple schools list all children below and indicate grade levels.

Children's Names _____	Pre-K	1-3	4-5	6-8	9-12
_____	Prek-K	1-3	4-5	6-8	9-12
_____	Pre-K	1-3	4-5	6-8	9-12
_____	Prek-K	1-3	4-5	6-8	9-12

Volunteer's Name: _____
First Middle Last

Address: _____
Street City, State, Zip

Phone: (Day) _____ (Evening or cell) _____

Email: _____

I am interested in volunteering in:

- ☐ Field Trips
- ☐ Classroom
- ☐ Pre K Family Activities

All volunteers must complete the following section.

- Have you ever been indicated by the Department of Children and Family Services as a person engaged in child abuse or neglect under the Illinois Abused and Neglected Children reporting Act, or by any state agency of another state under a similar law?
_____Yes _____No If yes, list and explain.
- Have you ever been convicted of violation(s) of the law, but excluding offenses before your 18th birthday that were finally adjudicated in a juvenile court or under a youth offender law? _____Yes _____No If yes, list and explain.
- Do you give Carlinville CUSD#1 Permission to conduct an "Illinois Criminal Background Investigation"? _____Yes _____No

I assume full responsibility for my actions and authorize the school personnel to act on my behalf in the event of an emergency situation.

I hereby release the Carlinville Board of Education, its officers, members, employees, agents, and volunteers from any liability of or in any way connected with my volunteer activities.

Volunteer Signature

Date

Cross Reference:

CUSD#1 6:250, Volunteer Information Form & Waiver of Liability

1.80 Invitations & Gifts

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

1.85 Treats & Snacks [K-8]

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.

1.90 Emergency School Closings

School closings will be announced as early as reasonably possible via the district's automated calling system, Skylert. You may also access this information by checking the district facebook page online and other district social media outlets. Radio stations, such as WSMI-FM (106.1) and WSMI-AM (1540) as well as local television stations will report school closing information also.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

Cross Reference:

CUSD#1 4:170, Safety

1.100 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.

Cross Reference:

CUSD#1 4:110, Transportation

1.110 Accommodating Individuals with Disabilities

Individuals with disabilities will be provided with 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.

Cross Reference:

CUSD#1 8:70, Accommodating Individuals with Disabilities

1.120 Students with Food Allergies

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

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

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

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

Cross Reference:

CUSD#1 7:285-AP, E, Allergy and Anaphylaxis Emergency Plan

1.130 Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building 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 Diabetes Care Plan on file with the school for the 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 Diabetes 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 Diabetes Care Plan.

For further information, please contact the building principal.

Cross References:

CUSD#1 6:120-AP4 – Care of Students with Diabetes

CUSD#1 7:270-AP1 – Dispensing Medication

1.140 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.

If you need assistance, help is also available from the following organizations:

National Suicide Prevention Lifeline
Call or text 988

Crisis Text Line
Text HOME to 741741

Safe2Help Illinois
Call 844-4-SAFEIL (723345)
Text SAFE2 (72332)

Cross Reference:

CUSD#1 7:290, Suicide and Depression Awareness and Prevention

1.160 Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the district's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's exCUSD#1 written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the district is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the district to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the district's representative. At no time does the district accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

Cross Reference:

CUSD#1 8:90, Parent Organizations and Booster Clubs

1.170 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. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Cross Reference:

CUSD#1 7:160, Student Appearance

1.180 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 exCUSD#1ing 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 sexual 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 as 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
- ExCUSD#1ing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gift 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 sexual 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 1.800.656.HOPE (4673)
- National Sexual Abuse Chatline at online.rainn.org
- *Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)*

Cross References:

CUSD#1 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

CUSD#1 5:120-AP2, Employee Conduct Standards

CUSD#1 5:120-AP2, E, Expectations and Guidelines for Employee-Student Boundaries

1.185 Faith's Law Notifications

Employee Conduct Standards:

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students.

A copy of these standards can be found on the district's website or requested from the Superintendent's office.

Cross References:

CUSD#1 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest

CUSD#1 5:120-AP2, Employee Conduct Standards

1.190 Prevention of Anaphylaxis

While it is not possible for the School or District to 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 accommodation 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.

Cross References:

CUSD#1 7:285, Anaphylaxis Prevention, Response, and Management Program

CUSD#1 7:285-AP, Administrative Procedure – Anaphylaxis Prevention, Response, and Management Program

1.200 Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

1.210 Free and Reduced-Price Food Services; Meal Charge Notifications

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services*, and 4:140, *Waiver of Student Fees*. This notification is also provided to households of students transferring to the district during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility:

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the district accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District:

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the district will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried out at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery* and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The district will make reasonable efforts to collect charges classified as delinquent debt, *including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits* to determine if the student qualifies for such benefits under Board policy 4:130, *Free and Reduced-Price Food Services*. The district will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collecting the owed money when the amount owed is more than the amount of five lunches [*or insert lower amount*]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the district and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continuing failure to provide meal money may require the district to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

Cross Reference:

CUSD#1 4:130-E, Exhibit – Free and Reduced-Price Food Services; Meal Charge Notifications

Chapter 2 Attendance, Promotion & Graduation

2.10 Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). 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.

Cross Reference:

CUSD#1 7:70, Attendance and Truancy

2.20 Student Absences

In an effort to provide fair and consistent enforcement of attendance policies, Carlinville School District adopted the attendance policies recommended by the Macoupin County Truancy Review Board Coalition. This group was composed of representatives from the Regional Office of Education, the State's Attorney Office, the Attorney General's Office, school administrators, and various county and state service agencies. This policy will be used throughout all Macoupin County schools in the Regional Office of Education #40.

This policy evolved out of the shared belief that daily attendance at school is beneficial for both the individual student and society as a whole. Therefore, all CUSD#1 students are expected to attend school regularly and to be on time for

classes in order to fully benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. To earn a passing grade for a class, a student must master the subject matter and regularly attend class.

Student Attendance Policy

In accordance with the School Code of Illinois and Carlinville Community Unit School District Board Policy Manual, Section 7:70 Attendance and Truancy, student absence from school will be excused or unexcused as follows:

Excused Absence

Personal illness, including that which impacts the mental or behavioral health of the student, and/or physical disability are excused up to ten (10) days per school year, 5 per semester. In the event of chronic absenteeism due to illness, a doctor's statement may be required. Illness (verified by a doctor or school nurse), medical/dental appointments, or absences due to family emergency will not be counted as part of the 10 days.

Note: A student too ill to attend school is also considered too ill to work, go shopping, attend school activities or games, or take part in any other similar activity that same day. To do so shall result in the absence from school being unexcused.

Medical/Dental Appointments/Court

Doctor/dental excuses must be presented upon return to school. Only that portion of the school day required for the appointment and travel will be excused. It is expected that a student will return to school as soon as possible from such an appointment. Medical, dental, and court excuses need to be presented to the office within ten (10) school days following the absence.

Emergency

Situations deemed by the Principal to necessitate the student missing school shall be excused. Funeral, death or serious illness in the immediate family, court appearance and catastrophes are examples of possible emergency situations.

Civic Event

Students are allowed 1 excused school-day-long absence to engage in a civic event. "Civic event" means an event sponsored by a non-profit organization or governmental entity that is open to the public. "Civic event" includes, but is not limited to an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. That State Board of Education may adopt rules to further define "civic event."

Other

Students will be permitted to have 10 days of excused absence per year verified by parent excuse. Such excused absences may include, but not be limited to, the observance of a religious holiday, situations beyond the control of the student (as determined by the Board of Education), or such other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student. Illness (verified by a doctor or school nurse), medical/dental appointments, or absences due to family emergencies will not be counted as part of the 10 days. Doctor/dental excuses must be presented upon return to school.

Illness verified by the school nurse must be done on the day of absence

The school Principal or nurse may at any time in their judgement require a doctor's verification of illness. A student should assume the nurse will not verify absences after the 10 days are used, but rather require a doctor's verification.

Outside Activities

Pupil attendance in any of the following activities shall be counted toward the calculation of clock hours of school work per day:

1. Instruction in a college course where the student is dually enrolled for both high school and college credit.
2. Participation in a Supervised Career Development Experience in which student participation and learning outcomes are approved by a licensed educator assessment of competencies. Participation may include, but is not limited to, scheduled events of local, State, and national youth organizations, career and technical education organizations, FFA associations, and 4-H programs as part of organized competitions, exhibitions, or conferences.

3. Participation in any work-based learning experience, including supervised agricultural experiences, in which student participation and learning outcomes are approved by an educator who holds an Educator License with Stipulations with a career and technical educator endorsement and a work-based learning designation.
4. Participation in a youth apprenticeship in which student participation and learning outcomes are approved by a licensed educator for assessment of competencies.
5. Participation in a blended learning program approved by the district in which course content, student evaluation, and instructional methods are supervised by a licensed educator.

Students shall not be penalized for work missed for participating in any of the above activities and will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. A student and the student's parent or legal guardian are responsible for obtaining coursework that is missed while the student participates in any of the above activities.

Students who desire to participate in any of the above activities should contact the building principal for approval.

Absence Due to School Business

"School Business" refers to a student's absence from class due to such things as field trips, participation in athletic activities, drama, music, or forensic events, and/or other activities (such as FFA, FCCLA, CTE, etc.) where the student is under the supervision of a member of the Carlinville Middle School or Carlinville High School faculty. The student is not considered absent from school. Students circulate a "Permit to Clear Absence" two (2) class sessions (4 attendance days) prior to the absence among their teachers and complete all class work per teacher instructions.

Students who are failing a class are not to be cleared for school business. The staff member who will be in charge of the students is responsible for collecting and checking the "Permit to Clear."

College Visitation

A junior or senior who wishes to clear a school absence for the purpose of visiting a college campus should have a parent or guardian call in with the absence prior to the date, and return with written verification of the absence to show to the attendance office. Furthermore, if a student is unable to confirm his/her campus visit, the absence would again be counted as an excused absence, or unexcused if the student is over their ten days.

CHS students are advised that choosing a college, talking to an advisor, taking entrance exams, and discussing financial aid are personal matters best handled in the absence of groups of friends. Visiting a college is best done alone or with parents. Group visitation will be discouraged.

Junior and senior students may take up to two (2) college visitation days per school year. However, college visitation days are not to be routinely scheduled during the last two (2) weeks, nor the first two (2) weeks of either semester.

Any absence other than verified illness, medical/dental appointment, or family emergency in excess of 10 days will be counted as unexcused.

Unexcused Absence

Determination of an unexcused absence

Any student absence from school which does not meet the criteria for an excused absence and/or failure to follow proper attendance procedures will be deemed "unexcused" and carry the designated penalty of such. Examples of absences that will not be excused are shopping trips, oversleeping, and other errands which could be scheduled when a student is not required to be in school. Please note if chronic absenteeism is a problem the school may require documentation from a doctor or further absences may be considered unexcused.

Chronic Absenteeism/Tuancy

Illinois law defines "chronic absentee" as a student who misses 10 percent of school days within an academic year with or without a valid excuse. That's 18 days of an average 180-day school year. Chronic absentees are at risk of academic and social problems. Also, Illinois law defines "chronic truant" as a student who misses 5 percent of school days within an academic year without a valid excuse. That's 9 days of an average 180-day school year. The count of chronically truant students does not include students with excused absences, such as doctor's appointments, or students over the age of 16, who are not legally required to attend school.

Diagnostic and Intervention Procedures

Chronic truants are at risk of academic and behavioral problems. Research shows that chronic truancy has been linked to serious delinquent activity in youth and to significant negative behavior and characteristics in adults. Please remember a student who has missed one day without valid cause will be considered truant. Causes of such absences will be looked into through means such as interviews with the students, his or her parent, guardian, and any school officials who may have information about the reasons for the student's attendance problem. Once a determination has been made regarding the cause(s) of the unexcused absence(s), interventions and supportive services may be implemented that include, but are not limited to, parent conferences, student counseling, family counseling, and information about existing community services that are available to truant and chronically truant students and relevant to their needs.

Data review

Per Section 26-18 of the School Code, CMS and CHS are required 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. The review shall include an analysis of chronic absence data from each attendance center or campus of the school district, charter school, or alternative school or other school receiving public funds. The review may be used in action plans through the school's MTSS process.

Student Attendance Procedures

Primary & Intermediate Schools

The IL School Code requires elementary schools to notify parents within two hours if students are not in attendance at school. In order to help us confirm your child's absence, please make contact with your child's school.

- **REPORTING YOUR CHILD'S ABSENCE:**

- Call your child's school prior to 9:00 a.m. if your child is going to be absent on that day:
 - Carlinville Primary School - 217-854-9849
 - Carlinville Intermediate School - 217-854-9523
- If we have not received a call from you by 9:00 a.m., we will attempt to call you regarding your child's absence. It is necessary that we have at least two telephone numbers on file so that we can be efficient in obtaining information regarding your child's absence.
- If the parent/guardian has not communicated with the school by 10 a.m. on the day following the student's absence, the student's absence will be recorded as ***unexcused***.
- If the student has been seen by a doctor, the school requires a note from the doctor stating the date the student was seen.

- **EARLY DISMISSAL:**

- Students that need to leave school during the day are to let the secretary know before they leave the building.
- When your child returns to school, your child must check in with the office before returning to class.

- **PLANNED ABSENCES:**

- In the event of a planned absence (i.e., funeral, family vacation, etc.), your child is to secure the assignments in advance of the absence. Students are responsible for making arrangements to complete all classwork missed during said absence. Assignments should be completed *prior* to the student's return to school and/or completed prior to the period of absence.

- **TARDINESS:**

- Students who are tardy to school must be signed in by a parent/guardian, in the office upon arrival. If excessive absences occur, the parents will receive communication from the principal/school.

Middle & High Schools

Parents/Guardians can report an absence by calling the school at 217-854-3104. Families will be directed to select the option to report a child's absence. Families have until 10 a.m. on the day following the absence to call and provide a reason for excusal. If no contact is made with the parent/guardian, the absence will be recorded as unexcused. When a student returns to school, a note or phone call explaining the absence must be provided. Temporary excuses will be issued to students when no notification to the school has been given. If this situation is not corrected by the following school day, it will stand as an unexcused absence unless determined otherwise by the Principal.

Skyward will no longer be used as an option for reporting student absences.

Students who need to leave school during the day are to obtain a "Sign-Out Slip" from the office. A note or phone call from a parent giving the reason for leaving is required by the Principal. Immediately before leaving, the student is to return the "Sign-Out Slip" to the office. In the event of an emergency (i.e. becoming ill at school), a sign-out slip may be obtained from the nurse or office. Failure to sign out results in an unexcused absence. Students who arrive at school any time other than the start of the day are to "Sign-In" at the office. This is also true for those who return to school after signing out for any reason.

Family trips, vacations, and all other planned absences must be approved by the administration before the student's absence. Family trips should not be scheduled before or after school breaks and 2 weeks at the beginning and end of the semester. Planned absences count towards a student's ten (10) days of excused absences in a school year. If a family vacation takes a student's total excused absences past ten, each absence over ten will be considered UNEXCUSED unless excused by a medical doctor's written confirmation. Students are to check with all teachers for homework assignments before pre-planned absences.

In the event of a planned absence (i.e. appointment, funeral, vacation, etc.) a student is to secure an "Absence Request" form from the office. This form is to be taken to each of the student's teachers for assignments. This needs to be completed far enough in advance of the absence to allow time to complete make-up work prior to the absence. FAMILY VACATIONS MUST BE CLEARED ONE WEEK IN ADVANCE (The principal may approve planned absences in rare circumstances when less than one-week notification is possible).

TARDIES

Unexcused tardiness to class and school will not be tolerated and will result in detention or other disciplinary action deemed appropriate by the teacher. CMS and CHS students who are tardy to their first period class should report to the office upon arrival at school and present a note from parents explaining the reason for being tardy, unless the parent has called the office to report the reason for tardiness. CHS students who are tardy to their class immediately following lunch should report to the office upon arrival at school and present a note from parents explaining the reason for being tardy, unless the parent has called the office to report the reason for tardiness. A tardy to all other classes will be handled by the teacher according to the teacher's classroom management plan. Students that arrive at 30 minutes or more into their first class will be marked unexcused for that period and any periods that follow if they arrive later.

Tardiness to school will reset each semester, and will be addressed in the following ways:

1st Tardy - Verbal warning and documentation

2nd Tardy - Written warning with parent contact and documentation

3rd - 5th Tardy - Lunch detention per tardy with parent contact and documentation

Above 5th Tardy - Loss of privilege

PERFECT ATTENDANCE

Perfect attendance awards will be given at the end of the year. To receive a "perfect" attendance award, a student must attend school every day, not be late, or sign out during the day.

EIGHTEEN-YEAR-OLD STUDENTS

All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook. Therefore, Carlinville Middle School's and Carlinville High School's policies encompass all students, thus student absences, and "permission to leave requests" for eighteen-year-olds will require a parent/guardian verification. Students 18 years old will need a signed Permission to Leave Campus Form to leave campus on their own. If students are not able to follow school rules while provided this permission, the administration can revoke this permission. Students in Work-Based Learning programs may receive specific exemptions via administration.

Cross Reference:
CUSD#1 7:70, Attendance and Truancy

2.30 Release Time for Religious Instruction/Observance

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

Students excused for religious reasons will be given an opportunity to make-up all missed work, including homework and tests, for equivalent academic credit. The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons and include a list of religious holidays on which a student shall be excused from school attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

Cross Reference:
CUSD#1 7:80, Release Time for Religious Instruction/Observation

2.40 Make-Up Work

If a student's absence is counted as excused from school, he/she will be permitted to make up *all* missed work, including homework and tests, for equivalent academic credit. Assignments missed due to an unexcused absence may be made up for partial credit, equivalent to no less than 75% of the original grade that would have been earned. This decision would be at the discretion of the teacher &/or building principal.

In the case of a suspension, a written notice of the suspension to the parent(s)/guardian(s) and the student, will include information about the opportunity to make up work missed during the suspension for equivalent credit.

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.

A student who is absent from school for two (2) days may call the school office before 9:00 a.m. to request assignments. Assignments, books, etc. can be picked up in the school office by 3:30 p.m. on the day requested. In addition, you can check for assignments utilizing Google Classroom and/or Skyward Family Access (www.cusd1.com).

Cross Reference:
CUSD#1 7:70, Attendance and Truancy

2.50 Truancy

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

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

Cross Reference:

CUSD#1 7:70, Attendance and Truancy

2.60 Grading & Promotion

Grading Scale

A student's academic performance is assessed in a variety of ways including tests, quizzes, assignments, projects, group work, and class participation. In addition to the aforementioned criteria, teachers are asked to evaluate a student's life skills. These skills include respect for others, responsibility, and other necessary attributes needed by people in everyday life. The degree to which each of these, or any other assessment, figure into the final grade is determined by the teacher. Although some of the criteria listed below may not be applicable to every assessment, student work is measured by the following:

Basic Standards

- Work meets the basic course requirements set by the teacher.
- Work is complete and turned in on time.
- Work is the student's own and has not been copied or plagiarized.

Additional Standards

- Work displays a high degree of accuracy.
- Work demonstrates that the student understands the concepts and how to apply them.
- Work is displayed in group assignments and class discussions frequently and positively contributes to the learning environment of the classroom.

The final grade for a course is expressed in letter grades.

F - The student has not met basic course requirements and/or has not completed all coursework.

The following grading scale has been approved by the Carlinville Board of Education and is used in every Carlinville classroom (Grades 3-12).

93-100	A	77-79	C+
90-92	A-	73-76	C
87-89	B+	70-72	C-
83-86	B	67-69	D+
80-82	B-	63-66	D
		60-62	D-
		59 & below	F

Grading Standards

D - The student has met basic requirements and has completed all coursework.

C - The student has met basic requirements and, occasionally, some of the additional standards.

B - The student has met basic requirements and, frequently, some of the additional standards.

A - The student has met basic requirements and, consistently, some of the additional standards.

Primary & Intermediate School Grade Reports

Grade reports are issued at the end of each nine weeks to second through fifth grade students. Report cards are given to students after the end of the nine-week grading period. Kindergarten and first grade students are issued a standards-based report card that does not include letter grades. A copy of the report card will be issued to the non-custodial parent upon request.

Middle & High School Grade Concerns

While students may have a different teacher for each subject, teachers at both the middle school and high school grade levels work very hard together to assist in the development of students. Parents are encouraged to contact teachers with any questions or concerns about their child's academic progress and/or behavioral concerns. Parent conferences may be scheduled, as well, which may include the student, parents, classroom teachers, guidance counselor, administration, and/or coaches.

8TH Grade Promotion

At the end of each school year, CMS administration and faculty will determine if a student is promoted or retained. Promotion advances the student to the next higher grade level. Retention means that the student will repeat the grade level just completed. The principal has the final authority on the promotion and/or retention of each student. The decision to promote or retain is based upon each students' successful completion of the curriculum, attendance, performance on state assessments, as well as other individual diagnostic tests. A student will not be promoted based upon age or any other social reason not related to academic performance. The principal will strongly consider the input from faculty and parents in regard to the promotion or retention of a student.

To qualify for promotion at Carlinville Middle School, a student must:

Grades 6, 7, and 8 - pass five of eight core classes (Science, Mathematics, Social Studies, and English)

If a student does not qualify for promotion based upon the successful completion of the curriculum, the principal may consider that the student's academic performance in the following areas as a basis for promotion:

- performance on state assessments
- performance on diagnostic tests administered by the school and/or district
- successful completion of individualized summer program (this is used in rare and individual circumstances)
- other criteria in the opinion of the principal that is consistent with the intent of this policy.
- significant academic improvement throughout the academic year
- completion /progress of MTSS program

Student Recognition At Carlinville Middle School

General

American Legion Awards will be presented to the 8 th grade boy and 8 th grade girl selected by the staff to have demonstrated the qualities of courage, honor, leadership, patriotism, scholarship and service.

Academics

Those students making the Honor Roll at the end of each semester will have their names published in the local paper and be presented award certificates. Honor roll students must have a "B" average or better. Grades received in all subjects are used to determine grade average.

At the beginning of the students' second semester of their eighth-grade year, students who have made the honor roll in each semester of attendance at CMS (minimum two semesters) will be named members of the Honors Club. For students who transfer to CMS during their middle school years, grades from their previous school (s) will be used to determine eligibility. Students entering CMS from homeschool settings must be enrolled for two consecutive semesters prior to the second semester of their eighth-grade year to be eligible for Honors Club. The Honors Club will be engaged in activities and outings that will be intended to be both educational and enjoyable (example: field trips). Students must also maintain acceptable standards of behavior and be academically eligible to participate in the Club's activities.

Certificate of Recognition

Each coach, teacher or sponsor is encouraged to present to each member of his or her squad, club, organization or activity, certificates of recognition for those students who remain eligible for the entire season or duration of the activity.

Publicity

Middle school teachers will be asked to submit articles regarding student achievements for local papers. Other publications will be made to highlight the middle school program.

High School Graduation Requirements

Academic Requirements

Carlinville High School diplomas are awarded to students who earn twenty-six (26) total credits and meet the specific course credits listed below. Also, participation in mandatory state testing and FAFSA completion/waiver is required.

4 ½ Credits - English

1 - English 9

1½ - Elective

1 - English 10

1 - English 11

3 Credits - Mathematics

1 - Algebra 1

1 - Elective (not required, but highly encouraged)

1 - Geometry

1 - Algebra 2

3 Credits - Science

1 - Biology

2 - Electives

3 ½ Credits - Social Studies

1 - Government

1 - World History

(Pass US Constitution Test)

1 - US History

(Pass IL Constitution Test)

½ - Civics

½ Credit - Consumer Education/Health

1 ½ Credits - Physical Education

1 Credit - Art, Music, Foreign Language, or Career and Technical Education

Student Classifications

Minimum number of credits required to earn the status of a particular academic class as of the fall semester:

2 Credits Sophomore

10 Credits Junior

17 Credits Senior

Auditing Classes

All students enrolled in classes at Carlinville High School will be graded with the grade earned appearing on the student's official transcript. A student may retake a class on an audit basis in order to improve skills for subsequent courses in the area. A student may not audit a class without previously having earned credit for the class.

High School Commencement

Seniors must meet all graduation requirements, and be in good standing in order to participate in commencement exercises.

High School Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted in writing to the building principal and Guidance Counselor prior to the 5th day of student attendance of the student's seventh semester.

Early graduates must make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e. announcements, cap and gown rental, graduation practices, etc.). While early graduates may still participate in spring senior activities, such as prom and the senior class trip, they will not be eligible to participate in IHSA sanctioned athletics or activities.

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the Principal and the Guidance Counselor prior to 5th day of student attendance of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

Enrollment Regulations

1. All students except fifth year students are required to be enrolled in a minimum of SEVEN (7) credit classes. Fifth year students have no minimum enrollment requirements.
2. All students must enroll in physical education both semesters of the 9th grade year and one semester of the 10th grade year unless excused for medical reasons. A student excused for medical reasons receives no credit.
3. Credit is awarded on a semester basis. Any semester failed must be repeated to earn credit.
4. A student who elects to drop a class after the sixth (6th) week of the semester will be assigned a failing grade for the class.
5. Enrollment in any class at Carlinville High School is open to members of either sex.

General Academic Guidelines

Extra Credit

Offering "extra credit for extra work" is solely the prerogative for each teacher. When used, extra credit is to enable a student to increase a passing grade. Extra credit cannot be used as a substitute for basic course requirements.

GPA & Class Rank

Individual student grade point averages are calculated on a 4.000 scale with each semester mark assigned a numerical value as follows:

A = 12	B- = 8	D+ = 4
A- = 11	C+ = 7	D = 3
B+ = 10	C = 6	D- = 2
B = 9	C- = 5	F = 0

An average numerical value is calculated (sum of mark values divided by number of marks). This is then divided by 3 to convert to a standard 4.000 scale with A = 4, B = 3, C = 2, D = 1, and F = 0.

A student's permanent record card shows only final semester grades. These marks are used to calculate a cumulative grade point average. Class rank at the high school is based upon a student's cumulative grade point average.

AP Courses

AP designation is assigned to those courses whose content, in-depth treatment of material, pacing, and expectations of students for independent pursuit of course goals is greater. The focus and purpose of this level course is to provide concentrated, in-depth treatment of particular fields of study that include extensive reading and critical analysis. Grade weight is 5.0 = A.

Dual Credit Classes:

The content, treatment of material, and expectations of the students are equal to those in advanced placement classes. Based on the fact that many young people can complete college-level studies in their secondary schools, it represents a desire of CHS to foster such experiences. Grade weight is 5.0 = A.

Classes will be taught during the regular schedule at CHS.

Courses include:

- Dual credit courses with prerequisites and required testing, must have requirements met before the first day of the semester.
- All applications for dual credit courses must be completed prior to the first day of the semester.

Weighted GPA

A = 5.0

B = 4.0

C = 3.0

D = 2.0

F = 0

Eligible AP or Dual Credit courses:

ELA: AP Language, AP Literature, & College Writing

Math: Algebra III, Trigonometry, Statistics, & AP Calculus

Science: AP Chemistry & AP Biology

Social Studies: Psychology and AP US History

Foreign Language: Spanish 3 & 4

Computer Science: AP Computer Science Principles

Coursework

Our teachers have high expectations for each student. They expect each student to do their very best and to complete all they are assigned. If a student submits coursework after the due date, the student may only receive partial credit for the work. Credit for incomplete or late work may be given at the teacher's discretion, but will be awarded equitably among all students. Reports, projects, tests, or class assignments not completed at the end of the semester will be recorded as zeros, which may result in a failing grade for the course. A student's request for a time extension due to illness, excused absence from class, or other good cause may be granted. Such extension shall be for a reasonable length of time as determined by the teacher or the student's 504 accommodation plan, and administered with fidelity and equity for all students.

Honor Roll

Carlinsville Middle School

Those students making the Honor Roll at the end of each semester will have their names published in the local paper and be presented award certificates. Honor roll students must have a "B" average or better. Grades received in all subjects are used to determine grade average.

At the beginning of the students' second semester of their eighth-grade year, students who have made the honor roll in each semester of attendance at CMS (minimum of two semesters) will be named members of the Honors Club. For students who transfer to CMS during their middle school years, grades from their previous school(s) will be used to determine eligibility. Students entering CMS from homeschool settings must be enrolled for two consecutive semesters prior to the second semester of their eighth-grade year to be eligible for Honors Club. The Honors Club will be engaged in activities and outings that will be intended to be both educational and enjoyable (example: field trips).

Students must also maintain acceptable standards of behavior and be academically eligible to participate in the Club's activities.

Carlinville High School

At the end of each semester an "Honor Roll" of students achieving a grade point average of 3.25 or more will be published.

The Honor Roll recognizes students who have "Perfect" 4.00 averages, "High Honors" for averages of 3.75 - 3.99, and "Honors" for averages of 3.25 - 3.75. All classes graded A-F, except audit classes, will be counted in calculating grade point averages.

Progress and Grade Reports

All students will receive 9 week progress reports and 18 week report cards. These reports will list a current performance grade for each class. Teachers may include comments to further report on student progress. At the end of each semester, grades earned in all classes will be reported. These final class grades appear on students' permanent records, and are used to determine class rank.

Driver Education (CHS)

Students must pass eight (8) classes during the two previous semesters in order to enroll in Driver Education.

Cross Reference:
CUSD#1 6:280, Grading & Promotion
CUSD#1 6:300, Graduation Requirements

2.70 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.

If you have any questions regarding homework please contact your child's teacher.

Cross Reference:
CUSD#1 6:290, Homework

2.80 Exemption from Physical Education Requirement [HS]

To be excused from participating 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 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit.
2. Enrollment in the Reserve Officer's Training Corps (ROTC) program sponsored by the district.
3. Ongoing participation in an interscholastic or extracurricular athletic program.
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or

5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

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:

1. The time of year when the student's participation ceases.
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.

Cross References:

CUSD#1 6:310, High School Credit for Non-District Experiences; Course Substitutions, Re-entering Students

CUSD#1 7:260, Exemption from Physical Education

2.80 Exemption from Physical Education Requirement [K-8]

To be excused from participating 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 excuses 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 in Handbook Procedure 10.30.

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:

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

Cross Reference:

CUSD#1 7:260, Exemption from Physical Education

2.100 Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advance practice 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.

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.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided with home instruction under the following circumstances:

1. Before the birth of the child, when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
 - a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
 - b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

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

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

Cross Reference:

CUSD#1 6:150, Home and Hospital Instruction

2.121 Assistance with FAFSA Application

The following individual(s) has/have been designated by the school to assist senior students with questions related to the Free Application for Federal Student Aid (known as FAFSA) or to refer senior students to other appropriate resources.

The school offers a variety of services aimed at helping senior students complete FAFSA paperwork, including the opportunity to receive help during the school day in completing the students' portion of the FAFSA application.

FAFSA Contact Person:

Jennifer Enrietta

Phone: 217-854-3104

Email: enriettaj@cUSD1.com

Cross Reference:

CUSD#1 6:300-E2, State Law Graduation Requirements

2.130 Complaints About Curriculum, Instructional Materials, and Programs: Ability to Opt-Out of Certain Course Content and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the district's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or participating in certain course content or programs by completing a Curriculum Objection Form.

Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allows parents or guardians to object in writing and/or opt for participation shall not be a reason for disciplinary action or academic penalty to the student.

Cross References:

CUSD#1 6:60-AP1, Administrative Procedure – Comprehensive Health Education Program

CUSD#1 6:260, Complaints About Curriculum, Instructional Materials, and Programs

CUSD#1 6:260-AP-E, Exhibit – Curriculum Objection Form

Chapter 3 Student Fees and Meal Costs

3.10 Fines, Fees, and Charges; Waiver of Student Fees

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 parents or guardians are 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 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 meal's 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:

- 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 can 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 owe money for a meal or snack.

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

Cross References:

CUSD#1 4:110, Transportation

CUSD#1 4:140, Waiver of Student Fees

CUSD#1 4:140-AP, Fines, Fees, and Charges – Waiver of Student Fees

CUSD#1 4:140-E1, Application for Fee Waivers

CUSD#1 4:140-E3, Response to Application for Fee Waiver, Appeal, and Response to Appeal

3.15 Vandalism

The Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

Cross References: CUSD#1 7:170, Vandalism

3.20 School Breakfast & Lunch Program

A student may purchase breakfast for \$2.15. Breakfast may be purchased on a weekly basis for \$10.75.

A student may bring a sack lunch from home or may purchase a school lunch for \$3.00 and/or milk for \$0.40. Lunch may be purchased on a weekly basis for \$15.00.

Free or reduced-price meals are available for qualifying students. For an application, please contact the building principal.

Cross Reference:

CUSD#1 4:130, Free and Reduced-Price Food Services

Chapter 4 Transportation and Parking

4.10 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 students' 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®, smart phones, and other electronic devices must be silent 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 always.
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 drop or forget something.

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: **Mr. Pat Drew at 217-854-2311**

Cross Reference:

CUSD#1 4:110, Transportation

CUSD#1 4:110-AP3, School Bus Safety Rules

CUSD#1 7:220, Bus Conduct

CUSD#1 7:220-AP, Electronic Recordings on School Buses

4.15 School Bus Safety Rules

The right of a pupil to ride a school bus is dependent upon his/her behavior and observance of the following safety rules and regulations. The school has no obligation to transport any pupil who or will not behave on the bus. The following regulations are expectations for each student riding a CUSD#1 bus:

1. Obey the directives of the bus driver and/or monitor at all times.
2. The pupil will sit in their seat facing forward for the entire ride.
3. Be courteous and considerate of the bus driver, monitor, and other students.

4. Arrive at the bus stop on time. The bus driver cannot wait because he/she has a schedule to maintain.
5. Do not, under any circumstances, stand in the roadway while waiting for the bus.
6. Stand at least three (3) giant steps back from the edge of the roadway from where the bus stops.
7. Do not throw paper or any other item on the floor of the bus or out of the bus window. No trash should be left in the seats. Each bus is equipped with a trash can.
8. Do not stand up or leave your seat while the bus is in motion.
9. Keep your hands, arms, and head inside the bus at all times.
10. Eating and drinking are not permitted on the bus.
11. While on the bus, a student is not permitted to yell or speak loudly to others on the bus or outside the bus.
12. Remain absolutely quiet when the bus is approaching, stopped at, or crossing a railroad crossing
13. Fighting and other such disruptive behavior will not be tolerated on the bus or at the bus stop.
14. Using profane or obscene language and/or gestures will not be tolerated.
15. Spitting and other such inappropriate actions will not be tolerated on the bus or at the bus stop.
16. Bringing animals on the bus will not be allowed.
17. Possession of tobacco, vapes, guns, or knives will not be allowed on the bus.
18. Loading and unloading through the rear door of the bus is not permitted. The rear door of all buses is for emergency use only.
19. Observe safety precautions when unloading the bus. When it is necessary to cross the street or roadway, please cross ten (10) feet in front of the bus and always wait for the driver's signal allowing you to cross the road.
20. Writing on, poking holes in or damaging bus seats or bus equipment will not be tolerated. (In the event a child damages a bus, the child's parents and/or guardian will be required to pay for the repair or replacement costs).
21. Engaging in inappropriate physical contact (e.g., kissing or touching body parts) is not permissible.
22. When using all electronic equipment (e.g., Chromebooks, portable CD players, cell phones, and Game Boys), headphones must be used while the student is on the bus.
23. Using lasers, flash cameras, or cell phone cameras is not permitted by a student on the bus.

BUS ASSIGNMENT

All students are only allowed one bus and/or van in the morning and in the afternoon. Parents will be asked to provide the one address where their child will be picked up each morning and the one address of the drop-off location. Courtesy transports will not be allowed. Students will not be allowed to have others ride with them. Attendance will be taken as the students board the bus. Also, on mornings when a child will not be riding the bus, the District would ask that parents call the bus garage at (217) 854-2311. This will enable the district to notify the bus driver of the change.

CODE OF CONDUCT VIOLATION

The bus driver will make every effort to enforce all the above rules and discuss the matter with the student(s) involved, contact parents, or assign seats as deemed appropriate.

When a bus conduct report has been issued, the transportation department will review the video recording of the incident and notify the proper administrator. The following are standard actions that will generally be applied. However, depending on the severity of the incident, disciplinary action could initiate at the 3rd or 4th level.

- 1st Offense: Student counseled and warned by the driver and/or school administration.
- 2nd Offense: Suspension of bus privileges for two days.
- 3rd Offense: Suspension of bus privileges for five days.
- 4th Offense: Suspension of bus privileges for ten days or more, depending on the nature of the offense.

The intent is to maintain good order and a safe environment for students riding buses to and from school or school-sponsored activities, as well as to notify parents of the misconduct of their children.

Cross Reference:

CUSD#1 4:110-AP3, *School Bus Safety Rules*

Chapter 5 Health and Safety

5.10 Immunization, Health, Eye and Dental Examinations

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 prior to:

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. 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. Beginning with the 2017-2018 school year, age-appropriate developmental screening and age-appropriate social and emotional screening are required parts of each health examination.

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. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

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, sixth and ninth 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.

Cross Reference:

CUSD#1 7:100, Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students

5.20 Student Medication

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

No school or district employee is allowed to administer 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/or self-administer diabetic testing supplies, equipment, 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/or 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, because 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 a 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 own physician regarding these medications.

Emergency Aid to Students:

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

Cross References:

CUSD#1 7:270, Administering Medicines to Students

CUSD#1 7:270-AP1, Dispensing Medication

CUSD#1 7:270-E1, School Medication Authorization Form

5.30 Guidance & Counseling (HS)

(K-12) The school provides guidance and counseling programs for students. The school's counselors are available to those students who require additional assistance. Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to no more than eight 90-minute sessions.

(9-12) The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors could receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Cross Reference:

CUSD#1 6:270, Guidance and Counseling Programs

5.40 Safety Drill Procedures and Conduct

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.

Cross References:

CUSD#1 4:170, Safety

CUSD#1 4:170-AP1, Comprehensive Safety and Security Plan

5.50 Communicable Diseases

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

1. Parents are required to notify the school nurse 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 parents 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.

Cross-References:

CUSD#1 7:280, Communicable and Chronic Infectious Disease

CUSD#1 7:280-AP, Managing Students with Communicable or Infectious Diseases

5.60 Head Lice

Parents are required to notify the school nurse if they suspect their child has head lice. Children with head lice infestation (live lice and/or unhatched eggs) will be sent home for treatment following parent or guardian notification. This may include other children living in the same household. Children may return to school the next day. Please notify the school nurse if you discover that your child has a head lice infestation. This information will be kept confidential. All children are responsible for keeping their coats, hats, and book bags in a closed garbage bag at school. Bags may be purchased at the school office. Children are not to share combs, brushes, or hats. It is the parents' responsibility to check their child's head for lice on a weekly basis. This is best done by combing damp, shampooed hair with a metal comb under bright lighting. By working together, we can keep this problem to a minimum.

Cross Reference: CUSD#1 7:250 AP1, Measures to Control the Spread of Head Lice at School
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5.70 Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the district's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any exCUSD#1ed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

Cross Reference: CUSD#1 4:190, Targeted School Violence Prevention Program
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5.70-E1 Targeted School Violence Prevention Program

Date:

To: District Staff and Parents/Guardians

From: Building Principal

Re: Targeted School Violence Prevention Program

Student safety is our District's top priority. To maximize safety, the district uses a threat assessment process to identify *threats* and prevent *targeted school violence*. This process is part of the Targeted School Violence Prevention Program (Program). For more information, see Board policy 4:190, *Targeted School Violence Prevention Program*. The Program is part of the preparedness and response phases of the School Emergency Operations and Crisis Response Plan, which in turn is part of the District's Comprehensive Safety and Security Plan.

The district wishes to create a climate that encourages sharing *any* information about safety concerns with a trusted adult who can help. **Sharing information about threats and safety concerns is everyone's responsibility: students, parents/guardians, staff, and community members.** The question-and-answer section below is designed to help students, parents/guardians, and staff understand when school officials want individuals to share information about safety concerns.

What Is a Threat?

A threat is a concerning communication or behavior that indicates that an individual may pose a danger to the safety of school staff or students through acts of violence or other behavior that could cause harm to self or others. It may be exCUSD#1ed/communicated behaviorally, orally, visually, in writing, electronically, or in another way. Threats may be direct ("I'm going to beat you up" or "I'm going to blow this place up!") or indirect ("Come and watch what I am going to do to her."). A threat can be vague ("I'm going to hurt him.") or implied ("You better watch out."). Any possession of a weapon or mention of one is a possible threat.

A threat is a threat *regardless* of whether it is observed by or communicated directly to the target of the threat or is observed by or communicated to a third party; and regardless of whether the target of the threat is aware of the threat.

Sometimes students make threats that may seem funny or "joking," but sometimes a threat is very serious and/or criminal. **When you are in doubt as to whether the statement is kidding or serious, the responsible thing to do is to tell the principal or other responsible staff member.**

What Is Targeted School Violence?

Targeted School Violence includes school shootings and other school-based attacks where the school was deliberately selected as the location for the attack and was not simply a random site of opportunity. Individuals who have committed targeted violence did not "just snap," but engaged in a process of thought and escalation of action over days, weeks, months, and even years.

In most incidents of targeted violence, perpetrators did not directly threaten their targets, but they *did* communicate their intent and/or plans to others before the violence. This indirect expression or third-party communication of intent to cause harm is often referred to as *leakage*. Reporting *leakage* is key to preventing targeted school violence.

Who Is Required to Report Threats?

All District staff, volunteers, and contractors are required to report any exCUSD#1ed threats or behaviors that may represent a threat to the community, school, or self to the Building Principal. Parents/guardians and students are also encouraged to report any such threats to the Building Principal.

Reported threats are assessed by the school's Threat Assessment Team (TAT). Each TAT includes people with expertise in counseling, instruction, school administration, and law enforcement. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe and secure school environment, to protect and support potential victims, and to help, as needed, to the individual being assessed.

The threat assessment process does not preclude anyone from acting immediately to address an imminent threat.

What Can Staff and Parents/Guardians Do?

The TAT will provide guidance to students and staff regarding recognizing concerning, aberrant, threatening, and prohibited behaviors to be reported. While there is no one list of behaviors that may cause concern, examples include, but are not limited to:

- Threatening statements or gestures
- People with ongoing, unresolved grievances with members of the school community
- Atypical, unusual, or bizarre communications or behavior
- Significant changes in behavior
- Increased focus or fixation on aspects of violence, harm, or death
- Information about someone expressing thoughts, plans, or preparations for violence
- Concerns that someone may harm themselves
- Behavior that significantly disrupts the learning or working environment
- Behavior that seems troubling or disturbing
- People seeming isolated and alienated from others
- Anyone unknown to the school

Staff and parents/guardians can reinforce this guidance by discussing with students what a threat is, encouraging students not to make threats or "joking" statements in the first place, and reiterating that seeking help to prevent someone from getting hurt or hurting another by reporting threats is appropriate.

Carlinville CUSD 1 Local Wellness Policy (Revised 4/13/2026)

Wellness Policy Leadership

School Official: Elise Schwartz, Director of Curriculum and Instruction
Contact: 217-854-9823 Ext. 0108

Wellness Policy Committee Members

Wellness Policy Committee Members Kim Maguire, Food Service Director
Contact: 217-854-3104

Alan Cooper, Elementary Physical Education Teacher
Contact: 217-854-9849

Michelle Owsley, Middle School Physical Education Teacher
Contact: 217-854-3106

Lydia Miller, C.U.S.D. #1 School Nurse
Contact: 217-854-9523

Whitney Albert, Parent and Health Care Professional
Contact: 217-341-9502

Kathy Norris, President, Board of Education
Contact: 217-370-0494

Wellness Policy Committee Responsibilities

Public Involvement

Carlinville C.U.S.D. #1 permits and encourages public involvement in Local Wellness Policy development, implementation, updates, and reviews. Therefore, Carlinville C.U.S.D. #1 shall invite a variety of stakeholders within the general public to participate in Local Wellness Policy processes. The following methods of communication will be utilized to notify the general public of the opportunity to participate in these processes:

- Stakeholders are encouraged to participate in the development and assessment of the Local Wellness Policy through the District web page, Skylert messages, newsletters and social media platforms.

Assessments

Under the Healthy, Hunger-Free Kids Act of 2010, assessments of the Local Wellness Policy must occur no less than every three years. C.U.S.D. #1 shall conduct a triennial assessment of the Local Wellness Policy utilizing the template provided by the Illinois State Board of Education, beginning in 2024 and occurring every 3 years thereafter. (The Covid pandemic delayed the 2020 assessment and update.)

These assessments will:

- Ensure the wellness policy is in compliance with USDA, State, and Local rules and regulations
- Compare C.U.S.D. #1's Local Wellness Policy to model wellness policies
- Measure the progress made in achieving the policy goals as outlined by C.U.S.D. #1

Updates

The Wellness Policy Committee must update the Local Wellness Policy as appropriate in order to fit the needs and goals of Carlinville C.U.S.D. #1. The District shall make the following available to the public:

- The Local Wellness Policy, including any updates to the policy, on a yearly basis
- The triennial assessment, including progress toward meeting the goals outlined in the Local Wellness Policy

Through the following channels:

- Board of Education presentation, District web page, Skylert messages, newsletters and social media platforms

Records

Carlinville C.U.S.D. #1 shall maintain a record of the Local Wellness Policy. This includes keeping a copy of the current wellness policy on file and maintaining documentation of the following actions:

- The most recent assessment of the policy
- Availability of the Wellness Policy and assessments to the public
- Reviews and revisions of the policy, including the individuals involved and the efforts made to notify stakeholders of their ability to participate in the process

Nutrition

Carlinville C.U.S.D. #1 recognizes the important role nutrition plays in academic performance as well as overall quality of life. The National Education Association references numerous articles supporting the effects of nutrition on the classroom, for example, hunger often has a negative impact on students' success, attendance, and behavior.

- Youth Obesity Trends: According to the most recent comprehensive data from the Centers for Disease Control and Prevention (CDC), the prevalence of obesity among U.S. youth (ages 2–19) has continued to climb, reaching approximately 19.7%. This affects about 14.7 million children and adolescents.
- Food Hardship: In 2023, the USDA reported that approximately 13.5% of American households (roughly 18 million households) were food insecure at some point during the year. While this represents a fluctuation from 2017 levels, the impact on families remains a critical public health concern.
- The Role of School Nutrition: Through participation in the U.S. Department of Agriculture's (USDA) School Nutrition Programs, the Local Educational Agency (LEA) commits to serving nutritious meals to students. This initiative is designed to combat the "dual burden" of malnutrition—preventing both the overconsumption of nutrient-poor, calorie-dense foods and the risks of food insecurity—ensuring students have the physical and cognitive fuel necessary to succeed inside and outside the classroom.

Nutrition Standards

Meals

All reimbursable meals served for the purposes of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) must meet or exceed USDA nutrition standards and regulations. This includes meeting standards for each of the meal pattern components (i.e. Grains, Meat/Meat Alternates, Fruits, Vegetables, and Milk) as well as meeting or exceeding the limitations set for calories, sodium, saturated fat, and trans fat. See attached meal pattern requirements and newest milk and grain requirements that C.U.S.D. #1 follows.

C.U.S.D. #1 also provides fresh vegetables as a part of the menu each day. These items are served on the hot lines and also served in the Cavie Corner (a la carte). As a part of the breakfast program C.U.S.D. #1 provides a breakfast cart down the High School hall in addition to the cafeteria.

Competitive Foods

All competitive foods and beverages sold must comply with the USDA Smart Snacks in Schools nutrition standards (7 CFR 210.31(c)(3)(iii)). Competitive foods and beverages refer to those that are sold to students outside the reimbursable meal on the school campus (i.e. locations on the school campus that are accessible to students) during the school day (i.e. the midnight before to 30 minutes after the end of the school day). This includes, but is not limited to, vending machines and à la carte items. See attached documentation for acceptable smart snack standards and fundraisers that are followed by CUSD1.

Other Foods and Beverages

The following policy refers to all foods and beverages provided, but not sold to students. Carlinville C.U.S.D. #1 will discourage the use of food as a reward or as part of a celebration. When food is used for a reward or celebration, following Smart Snacks Nutrition Standards will be followed. Providing alternatives to food as a reward promotes healthier habits by reducing exposure to less nutritious food items and, therefore, the amount of calorie-dense food items consumed (e.g. cakes, cookies, candy, etc.). This helps children develop improved food preferences and hunger cues to carry them throughout life. Instead, schools will implement the following methods for rewards and celebrations:

- K-5 levels are given extra recess time, extra PE time, pencils, stickers and prize boxes.
- 6-8 levels are offered prize boxes and coupons for smart snacks offered in the cafeteria.
- 9-12 levels are offered early out incentives, coupons for smart snacks available in the cafeteria as well as the opportunity to do morning announcements.

Fundraisers

Fundraisers promoting food and/or beverage items that are held on school campus (i.e. locations on the school campus that are accessible to students) during the school day (i.e. the midnight before to 30 minutes after the end of the school day) must meet Smart Snacks nutrition standards. However, Carlinville C.U.S.D. #1 may participate in infrequent exempted fundraising days, in which food and beverage items do not meet Smart Snacks standards, as the District sees fit. These exempted fundraising days shall not exceed nine days within one year. See attached rules fundraiser guidelines set by USDA. Carlinville C.U.S.D. #1 will comply with the following procedures when managing exempted fundraising days:

- Approval for fundraiser days when food and or beverages are sold will be approved by the Superintendent, Principals and/or the Food Service Director. Such fundraisers include French and or Spanish candy sales and perfect pastries for FCCLA.

Nutrition Education

In accordance with the Illinois Learning Standards, Carlinville C.U.S.D. #1 shall meet all Illinois requirements and Priority Standards for Health Education. Carlinville C.U.S.D. #1 shall include Page nutrition education within the health education curriculum and integrate nutrition education into other core subjects including Math, ELA and Science, as appropriate. Various grade levels and curriculums shall use nutrition education information, research, and materials from the following resources:

- MyPlate.gov
- University of Illinois Extension Educator and Teacher Resource kits
- Brain Pop, Jr. and BrainPop Health and Nutrition lessons K-5
- Mystery Science Health and Nutrition lessons K-5
- Scholastic News K-2
- YouTube-"Would you Rather", healthy snacks, body recognition
- PE Games incorporating calorie and nutrition knowledge, exercise effects K-2
- PE Station activities about the body and muscles K-2
- Nutrition education for grades 3-5 is done partly via the annual "Health Jam". A full day health and nutrition education series ran by Macoupin County 4-H (U of I Extension) , Carlinville Area Hospital, and Macoupin County Public Health. There are a total of 6 (30) minute follow up sessions, for a total of 8 Hours per school year.
- Required Health Course Grades 9-12

Nutrition Promotion

Carlinville C.U.S.D. #1 shall implement nutrition promotion techniques through multiple channels, including the cafeteria, classroom, and home.

The District shall make cafeteria menus and nutrition information available through the following platforms:

- Social media
- School website
- Paper copies of menus (available at all times)
- Paper copies posted inside the cafeteria

- TVs inside the cafeteria and in the hallway

Farm to School efforts positively impact School Nutrition Programs by serving fresh and nutritious food items. Additionally, Farm to School programs have been linked to increased consumption of fruits and vegetables. The District shall participate in the following Farm to School activities:

- CUSD1 serves fresh fruits and vegetables as a part of our daily menu cycles.
- The FFA program provides field trips and activities surrounding Farm-related activities.
- The Primary School takes trips to our local orchard, has traveled to Greene Fields Farms, Armour Dairy Farms, Frankford Farm and other local agricultural/livestock-based farms.
- Local farmers and business owners come to the schools to present information to students, such as how to care for livestock, growing and harvesting crops, simple cooking techniques and safe food handling practices.
- Food loss and waste continue to be an issue facing the nation's food supply. In order to prevent food waste, the District will make every effort to produce the precise number of meals needed on any given day by using production records and resources such as the USDA's Food Buying Guide. However, in the event excess food remains, the District will continue to provide food to students in need beyond the meals provided through the USDA School Nutrition Programs. Therefore, the District shall follow the established food sharing plan, in accordance with Public Act 102-0359, and federal and local regulations and sanitation codes:
- C.U.S.D. #1 has incorporated share tables at CIS, CMS and CHS
- Meals are provided at the end of the day to students who are in need of an evening meal.
- C.U.S.D. #1 offers extras and or seconds when possible. CUSD1 cafeteria strives to have the least amount of food waste at the end of each day. The use of previous production records and bookkeeping are a staple in helping us reach this goal.

Marketing

Carlinville C.U.S.D. #1 will prohibit the marketing and advertising of all foods and beverages that do not meet Smart Snacks nutrition standards on the school campus (i.e. locations on the school campus that are accessible to students) during the school day (i.e. the midnight before to 30 minutes after the end of the school day). The marketing standards described above apply, but are not limited to, oral, written, and graphic statements made for promotional purposes. Items subject to marketing requirements include, but are not limited to, posters, menu boards, vending machines, coolers, trash cans, scoreboards, and other equipment. This policy does not require schools to immediately replace equipment that does not meet this requirement, however, the District shall implement these standards as equipment needs replaced in the future.

Physical Activity

Physical activity is a key component of the health and well-being of all students. Physical activity lowers the risk for certain diseases, including obesity, heart disease, and diabetes. Physical activity also helps improve brain function, allowing students to perform better in school. The Centers for Disease Control and Prevention recommends adolescents get at least 60 minutes of physical activity five days per week. Nearly 80 percent of school-age children fall short of meeting this requirement, according to the CDC. Carlinville C.U.S.D. #1 recognizes this connection and commits to promoting and providing opportunities for physical activity during and outside the school day.

Physical Education:

In accordance with the Illinois Learning Standards, the Local Education Agency shall meet all Illinois requirements and standards for Physical Education. The LEA shall offer Physical Education class as follows:

- Grades K-5: 3 days/week, 25 minutes= 75mpw
- Grades 6-8: 5 days/week, 40 minutes=200 mpw
- Grades 9-10: 85 minutes 2-3 days/week rotating A/B= 255/170=212 mpw average
- Grades 11-12: PE is Elective

Other Opportunities for Physical Activity:

The District shall include additional physical activity opportunities, outside of Physical Education class, during the school day through the following:

- Grades K-5: 30 minutes per day recess= 150mpw
- Middle/High School updated weight/fitness room used for PE, sports and open times
- Grades 6-8: Free time after lunch for outside activity on track/turf field or inside in the gym, IESA sports are open to all
- Grades 9-12: IHSA sports are open to all

The following opportunities for participation in school-based sports shall be offered to students each year:

Grades 6-8:

- Boys: Golf, Cross Country, Baseball, Basketball, Track, Hunting/Fishing, Bowling, Cheer
- Girls: Golf, Cross Country, Softball, Volleyball, Basketball, Track, Hunting/Fishing, Bowling, Cheer

Grades 9-12:

- Boys: Golf, Cross Country, Football, Soccer, Basketball, Wrestling, Track, Baseball, Cheer, Cavalettes
- Girls: Golf, Cross Country, Volleyball, Basketball, Wrestling, Cheer, Cavalettes, Track, Soccer, Softball

Physical Activity Promotion: The District shall promote physical activity through the participation in the following initiative(s): ACES, Play 60, Health Jam, Fitnessgram fitness testing, IHT Heart Monitors, Teambuilder

Other School-Based Activities:

Just as it takes a comprehensive curriculum to provide education to support students' futures, the wellness approach of C.U.S.D. #1 must also be comprehensive in its intent to provide students with the tools they need to live a healthy lifestyle. In order to further establish positive behaviors related to nutrition, physical activity, and health, Carlisle C.U.S.D. #1 commits to making additional wellness-based activities available to all students beyond the cafeteria and gymnasium.

C.U.S.D. #1 shall offer other school-based activities to support student health and wellness, including coordinated events and clubs. The following events shall be organized and promoted each year:

- Start with Hello Week- District
- Welcome Back/Stop 'N Drop
- Kindness Week-District
- Health Jam- Intermediate
- 5th Grade Track Meet-Intermediate
- Running Club-Intermediate
- EXCEL activities between HS and Elementary
- Cave Connections HS to Elementary mentoring program
- Health and Nutrition Education through U of I Extension- PK-5
- Student Council events-High School
- Safe Sitter courses-Intermediate, Middle Schools
- School counseling-K-12
- Public Health Dept. school-based health services-K-12
- PreK Family Nights with Healthy Snacks-Primary
- Assemblies/Presentations Promoting Healthy Choices and Habits K-5- Fredbird, Public Health Department, various speakers
- Public Health Department dental sealant program • IL State Police assemblies on bike safety and bus safety K-5
- Public Health Department presentations on dental care K-2
- Therapy Dogs K-2
- CPR Training for students and staff
- IHT Heart Monitors grades 6-8
- Teambuilder fitness tracking grades 6-12 (selected teams)

The following health, wellness, and/or nutrition clubs shall be offered to students each year:

- FCCLA-High School
- FFA-Middle and High School

Attachments/References:

- National School Breakfast and Lunch Meal Patterns:
<https://www.isbe.net/Documents/C-Menu-Planning-Meal-Pattern.pdf>

<https://www.fns.usda.gov/school-meals/nutrition-standards/sbp-meal-pattern>
- National School Lunch Miscellaneous Regulations:
<https://www.isbe.net/Documents/J-Misc-Fed-State-Reg.pdf>
- USDA Guide To Smart Snacks in Schools:
<https://fns-prod.azureedge.us/sites/default/files/resource-files/smartsnacks.pdf>
- USDA Smart Snacks Standards and Fundraisers Fact Sheet:
<https://www.isbe.net/Documents/SmartSnacks-Fundraisers-FactSheet.pdf>
- Illinois Physical Development and Health Learning Standards:
<https://www.isbe.net/Documents/Goals-19-24-and-Perf-Descrip.pdf>
- Illinois Social-Emotional Learning Standards: <https://www.isbe.net/Documents/SEL-Standards.pdf>

Chapter 6 General Building Contact

6.10 General Building Conduct

Students should not arrive at school before 7:30a.m. and classes begin at 8:05 a.m. and students are dismissed between 2:45p.m. and 3:05p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Water guns, play guns, and/or real guns are not permitted at school, or any toy realistic looking weapons.
- Toys in general are not allowed at school, unless approved by the teacher or administrator.
- Skateboards or RollerBlades are not allowed on school property.

Arrival and Dismissal per School Building

Carlinville Primary (PreK-2nd Grade):

Students must remain in their assigned arrival areas from 7:30 a.m. until 8:00 a.m. and in their designated dismissal areas at the end of the day.

For student safety, all student drop-off and pick-up should take place in the back circle drive. Please do not pass another vehicle for any reason. Families dropping off or picking up students should avoid the circle drive when possible, as it is primarily designated for van and bus transportation.

During arrival, students must remain either in the cafeteria for breakfast or in their assigned meeting area with peers and teachers. For example, PreK students will report to the Demuzio area. Students are to remain in these designated areas until 8:00 a.m. No student may go to a classroom prior to 8:00 a.m.

During dismissal, bus riders will report to the gym and sit in their assigned bus line. Students must remain seated and ask permission if they need to leave their area or use the restroom. Students who are picked up by car must remain with their grade-level peers, with Kindergarten and 1st grade students in the cafeteria and 2nd grade students in the vestibule near the cafeteria.

PreK car riders will be dismissed at 2:15 p.m. Bus riders will report to the gym at 2:40 p.m.

Carlinville Intermediate School (3rd-5th Grade):

Students should be dropped off using the circle drive on the north side of the building from Breckenridge Road. Parents are not permitted in the front circle drive or the drop-off lanes before 9:00 a.m. or after 2:00

p.m. Do not drop off or pick up students on Buchanan Street. The West parking lot is for school personnel only.

All pick-ups, walkers, and bike riders will be dismissed at 2:45 p.m. Students are supervised for drop-off and pick-up from 7:30-8:00 a.m. and 2:45-3:10 p.m.

Carlinville Middle & High School (6th-12th):

Students must stay in designated areas (Middle School Students area is the Middle School Gym; High School Students area is outside the High School Gym Lobby) until the academic wings open —8:00 a.m. for Middle School and 7:30 a.m. for High School—unless they have written permission from a teacher. If meeting with a teacher, students should check in at the Main Office first. Students must leave the school grounds after dismissal unless involved in after-school activities. After 3:15 p.m., they cannot be in hallways or return to lockers without adult supervision. Once in the building, students cannot leave without permission. The Main Office is open from 7:30 a.m. to 4:00 p.m. When dropping off or picking up students, please avoid the Bus Lane at the back of the building. Middle School students can enter at 7:45 a.m. through the front gym doors, and High School students can enter at 7:30 a.m. through the gym lobby doors. If you exit your vehicle, please park in a designated spot. Bus riders must enter the building immediately after getting off the bus.

Students must park their bikes in the concrete area east of the middle school building. Racks and supports are available for securing bikes. Riding bicycles on school property is not allowed.

"Rush Hour" Traffic Plan (7:35 - 8:05 a.m. and 2:50 - 3:20 p.m.)

- CMS students may be dropped off and picked up before and after school at the east side of the building on Illinois Avenue.
- CHS students may be dropped off and picked up before and after school in the circle drive north of the gymnasium.
 - CMS siblings of CHS students may be dropped off at the circle drive and walk through the building to the CMS gymnasium.
 - Traffic in the circle drive will be one way from west to east.

6.20 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.

Students' dress shall be modest and appropriate for a business casual setting in the Carlinville community.

- Examples of appropriate attire are jeans, slacks, skirts, dresses, sport shirts, T-shirts, sweatshirts, split skirts, blouses, sweaters, and other such items as one would find in the world of work in Carlinville. A general rule when it comes to shirts is that shirttails must meet the top of the jeans or slacks.
- Examples of inappropriate attire are all shirts that do not cover at least 3 inches of the shoulder such as tank tops, muscle shirts, halter-tops, and tube tops. In addition to inappropriate tops, pants with holes above the mid-thigh are not acceptable.
- Changing fashions are part of a student dress standards at Carlinville Middle and High Schools. Students and their parents are encouraged to call the school principal if they have questions about specific items of student dress.
- Coats are to be left in student lockers, and not to be worn in classroom
- Hats, coats, bandannas, sweat bands, sunglasses, or other headwear may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in certain school environments examples may include industrial Art, Food preparation, shop, laboratories, during physical education, etc.
- Appropriate footwear must be always worn.
- 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.

Cross Reference:

CUSD#1 7:160, Student Appearance

6.30 Student Behavior

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student exCUSD#1ly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
 - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - i. 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 had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, moise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board Policy 7:185, Teen Dating Violence Prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member, (b) promising to join; © pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through with 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.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger to the health of safety of students, staff, or school property.
22. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, with a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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 support, shall be made to deter students, while at school or at 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 creates 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 should 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 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, 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.

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or

inappropriate language, with an aim or set an example for others. It includes 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 permitted by State law.

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 bares a reasonable relationship with school shall be expelled for a period of not less than one year but not more than 2 calendar years:

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

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

Cross References:

CUSD#1 7:190, Student Behavior

CUSD#1 7:190-AP2, Gang Activity Prohibited

CUSD#1 7:210, Expulsion Procedures

CUSD#1 7:220, Bus Conduct

6.40 Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

Definitions from 105 ILCS 5/22-110

Artificial intelligence means a machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. Artificial intelligence includes generative artificial intelligence.

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

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

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: (1) 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; (2) 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; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

Digital replica means a newly created, electronic representation of the identity of an actual individual created using a computer, algorithm, software, tool, artificial intelligence, or other technology that is fixed in a sound recording or audiovisual work in which that individual did not actually perform or appear and that is so realistic that a reasonable observer would believe it is a performance by the individual being portrayed and no other individual.

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

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

Unauthorized digital replica means the use of a digital replica of an individual without the consent of the depicted individual.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below.

1. Using the definition of bullying as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the

rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.

2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

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Complaint Manager:

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4. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things: a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident. b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process. c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received. d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions

9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.

11. Pursuant to State law and Board policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation: a. The frequency of victimization; b. Student, staff, and family observations of safety at a school; c. Identification of areas of a school where bullying occurs; d. The types of bullying utilized; and e. Bystander intervention or participation. The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following: 1) An updated version of the policy with the amendment/modification date specifying the date of adoption (indicated by month, date, and year) included in the reference portion of the policy; 2) If no revisions are deemed necessary, a copy of Board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or 3) A signed statement from the Board President indicating that the Board reevaluated the policy and no changes to it were necessary. The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The District's bullying prevention plan must be consistent with other Board policies.

13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following: a. Communicating the District's expectation and State law requirement that teachers and other licensed employees maintain discipline. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs. d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

Cross References:

CUSD#1 7:20, Harassment of Students Prohibited

CUSD#1 7:180, Prevention of and Response to Bullying, Intimidation and Harassment

CUSD#1 7:190, Student Behavior

CUSD#1 2:260, Uniform Grievance Procedure

6.42 Discrimination and Harassment on the Basis of Race, Color, and

National Origin Prohibited

Discrimination and harassment based on race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate based on actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the district's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The district maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to report discrimination, harassment, and retaliation.
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the district's policies and rules.
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action.
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis.
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and

6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences because of a report of investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the district, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Cross References:

CUSD#1 2:270, Discrimination and Harassment Based on Race, Color, and National Origin Prohibited

6.45 Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from 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; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited (Title IX)

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct based on an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or
3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

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 Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Non-Discrimination Coordinator:

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Title IX Coordinator:

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Complaint Managers:

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

Investigation Process

All complaints will be investigated by the district in accordance with state and federal law and corresponding District policies.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the district, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Cross References:

CUSD#1 7:20, Harassment of Students Prohibited

CUSD#1 7:185, Teen Dating Violence Prohibited

6.50 Lunch & Cafeteria Rules (HS)

Lunch Rules

Students may leave campus or proceed to the cafeteria during lunch. The following rules shall be observed and abided by during lunch:

- Students shall choose whether they will leave campus or stay in the cafeteria during lunch each day.
- Students leaving campus must do so immediately upon dismissal from class.
- Students shall not loiter in the halls or classrooms and shall immediately proceed to their lunch destination upon dismissal from class.
- Students who choose to stay in the school for lunch shall immediately proceed to the cafeteria. Students shall obey all cafeteria rules during lunch.
- If students are utilizing a vehicle to go to their chosen destination, students must obey all traffic laws and school rules while off campus. Drivers shall pay particular attention around the school where there is a high concentration of students leaving the building for lunch, and shall yield to pedestrians, and obey school zone speed limits. Violations of school rules that occur during lunch may result in discipline.
- If students are walking to their chosen destination, they shall obey signs and signals and shall carefully cross streets and intersections.
- Students shall be respectful, courteous, and safe at their chosen lunch location. Students shall obey rules and laws and shall clean up after themselves before returning to school.
- Students shall return to the school building on time.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

6.50 Cafeteria Rules (K-12)

1. Students should not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students should not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

6.60 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.

Field trips are part of the normal school day. All school district policies, procedures, and rules apply. The following expectations apply during all field trips provided by Carlinville Elementary Schools:

- Students will arrive at school by 8:00 a.m. so that attendance can be taken. Students must ride district-provided transportation to all field trips unless prior arrangements have been made and approved by the principal.
- Chaperones cannot take their child to or from field trips. In emergency cases, it will be cleared through the building Principal.
- Field trip chaperones will be predetermined by the teachers and they will be notified ahead of time regarding the trip schedule and details. A list of chaperones will be provided to the office. All chaperones for any field trip must fill out the District Volunteer Release Form.
- Field trip chaperones are expected to supervise a small group of students and assist school staff with managing the trip. They are expected to stay with the trip for the full day. To ensure adequate supervision and the safety of everyone involved, younger children may not attend field trips.
- Individuals not named on the chaperone list may not visit the field trip location, join a trip while it is in progress or substitute for a listed chaperone. All changes to the chaperone list must be made prior to trip departure and are at the discretion of the school principal.
- Chaperones are expected to be respectful and treat everyone with courtesy. They are also expected to follow all school rules, including no smoking or drinking alcohol during field trips.
- Field trip chaperones may drive their own vehicle to field trip locations after signing in at the office. Prior arrangements to meet the trip or ride the bus may be made with the principal and will be allowed on a case-by-case basis.
- Gift shops are not visited during field trips unless the teachers give permission ahead of time.
- Students will not be allowed to leave a field trip with parents in a separate vehicle unless prior arrangements are made with the principal. Signing out early after a field trip returns to school is allowed but strongly discouraged. Both of these scenarios affect perfect attendance.

Individuals not following the above expectations for elementary field trips will be contacted by district administration and participation in future field trips will be jeopardized.

Cross References:
 CUSD#1 Board Policy:
 6:190 SAFETY
 6:250
 CUSD#1 6:240, Field Trips
 CUSD#1 6:240-AP, Field Trip Guidelines

6.70 Access to Student Social Networking Passwords & Websites

School officials may investigate 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. During an investigation, the student may be required to share the content that is reported to allow school officials to make a factual determination.

Cross References:
 CUSD#1 7:140, Search and Seizure
 CUSD#1 7:140-E Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting

6.80 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 during “school time” An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer, gaming device, wearable devices, including smart watches and glasses, or another similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the exCUSD#1 permission of the building principal.

During school time, which includes class periods and passing periods, electronic devices must be kept powered-off/silenced and out-of-sight in classroom storage pockets 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); (c) if a licensed physician, physician assistant, or nurse practitioner determines that the possession or use of a wireless communication device is necessary for the management of the student’s health care and the student uses the wireless communication device only as prescribed by the licensed physician, physician assistant, or nurse practitioner; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

School Time definition: K-8 = bell-to-bell, arrival through dismissal
9-12 = bell-to-bell, except during lunch

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school activity or a student’s presence at an off-campus learning opportunity.

“Wireless communication device” does not include any device that a school district or teacher has directly issued to, provided for, or required a student to possess and use for educational purposes.

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. 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. 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.

School officials may investigate 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. During 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.

Cross Reference: CUSD#1 7:190-AP5, Student Handbook, Electronic Devices
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Chapter 7 Internet, Technology & Publications

7:10 Acceptable Use of the District's Electronic Networks

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

Terms and Conditions

The term *electronic networks* include all the district's technology resources, including, but not limited to:

1. The district's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure.
2. Access to the Internet or other online resources via the district's networking infrastructure or to any District-issued online account from any computer or device, regardless of location.
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

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

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

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

- a. Using electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law.
- b. Using electronic networks to engage in conduct is prohibited by board policy.
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware.
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives).
- e. Downloading of copyrighted material for other than personal use.
- f. Using electronic networks for private financial or commercial gain.
- g. Wastefully using resources, such as file space.
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means.
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video.
- j. Using another user's account or password.
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator.
- l. Posting or sending material authored or created by another without his/her consent.
- m. Posting or sending anonymous messages.
- n. Creating or forwarding chain letters, spam, or other unsolicited messages.
- o. Using electronic networks for commercial or private advertising.
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material.
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using electronic networks while access privileges are suspended or revoked.

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

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

No Warranties - The District makes no warranties of any kind, whether exCUSD#1ed or implied, for the service it provides. The district will not be responsible for any damage the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - By using the district's electronic networks, the user agrees to indemnify the district for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any violation of these procedures.

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

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

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

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

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

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

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

Internet Safety

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

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

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

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

Cross Reference:

CUSD#1 6:235, Access to Electronic Networks

7.20 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 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 made 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 material 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 copyright.
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook.
 - d. Is reasonably viewed as promoting illegal drug use.
 - e. It 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; 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.

Cross References:

CUSD#1 7:310-AP, Guidelines for Student Distribution of Non-School Sponsored Publications, Elementary Schools

CUSD#1 7:315-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; High Schools

7.25 Guidelines for School-Sponsored Publications, Productions and Websites [HS]

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 CUSD#1 Association, Journalism Education Association, or other relevant groups.
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.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the CUSD#1 under this policy shall be deemed to be an expression of the School District or an expression of Board policy.

Cross Reference: CUSD#1 7:315 Restrictions on Publications; High Schools

7.27 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 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. It 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, or
6. Encourages or 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.

Cross Reference:

CUSD#1 7:315 Restrictions on Publications; High Schools

7.30 Bring Your Own Technology (BYOT) Program, Responsible Use and Conduct

Our school allows students to participate in a curriculum based Bring Your Own Technology (BYOT) Program. A Parent/Guardian must authorize their student's participation in the program by completing the *Participation in Bring Your Own Technology (BYOT) Program Responsible Use and Conduct Agreement*. Your student must also sign the *Internet Acceptable Use* agreement to participate in the program.

The violation of any laws, school board policies or student handbook procedures while participating in the program may result in the loss of your student's privilege to participate in the program and other discipline. Remember that you are legally responsible for your students' actions.

The teacher's role is that of instructor in your student's classroom. Teachers cannot spend time fixing technical difficulties with BYOT devices. Parents/guardians and their students share the responsibility for technical support and providing a properly charged BYOT device. If a BYOT has technical difficulties: (1) a school-owned device may be provided, if available, or (2) students may be asked to partner with another student who has a functioning BYOT device during a lesson. The school also expects you and your student to keep the BYOT device free from viruses, malware, and/or any other harmful programs that could damage the school district's electronic network. Finally, the right to privacy in your student's BYOT device is limited while it is on any school property.

Cross References:

CUSD#1 6:220, Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

CUSD#1 6:220-E1, Exhibit - Authorization to Participate in the Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct Agreement

7.40 Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

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 Ill. 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

Cross Reference:

CUSD#1 7:345-AP, E2, Student Data Privacy; Notice to Parents About Educational Technology Vendors

7.50 Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Chapter 8 Search and Seizure

8.10 Search & 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 by specially trained dogs.

Students Searches

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 its objective of the search and not excessively intrusive considering the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

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

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. During the investigation, the student may be required to share the content that is reported 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.

LOCKER SECURITY

Lockers are school property maintained for student use. The Superintendent, building principal, and/or teachers may examine and inspect locker contents on a regular basis throughout the school year. Student lockers will be assigned at registration. Students are to use only the lockers assigned to them, and are expected to keep their lockers neat and clean at all times. Periodic inspections for cleanliness, missing school property, evidence of vandalism, and special searches for contraband materials may take place. Stickers are not to be used on either the inside or outside of lockers.

Student lockers do not have locks. As such, students are strongly encouraged not to bring to school large amounts of money or valuable items that may present a strong temptation for someone to take. Also some items can cause disruptions. Specific items that are not to be brought to school include, but not limited to, toys, electronic devices, lasers, and cameras.

Cross Reference:

CUSD#1 7:140, Search and Seizure

Chapter 9 Extracurricular and Athletic Activities

Dances

Carlinville Middle School

All CMS students may attend dances held at CMS and sponsored by CMS groups and affiliations. To attend a school dance, a student must have attended school on the day of the dance for a minimum of ½ day two (2) full classes of the instructional day. All rules and regulations in effect during a school day are also in effect during the dance. Students who are asked to leave the dance for disciplinary means may be subject to further discipline on the next day of school attendance. Dances at CMS are open to CMS students only. Appropriate dress is required for any dance. Students are not allowed to leave the dance unless a parent or guardian comes to the school and informs the chaperones, they are taking the student. Some dances may require student membership, participation, or eligibility to attend the organization sponsored dance(s).

Carlinville

Dances are presented exclusively for Carlinville High School students and their guests. Guests for all dances, including Prom, must be under 21 years of age and are expected to follow all school rules governing CHS students. Middle School students may not attend CHS dances. Students must register their guests by noon of the school day prior to the dance. Appropriate dress is required for admission to any dance. The Fall Spirit and the Prom are semi-formal. All other dances are informal.

Once a student leaves the dance, he/she is not permitted to return. All school rules concerning student behavior pertain to dances.

Extracurricular Eligibility Policy

Section 5/10-20.30 of the Illinois School Code requires all students who participate in extra-curricular activities meet established academic standards. The standard for Carlinville High School students is successful completion of six (6) classes each semester. Any student-participant failing to meet this standard shall be suspended from extra-curricular participation for a period of one semester. Extra-curricular activities include all co-curricular clubs, Cavalettes, Flag Corp, WYSE, Model UN, All-School Musical, National Honor Society, Student Council, Yearbook, Cheerleading, and IHSA competitive events.

Extracurricular Activity Policy

It is understood that participation in extracurricular activities is on a voluntary basis. Everyone who participates does so at his own volition and, in so doing, automatically accepts the rules and regulations promulgated by the coach or sponsor, the school, and the Illinois Elementary School Association and Illinois High School Association.

The School board endorses the concept that student participation in extracurricular activities is a privilege and as such, a high standard of conduct is to be upheld at all times.

The Board recognizes that it is not the responsibility of the school to punish students for behavior that occurs off school time, however, appropriate disciplinary action may be taken.

The discipline of students involved in extracurricular activities will be administered by the building principal in conjunction with the activity sponsor(s). Methods of discipline may include, but are not limited to:

- verbal reprimand.
- counseling.
- drug/alcohol awareness educational program.
- suspension of privileges.
- school and/or community service.
- removal from the activity, temporarily or permanently.

Disciplinary procedures may be instituted if a student:

- fails to maintain academic standards (handbook, IESA, IHSA).
- violates rules and regulations as set forth in the Carlinville CUSD #1 Competitive and Extracurricular Activity Guide or by the sponsor.
- does not present appropriate medical and/or insurance for athletic participation

CCUSD#1 Board Policy 7:240 Conduct Code for Participants in Extracurricular Activities

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

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 6 through 12 participating in these programs.

Performance Enhancing Drugs

State law requires the Illinois High School Association (IHSA) to prohibit a student from participating in an athletic competition sponsored or sanctioned by IHSA unless the student has agreed, (a) not to use any performance-enhancing substances on IHSA's current banned drug list, and (b) to submit to random testing for these substances in the student's body if the student is in high school. In addition, the student's parent/guardian must sign a statement for IHSA containing specific acknowledgments including that the student, if in high school, may be subject to random performance-enhancing substance testing and that violating the laws regulating the use of performance-enhancing substances is a crime.

IHSA, with oversight from the Illinois Department of Public Health, administers a performance-enhancing substance testing program under which high school participants in athletic competition sponsored or sanctioned by IHSA are tested at multiple times throughout the athletic season for the presence in their bodies of performance-enhancing substances on the IHSA's banned drug list.

Extracurricular Discipline

A. Conduct on School Grounds or During the Course of Extra-Curricular Activities.

Use, possession or transportation of intoxicating liquors; use, possession or transportation of tobacco products of any kind; use, possession or transportation of illegal drugs or illegal controlled substances; criminal conduct or behavior that is destructive or detrimental to the purpose of the extra-curricular activities, even if off school grounds, shall result in the imposition of one or more acceptable disciplinary measures which may include suspension, removal and/or disqualification of the participant from the extra-curricular activity or activities in which the participant is engaged.

B. Conduct Off School Premises and Not During the Course of Extra-Curricular Activities.

Such conduct or behavior that is prohibited by the coach or sponsor during the term of extra-curricular activity, even if such conduct occurs off school premises and not during the actual performance of the extra-curricular activity, shall result in the imposition of one or more disciplinary measures which may include the suspension, removal or disqualification of the participant from that extra-curricular activity or activities in which the participant is then engaged.

CCUSD#1 Board Policy 7:300 Extracurricular Athletics

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

1. The student must meet the academic criteria set forth in the Board policy on school sponsored extracurricular activities.
2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility for the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student and his or her parent(s)/guardian(s) must complete forms required by the Illinois High School Association (IHSA) concerning its performance-enhancing substance testing program, implemented in accordance with State law, before the student may participate in an athletic competition sponsored or sanctioned by IHSA.

The Superintendent or designee shall maintain the necessary records to ensure student compliance with this policy.

CUSD #1 BOARD POLICY 7:305 STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

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

1. Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.

- d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussion*, which includes its *Return to Play (RTP) Policy*. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
 3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
 4. Require all student athletes to view the Illinois High School Association's video about concussions.
 5. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
 6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
 7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.
 8. Include a requirement for certified athletic trainers to complete and submit a monthly report to the Illinois High School Association on student-athletes who have sustained a concussion during: 1) a school-sponsored activity overseen by the athletic trainer; or 2) a school-sponsored event of which the athletic director is made aware.

CARLINVILLE CUSD #1 HEAT POLICY FOR SCHOOL ACTIVITIES

Heat Policy – Modifications for Baseball and Cross-Country Competition when the Heat Index is 95° – 104°

Athletes should have access to unlimited water before and after competition. Athletes should be monitored closely for signs of heat illness following the conclusion of the competition. Athletes should be encouraged to re-hydrate and seek shade as soon as the competition is complete.

Heat Policy – Modifications for Track and Field Competition when the Heat Index is 95° – 104°

Athletes should have access to unlimited water before, during and after competition. Athletes should be monitored closely for signs of heat illness during the competition. No mandatory stoppage of play required unless the heat index exceeds 104°. Athletes should re-hydrate and seek shade at each available opportunity during the competition.

FAN BUS

A student fan bus may be provided for athletic events. Students who choose to ride must register for the bus and pay the set fee in the Student Services Office. All students who ride to an event are required to ride back to Carlinville on the same bus. Only one exception to this rule is permissible: a student may return from the athletic event with his/her parent/guardian if - and only if - the parent personally notifies the student's bus driver at the game that the student will ride home with the parents. This exception applies only to the parents' children, not their friends.

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.

Cross References:

CUSD#1 6:190, Extracurricular and Co-Curricular Activities
CUSD#1 6:190-AP, Academic Eligibility for Participation in Extracurricular Activities
CUSD#1 7:240, Conduct Code for Participants in Extracurricular Activities
CUSD#1 7:240-AP1, Code of Conduct for Extracurricular Activities
CUSD#1 7:300, Extracurricular Athletics

Chapter 10 Special Education

10.10 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 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:

Dr. Danley Killam

Name

217-854-3104

Phone Number

829 West Main Street Carlinville IL. 62626

Address

Cross References:

CUSD#1 6:120, Education of Children with Disabilities
CUSD#1 6:120-AP1, E1 – Exhibit – Notice to Parents/Guardians Regarding Section 504 Rights

10.20 Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions should 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.

Cross References:

CUSD#1 7:190-AP4, Administrative Procedure – Use of Isolated Time Out, Time Out, and Physical Restraint
CUSD#1 7:230, Misconduct by Students with Disabilities

10.30 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.

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

Cross Reference:

CUSD#1 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

10.40 Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Cross Reference:

CUSD#1 6:300, Graduation Requirements

10.50 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 building principal.

Cross References:

CUSD#1 6:120, Education of Children with Disabilities

CUSD#1 6:120-AP2, E1 – Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes

10.60 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 with a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Cross Reference:

CUSD#1 7:340-AP1, School Student Records

10.70 PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>.

You may also contact the following District employee for assistance:

Dr. Danley Killam

829 W. Main Street Carlinville IL. 62626

killamd@cusd1.com

217-854-0239

Chapter 11 Student Records and Privacy

11.10 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 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:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Other than that, income is 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 have 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 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.

The school expects to conduct the following surveys that request personal student information on the following approximate dates:

CogniaClimate and Culture Survey February 1-March 1

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.

Cross References:

CUSD#1 7:15, Student and Family Privacy Rights

CUSD#1 7:15-E, Notification to Parents of Family Privacy Rights

11.20 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 record. 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 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; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; 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 in 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
- 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

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

7.The right to request that military recruiters or institutions, higher learning, and the Illinois Student Assistance Commission not be granted access to your students' information without your prior written consent.

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, email addresses, and telephone numbers, unless the student's parent/guardian, or a 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. Similarly, State law requires a secondary school to provide to military recruiters, public institutions of higher education, and the Illinois Student Assistance Commission access to the same types of information, in addition to a secondary student's birth date, unless the student's parent/guardian submits a written request before the end of the student's sophomore year (or if the student is a transfer student, by another time set by the District) that such information not be released. If you wish to opt your child out of the release of this information so that it is not released without your prior written consent, notify the building principal where your student is enrolled for further instructions. Students age 18 and older may also opt out by contacting the building principal for further instructions.

8.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.

9.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:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Cross Reference:
CUSD#1 7:340, Student Records

11.40 Requests from Military or Institutions of Higher Learning

Periodically, military recruiters and institutions of higher learning, including in conjunction with the Illinois Student Assistance Commission (ISAC), will be given access to some of the following information: the names, addresses, telephone numbers, email addresses, and dates of birth of secondary students. This information is used for recruiting purposes and/or to inform students of educational and career opportunities. Parents who do not want their child's information to be released (or students age 18 and older who do not want their information released) should contact the building principal.

Cross Reference:
CUSD#1 7:340, Student Records

Chapter 12 Parental Right Notifications

12.10 Teacher Qualifications

Parents/guardians may request information about the qualifications of their student'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.
- Whether any instructional aides or paraprofessionals provide services to your students and, if so, their qualifications.

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

Cross References:

CUSD#1 5:190, Teacher Qualifications

CUSD#1 5:190-E1, Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications

12.20 Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

- **Illinois Assessment of Readiness**
- **Illinois Science Assessment**
- **ACT/SAT**

Parents/Guardians 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/Guardians can assist their students to 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 during the night before exams.
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein.
4. Remind students and emphasize 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.

Cross Reference: CUSD#1 6:340, Student Testing and Assessment Programs

12.30 Homeless Child's Right to Education

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

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

Assistance and support for homeless families include:

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

Cross References:

CUSD#1 6:140, Education of Homeless Children

CUSD#1 6:140-AP, Education of Homeless Children

12.40 Complaints About Curriculum, Instructional Materials, and Programs, Request to Examine Materials, and Statutory Opt-Outs

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum.

A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by contacting the building administrator.

Cross References:

CUSD#1 6:60-AP1, Comprehensive Health Education Program

CUSD#1 6:60-AP1, E1, Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs

12.60 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 how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to exCUSD#1 input in the school's English Learners program, contact Theresa Gwillim at 217-854-0268.

Cross References:CUSD #1 6:160, English Learners

12.80 Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Patrick Drew at 217-854-2311

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Cross Reference:
CUSD#1 4:160-AP, Environmental Quality of Buildings and Grounds

12.90 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.

Cross Reference:
CUSD#1 5:90, Abused and Neglected Child Reporting

12.105 Student Privacy

The district has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Cross Reference:
CUSD#1 6:170-AP2, Notice to Parents Required by Elementary and Secondary Education, McKinney-Vento Homeless Assistance, and Protection of Pupil Rights Laws

12.110 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):

- a. To attend a conference at the school with school personnel to discuss the progress of their child.
- b. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- c. 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 always remain under the direct supervision of a school official he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>
- Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>
- Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

Cross References:
CUSD#1 4:175-AP1, Criminal Offender Notification Laws; Screening
CUSD#1 4:175-AP1, E1, Exhibit – Informing Parents/Guardians About Offender Community Notifications Laws

12.130 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 emergencies 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 students and, if so, their qualifications.

II. Testing Transparency

The State and District require students to take certain standardized tests. For additional information, see handbook procedure 12:20.

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 aggregated 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.cusd1.com.

IV. 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 procedure 12:100.

V. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12:105.

VI. 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 procedure 12:60.

VII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure 12:30. For further information on any of the above matters, please contact the building principal.

Cross Reference:
CUSD#1 6:170-AP2, Notice to Parents Required by Elementary and Secondary Education, McKinney-Vento Homeless Assistance, and Protection of Pupil Rights Laws