

2024-2025

**STUDENT AND PARENT
HANDBOOK**



CARLINVILLE HIGH SCHOOL

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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 1/2 Credits – English

- | | |
|----------------|--------------------|
| 1 - English 9 | 1/2 - Basic Speech |
| 1 - English 10 | 1 - Elective |
| 1 - English 11 | |

3 Credits – Mathematics

- 1 - Algebra 1
- 1 - Algebra 2
- 1 - Geometry
- 1 – Elective (not required but encouraged)

3 Credits – Science

- 1 - Biology
- 2 - Electives

3 1/2 Credits – Social Studies

- | | |
|---|-------------------|
| 1 - Government
(Pass US Constitution Test) | 1 - World History |
| 1 - US History
(Pass IL Constitution Test) | 1/2 - Civics |

1/2 Credit – Consumer Education/Health

1 1/2 Credits – Physical Education

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

Student Classification

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 |

CARLINVILLE HIGH SCHOOL RULES AND REGULATIONS ARE INTERPRETATIONS OF SCHOOL BOARD POLICIES. ANY INCONSISTENCIES SHALL BE GOVERNED BY THE ACTUAL BOARD POLICY ON FILE IN THE BOARD OF EDUCATION OFFICE. AS NEW, UNFORESEEN SITUATIONS ARISE, IT MAY BECOME NECESSARY TO ADJUST THE FOLLOWING REGULATIONS WITHIN THE OVERALL FRAMEWORK OF EXISTING DISTRICT DISCIPLINARY PROCEDURES.

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.

COMMENCEMENT

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

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.

EXTRA CREDIT

Offering "extra credit for extra work" is solely the prerogative of 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 is based upon a student's cumulative grade point average.

GRADING STANDARDS

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 course work.

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

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.

Grading Scale

The following grading scale has been approved by the Carlinville Board of Education and is used in every Carlinville High School classroom.

A 94-100	C 73-79
A- 92-93	C- 71-72
B+ 90-91	D+ 69-70
B 84-89	D 66-68
B- 82-83	D- 65
C+ 80-81	F 0-64

HONOR ROLL

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 - 3.74. All classes graded A-F, except audit classes, will be counted in calculating grade point averages.

INCOMPLETE WORK

Credit will not be awarded if a student fails to meet all course requirements. Reports, projects, tests or class assignments not completed at the end of the semester will be recorded as incomplete and a failing grade assigned for the class. Failure to take a semester exam as scheduled shall result in a failing grade in 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 504 Accommodation Plan.

PROGRESS & GRADE REPORTS

All students will receive 6 week and 12 week progress reports. 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.

STUDENT ATTENDANCE

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

1. **Illness (verified by a doctor or the school nurse)**

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.

2. **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.**

3. **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.

4. **Other**

Student 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 emergency will not be counted as part of the 10 days. Doctor/Dental excuses must be presented upon return to school.

5. **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 judgment, 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.

Unexcused Absence

1. **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.

2. **Chronic Absenteeism/Truancy**

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 doctors' appointments, or students over the age of 16, who are not legally required to attend school.

3. **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 student, his or her parent or 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.

4. **Data review**

Per Section 26-18 of the School Code, CHS is 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

Families have multiple options to report an absence. Families can call CHS (217-854-3104) between 4:00 pm and 7:30 am. Families will be directed to select the option to report a child's absence. Parents/guardians can report an absence on Skyward by logging into parent access and choosing attendance, then complete the online form indicating date, time and reason for absence. If families have not used the above options, the parent/guardian must call before 10 a.m. on the following day to excuse the absence. If no contact is made with the parent/guardian, the absence will be recorded as unexcused. When a student returns to school, a note 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.

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 where the student is under the supervision of a member of the Carlinville High School faculty. **The student is not considered to be absent from school.**

II. Attendance Procedures

Important: Students are to secure all excuse forms prior to the start of the school day. No class time is to be missed for this purpose.

Unplanned Absence

Students whose parents notify the attendance center of an absence due to sickness are not required to report to the attendance center the next day. If the attendance center is not notified of student absence the student is required to present a note from his or her parents the next day of attendance. Failure to do either of the above could result in the absence being unexcused.

Planned Absence

In the event of a planned absence (i.e. appointment, funeral, college visitation, etc.) a student is to secure an "Absence Request" form from the Attendance 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. **COLLEGE VISITATION AND FAMILY VACATIONS MUST BE CLEARED TWO (2) CLASS SESSIONS IN ADVANCE, which is four (4) attendance days.**

1. College Visitation

A junior or senior who wishes to clear a school absence for the purpose of visiting a college campus must have the approval of the school counselor. **ONLY THE COUNSELOR WILL ISSUE CLEARANCE FORMS.** Failure to seek prior approval for such a visit will lead to an unexcused absence. Furthermore, if a student is unable to confirm his/her campus visit, the absence would again be unexcused.

The counselor's decision to issue an "Absence Request" form will be based, in part, upon the following concerns:

- Has the student expressed a genuine interest in attending this college?
- Has the student received and reviewed the catalogue, admission policy, standards, etc. of the college?
- Has the student made an appointment to meet with an admissions representative, financial aid officer, major interests' advisor, etc. at the college?

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.

College visitation days are not routinely to be scheduled during the last two (2) weeks, nor the first two (2) weeks of either semester.

2. School Business

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." **Students are not counted absent from school.**

Sign Out - Sign In

Students who need to leave school during the day are to obtain a "sign out slip" from the main office before school. **A note from a parent giving the reason for leaving is required.** Immediately before leaving, the student is to sign out in the main office. In the event of an emergency (i.e., becoming ill at school) a sign out slip may be obtained from the nurse or the 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.

Tardiness to Class

Unexcused tardiness to class and school will not be tolerated and will result in detention or other disciplinary action deemed appropriate by the teacher.

III. Make-Up Assignments

Lessons missed due to absence must be completed in order to meet course requirements and to earn credit for the class. This may necessitate alternative assignments in lieu of actual class work missed in some cases. The teacher will determine work to be made up and will set a reasonable time limit for completion.

Assignments missed due to an excused absence will be made up for full credit. **NO CREDIT** will be given for work missed due to an unexcused absence. **However, failure to complete such make-up work will result in an incomplete for the class.** Work missed due to suspension from school may be made up for credit.

A student who is absent from school for two (2) days may call the school office before 8:00 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 Schoology, Google Classroom, and/or Skyward Family Access (www.cusd1.com).

IV. 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.

V. Semester Exams

Students will NOT be excused from school on semester exam days unless there is a family emergency or crisis. For example, routine medical, dental or other such appointments, family vacations, or college days will NOT be accepted as an excused absence. Parents are encouraged to see that on exam days students are: (1) well prepared for exams, (2) well rested, and (3) on time to school.

RULES AND REGULATIONS

<i>CUSD #1 Board Policy 7:20 HARASSMENT OF STUDENTS PROHIBITED</i>

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; 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; 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, or visual, that affects 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, 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

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

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

- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating,” “hostile,” and “offensive” include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to 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 disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

CUSD #1 Board Policy 7:130 STUDENT RIGHTS AND RESPONSIBILITIES

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during non-instructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. Non-instructional time means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

CUSD #1 Board Policy 7:140 SEARCH AND SEIZURE

Search and Seizure

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

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

Students

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

When feasible, the search should be conducted as follows:

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

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

Seizure of Property

If a search produces evidence that the student has violated or is violating the law or the District's policies or rules, such evidence may be seized and impounded by school

authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

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

"DRUG FREE SCHOOL" SEARCH

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal and interferes with both effective learning and the healthy development of young people, Carlinville High School has a fundamental legal ethical obligation to prevent drug use and to take steps to maintain a drug-free educational environment. Unannounced canine drug searches conducted by local and state law enforcement authorities are one such measure. If a search produces evidence that a student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence shall be seized and used for appropriate criminal prosecution. Evidence seized shall also be used as a basis for appropriate school disciplinary action up to, and including, expulsion.

LOCKERS

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.

It shall be the policy of Carlinville High School to provide desks and lockers for temporary use by students. Desks and lockers for temporary use by students remain at all times the property of the school and are subject to rules of the school. 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.

Do not routinely keep valuables, such as a purse, in your locker unless it is secured with a lock. You may get a lock to use by making a deposit of \$5.00. This deposit will be refunded when the lock is returned.

CUSD #1 Board Policy 7:160 STUDENT APPEARANCE

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Student Handbook.

STUDENT DRESS AND GROOMING

Standards of student dress and grooming are established to protect the health and safety of CHS students, to establish an atmosphere conducive to business like learning, and to guide students in developing habits appropriate to the adult world. To that end the following guidelines provide students and their parents direction in the area of student dress and grooming.

1. Students shall wear clothing that is safe, clean, and promotes good health. Shoes are to be worn at all times.
2. Students may not wear clothing, footwear or hairstyles that can be hazardous to themselves or to others in school activities such as industrial arts, physical education, laboratory work, food preparation, etc.
3. Unacceptable styles of dress and/or grooming which tend to disrupt, distract, or diminish the learning environment are not permitted. Examples of unacceptable styles include, but are not limited to, hair which is severely spiked, costumes which reflect a cult following and excessively heavy and/or noisy chain adornments.
4. Students shall not wear clothing with writing or symbols which:
 - a. promote or advertise drugs, alcohol, weapons, or tobacco products
 - b. are sexually explicit or suggestive
 - c. denigrate others
 - d. are gang related
 - e. for example, confederate flag and apparel along with other racially divisive symbols based on school officials' reasonable forecast that these symbols will cause a material and substantial disruption to the school setting, regardless of the wearer's intent.
5. Students shall not wear hats, caps, or other headwear in the building.
6. Students' dress shall be modest and appropriate for a professional setting in the Carlinville community.
 - a. 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.
 - b. 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 shirts, pants with holes above the mid-thigh are not acceptable.
 - c. Changing fashions are part of student dress standards at Carlinville High School. Students and their parents are encouraged to call the school principal if they have questions about specific items of student dress.
7. Coats are to be left in student lockers, and not to be worn in classrooms.

CUSD #1 Board Policy 7:170 STUDENT VANDALISM

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

STUDENT VEHICLES

The opportunity to drive to school and park in the school parking lot is a privilege and not a right. In order to be afforded that privilege a student should follow the guidelines as listed.

1. All students wishing to park in the high school parking lot must purchase a permit in the guidance office. Once parking permits are issued equal to the number of parking spaces available, any further requests will be denied.
2. Student vehicles brought onto campus are to be parked in the west parking lot.
3. Vehicles are not to be driven through the drive south of the building.
4. All student vehicles are to enter and exit using the west parking lot entrance. The drive-in front of the gym and band room are to be reserved for parents picking up students.
5. Vehicles are to be driven in a safe and sensible manner. The speed limit anywhere on campus is 10 MPH.

If the parking lot is littered, students will NOT be allowed to drive from campus during lunch on the next school day.

PREVENTING BULLYING, INTIMIDATION, AND HARASSMENT

If you are either a victim or a witness to an act of bullying, intimidation, harassment, or cyber-bullying, you should inform an employee of the school district. Whenever possible talk to a teacher or a school administrator, but if one is not available please tell a bus driver, a custodian, or an aide. They will be responsible for informing the correct authorities. Reference Board Policy 7:180.

CUSD #1 Board Policy 7:190 STUDENT DISCIPLINE

Student Behavior (formerly known as Student Discipline)

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

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

When and Where Conduct Rules Apply

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

- 1. On, or within sight of, school grounds before, during, or after school hours or at any time;*
- 2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;*
- 3. Traveling to or from school or a school activity, function, or event; or*
- 4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.*

Prohibited Student Conduct

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

- 1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.*
- 2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.*
- 3. Using, possessing, distributing, purchasing, selling, or offering for sale:*
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).*
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.*
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.*
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited*
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that*

would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing 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, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
- 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (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; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.*
17. *Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.*
18. *Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.*
19. *Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.*
20. *Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.*
21. *Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.*

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile;

(c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

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

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

Disciplinary Measures

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

- 1. Notifying parent(s)/guardian(s).*
- 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. The Building Principal or designee shall ensure that the student is properly supervised.*
- 7. After-school study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.*
- 8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use*

this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.

9. *Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.*
10. *Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.*
11. *Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.*
12. *Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.*
13. *Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.*
14. *Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.*

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

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

School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.

Weapons

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

1. *A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in*

Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

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

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

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

Re-Engagement of Returning Students

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

Required Notices

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

Delegation of Authority

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

defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

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

Student Handbook

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

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

RECIPROCAL REPORTING

"The District, relying on input from the Parent-Teacher Advisory Committee, shall designate an administrative contact person (CHS contact, Dr. Danley Killam) to act as a liaison between the School District and the Police Department, for the purpose of reciprocal reporting of criminal offenses committed by students. The Department shall likewise designate an administrative contact person to act as a liaison between the Department and the School District for the purpose of reciprocal reporting of criminal offenses by students."

STUDENT USE OF ALCOHOL

Any student suspected of having consumed alcohol shall be subject to the following measures:

1. A student who gives suspicion of having consumed alcohol or an illegal substance shall be examined by the faculty member(s) in charge.
2. Carlinville City police shall be called to verify student use or non-use of alcohol. The police will handle any violation of law which may occur as a result of same.
3. School disciplinary action will be in addition to any action taken by the police.

This is for ALL alcohol related situations, at school as well as school events.

STUDENT POSSESSION OF TOBACCO

Student possession of tobacco or tobacco paraphernalia at school or on the school campus is prohibited. Any student violating this policy will be confined to campus during lunch and their parents will be notified. Repeated breaking of the rule is considered a very serious act of defiance of school authority. The student violator will be immediately suspended from school for a minimum of four (4) days and placed on conduct probation. The student and his/her parents shall meet with the principal before the student may be reinstated to school.

PUBLIC DISPLAY OF AFFECTION

Public display of affection is inappropriate at school just as it is in any business setting. The standard of conduct expected of CHS couples in this regard is the same as exists for adults throughout this community at their places of work or business.

Specifically, CHS student couples while at school or school events will refrain from:

1. Embracing or kissing.
2. Standing or sitting between each other's legs.
3. Walking or standing with each other's arms about the neck, shoulder, waist, etc.
4. Acting in a manner which embarrasses others.

CHEATING

Academic cheating of any kind is offensive to the entire student body and short-changes the learning for the one who commits it. Cheating will not be tolerated and, when observed, will be very severely punished. Work on which a student has cheated will be graded as "0" after being redone. Both the student who copies the work of another AND the student who knowingly provides work to be copied are guilty of cheating. Both will be subject to grade reduction as presented above.

It is also expected that CHS students will not commit plagiarism. Plagiarism is the act of taking another person's words or ideas and presenting them as one's own without giving the original author proper credit.

"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.

ELECTRONIC DEVICES

The use of electronic devices and other technology is a privilege, not a right. All electronic devices (cell phones, I-pods, smart watches, earbuds/Air-Pods, or similar devices must be kept silent and out of sight during the course of the school

day. Students are encouraged to keep their cell phones in a secure location such as their lockers or cars during the school day to avoid the temptation of using them during class time or other inappropriate times. Parents are discouraged from sending messages and/or calling their students via cell phones during the school day, and instead are encouraged to call the school office. We are happy to assist in delivering messages to students.

Students SHOULD NOT use cell phones:

1. In classrooms unless permission is granted by the teacher for educational purposes
2. In the hallways
3. In the locker room
4. In the restroom
5. To take pictures of students and/or staff without their knowledge or permission.
6. To send belittling, harassing or threatening messages/post about others

Students MAY use cell phones while in the cafeteria or west hallway at lunchtime provided that the cell phone are not used for:

1. Viewing material inappropriate for the school setting
2. Taking photos or videos of students and/or staff without permission
3. Any other purpose that would be a violation of any handbook policy.

MISSED DETENTION

Failure to serve an assigned detention will result in the detention time being doubled. Repeated failure to serve detentions will lead to other disciplinary actions.

EARLY DISMISSAL

Students who have earned 12 or more credits may be granted the privilege of being excused from "D" period study hall. The following guidelines pertain to early dismissal:

1. Junior and senior students who are passing all classes with a "C" or better and who have passed at least 6 classes the previous semester are eligible for early dismissal.
2. Parental permission is required and parents must take full responsibility for the student. Parents will indicate this by signing a permission statement in the school office.
3. Students dismissed early must be off campus by the time the bell beginning last period rings and not return before the bell rings at the end of last period. Student athletes who have after-school practice will not be granted early dismissal without their strict adherence to this regulation.
4. Any violation of the above will result in immediate revocation of the early dismissal privilege.
5. Early dismissal, like other school privileges, may be revoked as part of any disciplinary action.

REMOVAL FROM CLASSROOM

The standards and procedures shall ensure the following.

1. the District's definition of disruptive behavior;
2. the expectations of the teacher for student behavior are fair, reasonable, within the District's guidelines and are known by the student;

3. the student knows the consequences of violation of the teacher's expectations for student behavior;
4. disruptive behavior by the student shall lead to the development by the teacher and the student of a plan to prevent future disruptive behavior;
5. continued disruptive behavior by the student shall cause the involvement of parents/guardian and additional appropriate staff, as well as the teacher and student, in the development of a remedial plan;
6. failure to remedy disruptive behavior shall result in the student being removed from the classroom;
7. appropriate personnel shall listen to the student and shall provide due process for the student should the student be removed from the classroom;
8. disruptive behavior by a student which could cause harm to himself, other students or the teacher shall be cause for immediate removal from the classroom.

REPEATED FAILURE TO PREPARE FOR CLASS

Students who repeatedly fail to have homework completed, to bring proper materials to class, or to perform work during class will be assigned time outside of the regular school day to remedy their shortcomings. This may be before or after school, or other designated times.

STUDENT GRIEVANCE POLICY

In an attempt to provide for prompt and equitable resolution of student grievances, Carlinville Community Unit #1 has adopted procedures outlined under CUSD #1 Board Policy 2:260

<i>CUSD #1 Board Policy 7:200 SUSPENSION PROCEDURES</i>
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Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

- 1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.*
- 2. Students are supervised by licensed school personnel.*
- 3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.*

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

- 1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.*
- 2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons*

- or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.*
- 3. An attempted phone call to the student's parent(s)/guardian(s).*
 - 4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:*
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;*
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;*
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;*
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and*
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:*
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:*
 - a) A threat to school safety, or*
 - b) A disruption to other students' learning opportunities.*
 - ii. For a suspension of 4 or more school days, an explanation:*
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,*
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and*
 - c) That the student's continuing presence in school would either:*
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or*
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.*
 - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.*
 - 5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.*
 - 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's*

written suspension decision shall specifically detail items (a) and (e) in number 4, above.

CUSD #1 Board Policy 7:210 EXPULSION PROCEDURES

Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.

- c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

CUSD #1 Board Policy 7:220 BUS CONDUCT

Bus Conduct

All students must follow the District's School Bus Safety Rules.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

- 1. Prohibited student conduct as defined in the Board policy, 7:190, Student Behavior.
- 2. Willful injury or threat of injury to a bus driver or to another rider.
- 3. Willful and/or repeated defacement of the bus.
- 4. Repeated use of profanity.
- 5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
- 6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

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.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

REGULATIONS FOR PUPILS RIDING SCHOOL BUSES

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 When required, the pupil will sit in an assigned seat.
- 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, 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 appropriate physical contact (e.g. kissing or touching body parts) is not permissible.
- 22 When using all electronic equipment (e.g. 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.

Riding A Different Bus

Students may not ride a bus which they are not assigned to.

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.

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.

Bad Weather

On some days, due to weather conditions, not all buses will be able to travel to all areas of their routes. Drivers are expected to make common sense judgments and not attempt to travel on roads that would be hazardous to the safety of all involved.

Please take the time to read and review these school bus rules with your child(ren). All students are expected to observe these rules when riding any bus provided by the Carlinville School District.

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 guidance 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 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.

CUSD #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 Drug Testing

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.

EXTRA-CURRICULAR 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.

EXTRA-CURRICULAR “NO PASS NO PLAY”

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.

CUSD #1 Board Policy 7:270 ADMINISTERING MEDICINES TO STUDENTS

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for 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 and otherwise follow the District’s procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed “School Medication Authorization Form” is submitted by the student’s parent/guardian. No student shall 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 policy and its implementing procedures. If prescription medications are to be administered by school personnel, it is requested that students bring refills monthly.

When deemed medically necessary, medical cannabis may be administered by a designated caregiver registered with the Illinois Department of Public Health. Both the physician and parent must complete a “School Medication Authorization Form” and a

health plan will be developed outlining a specific schedule, location and procedures for the supervision and administration of medical cannabis.

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

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

CUSD #1 Board Policy 7:300 EXTRACURRICULAR ATHLETICS

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.

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

Carlville High School welcomes back its alumni. It is necessary, however, that they stop at the Principal's office on arrival. **NO** visitors are permitted in the building unless permission is granted. Students who bring visitors as guests must obtain a visitor's card from the attendance office. Visitors must be of high school age. Visitors from other schools will be welcomed only once a year on a day when their school is not in session. No visitors are allowed during the first three or last three weeks of a semester. Parents are always welcome to visit classes and confer with staff members. Feel free to come at any hour of the day. If you wish to telephone for a definite appointment, ask for the guidance counselor, teacher, or administrator by name.

Visitors are expected to abide by all school rules while on school property. Visitors who fail to conduct themselves appropriately will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

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.

GENERAL INFORMATION

AED

Automated external defibrillators are located in the gym lobby of CHS as well as at outdoor events. In the event a medical emergency occurs, notify a school official immediately.

ANNOUNCEMENTS

Every other school day announcements of interest to students will be made at the start of the GOALS period. These announcements will also be displayed in the west hallway. All students are advised to pay close attention to the announcements.

BOOK BAGS

Book bags are to be used solely to carry school related items to and from school. Bags must be small enough to fit in student lockers, and are not to be taken to classrooms.

BUS SERVICE

Free transportation is provided for pupils who reside 1 1/2 miles or more from the school they are assigned to attend. Call the Director of Transportation (217) 854-2311 regarding bus service.

CAFETERIA

Community Unit School District #1 cafeteria participates in the National School Lunch Program. Menus are planned in accordance with requirements and guidelines of the same. The food service operates on a non-profit basis and provides free or reduced meals to those in need. An application for free or reduced-price meals is available in the main office. A student lunch costs \$3.15. Breakfast is \$2.05.

Free/Reduced Lunch

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. Department of Agriculture and distributed by the Illinois State Board of Education. Please contact the District office (217) 854-9823 with any questions.

Breakfast/Lunch

In order to purchase items in the school cafeteria, a student must have his/her student identification card. This card will be distributed to each student at the beginning of the school year. It will be his/her responsibility to maintain the card in good condition. Any student whose card is either lost or destroyed will be required to pay \$3.00 to cover the cost of replacing his/her card. In addition, during breakfast designated seating areas will be assigned for Middle and High School students.

Everyone is expected to display proper dining manners in the cafeteria. **Food and beverages are not to be taken from the cafeteria.** Trays and papers are to be disposed of properly. Please do not move chairs from one table to another as this disrupts the traffic patterns.

Open Campus Privilege

Students may leave campus during lunchtime as they see fit. This privilege is contingent upon students conducting themselves in a responsible manner.

THE PRIVILEGE OF ENJOYING OPEN CAMPUS SHALL BE REVOKED FOR STUDENTS WHO FAIL TO MAINTAIN ACCEPTABLE STANDARDS OF BEHAVIOR AND/OR ACADEMIC ACHIEVEMENT.

CHANGE OF ADDRESS

Students are requested to report to the main office any change of address or telephone number. Parental and guardianship status must also be reported to the office when a change takes place.

CHILD SEX OFFENDER NOTIFICATION

Any individual who is a registered sex offender must be granted permission by the superintendent or board of education to be on school grounds. If permission is granted, the building principal will be notified of the nature of the sex offender's visit and the time which the sex offender will be present on school grounds.

ERIN'S LAW – RESOURCES FOR PARENTS – PERSONAL SAFETY EDUCATION

Illinois public schools are required by law to provide all students, from Grades Pre-K through 12, with age-appropriate personal safety awareness and prevention education.

What is Erin's Law?

The Comprehensive Health Education Act, often referred to as Erin's Law, was signed into law in January, 2013. The law expanded existing requirements that schools provide instruction in age-appropriate sexual abuse and assault prevention to include grades pre-kindergarten through 5.

Erin's Law is named for Erin Merryn, an abuse survivor, who is now a national advocate for sexual abuse. The website for Erin's Law can be found at: <http://erinslaw.org/>

CLINIC/SCHOOL NURSE

The primary purpose of the school clinic and nurse is to promote and protect the health of Carlinville High School students. First Aid is available for students who become ill or are injured at school. The student must obtain a pass from the teacher when it is necessary to go to the clinic.

LONG-TERM MEDICATION

Students taking daily prescription medication must provide a written physician order and parental permission each academic year on the form required by Carlinville CUSD #1. This form may be picked up in the clinic. All prescription medicines are to be in the original

pharmacy container and be taken directly to the school nurse. As outlined in Board Policy 7:270.

As mandated by State law, all students must present evidence of adequate immunization at each enrollment. Information concerning this law is available in the clinic.

The school code of Illinois requires that students have documentation of appropriate immunization against the following infectious diseases: diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, hepatitis B and varicella. A meningococcal vaccine is required for 12th grade students. The only exception to the above vaccinations is a parent statement of religious objection or a medical doctor's statement that immunizations are contraindicated.

Students are required to have a current physical exam on file. A new physical exam is required for entrance into the ninth grade. This freshman entrance physical must be completed on the Certificate of Child Health Examination form and be done within one calendar year prior to the start of ninth grade. The parent must complete and sign the medical history portion of the Certificate of Child Health Examination form. A dental exam upon entrance to ninth grade is recommended, but not required.

Hearing and Vision Screening Tests will be provided for those who have an IEP, any teacher referrals, and any new students transferring into the District. The parent or legal guardian may object to hearing and vision screening tests for their children on religious grounds. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Care of Students with Diabetes

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

- 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 their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the 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.

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 at (217) 854-3104. Reference Board Policy 7:285.

ANAPHYLAXIS POLICY

Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can occur up to one to two hours after exposure to the allergen. Illinois' model anaphylaxis policy is based on the Virginia Department of Education Anaphylaxis Policy.

It is the policy of the Illinois State Board of Education, according to Public Act 102-0413, that each school district must have an anaphylaxis policy. Illinois School Code (105 ILCS 5/2-3.182(a-g) and Section 22-30) require that all public schools, nonsectarian nonpublic schools, and charter schools create and implement policies concerning anaphylaxis prevention and treatment. These policies must also be reviewed and reevaluated every three years and be updated to reflect any necessary and appropriate revisions.

ASTHMA EMERGENCY RESPONSE PROTOCOL

Parents of students with asthma are strongly encouraged to provide the school nurse an Asthma Action Plan (AAP).

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASES

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the Board's policies. Reference Board Policy 7:280.

COLLEGE CLASSES

Carlinville High School students may elect to enroll in college classes in addition to their high school courses. Students are to secure the approval of the Carlinville High School Principal **PRIOR** to enrolling in college classes.

COMPUTER USE

Students must have a signed Authorization for Electronic Network Access form on file in order to access the Internet at CUSD #1.

DANCES

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.

DRIVER EDUCATION

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

EDUCATION OF CHILDREN WITH DISABILITIES

The school district provides special education classes in the public school for pupils who are physically or mentally handicapped, socially maladjusted, blind, hearing impaired, learning disabled, and those with speech defects. A speech therapist is available to students in our district on a full-time basis. Most time is spent in the elementary school, but time is also spent working with middle school and senior high school pupils.

Special transportation, if needed, to and from special classes and out of the school district, will be provided by the school district.

As the parents of a child who may or will receive special education benefits, you have certain rights which are safeguarded by state and federal statute. If there are any questions concerning these rights, call the office at (217) 854-3104. Reference Board Policy 6:120.

ENGLISH LANGUAGE LEARNERS

The district offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Please refer to Board Policy 6:160 for further information.

EQUAL EDUCATIONAL OPPORTUNITIES

Carlinville Community Unit #1 ensures equal educational opportunities for all students, regardless of age, sex, religion, handicap or eligibility for accommodations under a Section 504 Plan. Questions in reference to educational opportunities may be directed by mail to Superintendent of Schools, Dr. Becky Schuchman, 829 W Main Street, Carlinville, Illinois 62626, or by calling 217-854-9823.

CUSD #1 Board Policy 7:10 EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Sex Equity

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 may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

FEES

The following fees will be assessed during student registration except where noted. Refer to CUSD #1 Board Policy 4:140 for waiver information.

CONSUMABLE MATERIALS

All Science Courses	\$15.00
Agriculture Classes	\$20.00
Intro to Mechanics	\$10.00
Ag Mechanics & Tech.	\$15.00
Intro. To Tech & Ag Mechanics	\$15.00 per sem
Computer Programming	\$15.00
Design & Applications Computer Tech	\$15.00
Photo Editing	\$15.00
Video Production	\$15.00
Microsoft Office	\$15.00
Web & Desktop Design & Publishing	\$15.00
Foods & Advanced Foods	\$20.00
Art	\$10.00 per sem
French Workbook	\$16.00
Spanish Workbook	\$16.00
Senior Civics	\$12.00
CAD I & II	\$15.00
Manufacturing I & II	\$15.00 per sem
Welding	\$20.00
Mechanical Drawing	\$12.00
Electrical Systems 1 and 2	\$10.00 per sem
Construction	\$10.00 per sem
Business Management/Marketing	\$10.00
Accounting	\$10.00
Child Development 1 & 2	\$10.00 per sem
Interior Design	\$5.00
Fashion Merchandising	\$10.00
Clothing & Textiles 1 & 2	\$20.00 per sem
Intro to Fam Cons Science	\$15.00 per sem

Additional AP/Dual Credit Course Book Fees

AP Biology	\$20.00
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AP Chemistry	\$20.00
AP US History	\$20.00
Dual Credit Psychology	\$20.00

Additional fees will be assigned for dual credit classes if a student elects to earn dual credit.

This fee is set by Lewis and Clark Community College and is currently 10.00 per credit hour through the High School Partnership program.

This fee will be added after LCCC registration.

OTHER

Band Instrument Rental Fee	\$25.00 per sem
Music Fee	\$16.00
Chromebook Fee	\$65.00 (Free and Reduced Students \$50)
Padlock Deposit (optional)	\$ 5.00
Drivers Education – Paid at Registration	\$150.00
Safety Glasses (Pay when receive)	\$ 7.00
Parking Permit (Does not qualify for waiver)	\$25.00 per sem

FIELD TRIPS

Very few field trips are taken by Carlinville High School students. When they are taken, the trips are planned for educational purposes designed to meet specific classroom goals. Furthermore, these trips are a privilege and any students with poor attendance, grades, or behavior could be excluded from the trip. Finally, while on a field trip, Carlinville High School students are to behave in the same manner as they would at Carlinville High School.

FOOD AND BEVERAGES AT SCHOOL

Students are not to bring food, snacks, or beverages other than lunch to school. Such items consumed during lunch are to be eaten in the cafeteria. *Open beverage containers are not to be stored in student lockers. **Water is allowed in classrooms in approved containers and may be refilled at the refilling stations throughout the building. No other beverages are allowed (ie. Coffee, soda, sport drinks, etc), unless approved by the Nurse with a medical excuse.***

FUNDRAISING

Student organizations will be assigned to operate concession stands at various school events. There will be no other selling of items which compete with local merchants except the annual fundraising campaign conducted by the Junior Class.

Students who are involved with fundraising sales by non-school organizations will **NOT** sell these items at school. No selling of advertising space by students is allowed without approval of the High School Principal.

"GOOD STUDENT" INSURANCE DISCOUNT

A student wishing to have an insurance verification form completed for a "good student" auto insurance discount may do so in the office. Allow one day for the form, which you obtain from your insurance company, to be completed.

HOME BOUND INSTRUCTION

Instruction in the home may be provided by the school in cases of extended physical incapacitation. A "Medical Certification" form must be completed by a licensed physician certifying the diagnosis and a prognosis of at least 2 weeks absence from regular school attendance.

HOMELESS STUDENTS

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths. Reference Board Policy 6:140.

INTERRUPTION OF CLASSES

Students are not to interrupt classrooms during the class period to talk with other students or to deliver student messages.

INTEGRATED PEST MANAGEMENT NOTIFICATION

Carlinville CUSD #1 complies with the requirements associated with the Lawn Care Products Application and Notice Act and the Structural Pest Control Act. Therefore, the school district has established and will maintain a registry of parent and guardians of students who wish to be notified prior to the application of pesticides to school grounds. To be included in this registry, please speak to the principal at your child's school. The principal will ask you to complete a provided form requesting the following information:

- Parent/Guardian/Staff Member's Name
- Signature
- Student's Name
- Home Address
- Date requested to be part of registry

For your information, a form requesting to be part of the registry can be accessed on the district's website. The address is www.cusd1.com. Once completed, please forward the form to: Dr. Becky Schuchman, Superintendent, Carlinville CUSD #1, 829 West Main Street, Carlinville, Illinois, 62626.

NOTIFICATION OF ASBESTOS

This notice is to inform building occupants, workers, and parents/legal guardians of the locations of asbestos containing materials (ACM). It has been determined by the United States Environmental Protection Agency that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any ACM.

The school district has appointed a designated person who is responsible for the implementation of the asbestos program and ensuring that the requirements of the federal and state regulations are met. This person has received adequate training necessary to manage the asbestos program.

Each six (6) months, inspections are conducted to determine any change in the condition of known or assumed asbestos. Any evidence of disturbance or change in condition will be documented as required by law.

At least once every three years, a reinspection of all known and assumed ACM in each school building is conducted. These inspections are conducted by accredited, licensed inspectors. All cleaning and maintenance personnel within the district have been trained to recognize the danger of asbestos and are taking special precautions during their work to properly guard against disturbance of the ACM. Additional measures will be taken when needed to protect the health of building occupants.

PARENT-TEACHER CONFERENCES

Parents are welcome to confer with teachers at any time during the year. Although students are dismissed at 3:05 p.m., teachers are in their classrooms before and after school and during their preparation periods. These are ideal times for parent conferences. Please call for an appointment to meet with teachers or contact teachers via email (www.cusd1.com).

PHYSICAL EDUCATION

All 9th and 10th grade students are required to take physical education unless excused for medical reasons. To be excused for medical reasons, a physician's statement must be submitted. A student excused for medical reasons receives no credit.

'Physical Education Elective' and 'Physical Education Fitness and Conditioning' are elective classes. A student with a physical condition that prevents regular, active physical participation should not enroll in either of these classes.

Physical education uniforms are **NOT** required. Students are, however, expected to be properly dressed for physical education activities. Proper dress consists of clean shorts, T-shirt, socks and gym shoes.

PHYSICAL RESTRAINT, TIME OUT AND ISOLATION REDUCTION PLAN

Carlinville CUSD#1 has implemented a RTO Reduction Plan to continue to improve behavioral interventions at all grade levels. This plan will be reviewed annually and is available for review at www.cusd1.com.

PICTURES

Underclass school pictures for the yearbook are taken during the school year at a scheduled time. Students who desire to purchase these pictures may do so. Make-up days to take pictures of those absent will be scheduled after school begins.

Senior Pictures

Timeless Moments Photography of Carlinville, Illinois, has been selected to take senior pictures for Carlinville High School. Each CHS senior is required to have his/her picture taken by Timeless Moments Photography in order to get prints for the yearbook and the class composite. **NO OTHER PICTURE WILL BE ACCEPTED FOR THE YEARBOOK OR COMPOSITE.** There is no charge for this service. A photography day will be scheduled on campus during the fall semester.

POSTERS

Only posters pertaining to Carlinville High School activities may be displayed on campus. Masking tape should be used to post such notices. All tape is to be removed when the posters are removed. Whoever hangs the posters is also responsible for taking them down.

PUNS DATABASE INFORMATION FOR STUDENTS AND PARENTS

Parents wishing to gain more information on PUNS (Prioritization of Urgency Needs of Services) can contact Dr. Danley Killam, Special Education Coordinator, 217-854-3104.

RELEASE OF STUDENT INFORMATION

Class lists may be released to colleges, various branches of the military, and other organizations concerned with the future educational or career development of students. The principal may deem it appropriate to release the following types of student information: name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and heights of members of athletic teams, photos, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student and other similar information.

STUDENTS AND/OR PARENTS WHO OBJECT TO HAVING SUCH INFORMATION RELEASED AS SPECIFIED ABOVE ARE TO FILE THE OBJECTION IN WRITING WITH THE BUILDING PRINCIPAL.

RESTRICTED AREAS

The Middle and Senior High Schools are, by design, separate institutions. The students of each school are to refrain from entering hallways and classrooms of the other. Restricted areas which are of special importance are noted below.

Senior high students are not to enter or leave the building through the northeast Middle School entrance or any other Middle School entrance. The north doors of the east breezeway (by the Nurse's office) are exit only and are not to be used to enter the building. Senior High students are not to loiter in the east breezeway hallway nor in the south hallway leading to the bus pick-up area. Before and after school, students are not allowed to loiter in outdoor areas around the Middle School.

"RUSH HOUR" TRAFFIC PLAN

- The circle drive north of the gymnasium is the designated location for 'student drop off' before school and 'student pick up' after school.
- 'Rush Hours' are 7:35 to 8:05 a.m. and 2:50 to 3:20 p.m.
- Traffic in the circle drive will be one way from west to east.
- Students will be dropped off north of the gym and enter the building via the north gym doors.
- After school parents may wait to pick up students in the circle drive.

SAFETY DRILLS/STUDENT ID

During the school year, evacuation, shelter in place, bus safety, and law enforcement drills will be conducted to meet state requirements.

Also, as part of our school safety plan, all students must have in their possession their student identification card issued at the beginning of the year. Replacement cards are available in the office at a cost of \$3.00.

SCHOOL CANCELLATION

The announcement of school being canceled due to severe weather conditions will be made via an automated calling system. You may also access this information by checking the district web page on line and on radio stations WSMI-FM (106.1) and WSMI-AM (1540) as well as local television stations.

SENIOR TRIP

The senior trip is limited to a one-day excursion. Students who participate in the trip are excused from school for the day. All others are to attend school. Everyone going on the class trip is required to travel on buses provided.

SEX EDUCATION OPT OUT

Students and parents will be provided the option to opt out of sex education units of study. Forms will be sent home prior to the presentation of such units and alternate units of study will be provided.

STANDARDIZED ASSESSMENT TESTS

Multi-Tiered System of Supports (MTSS)

MTSS is a method of academic intervention. It is designed to provide early, effective assistance to students who are having difficulty learning or are not on grade level in reading and/or math. MTSS seeks to prevent academic failure through early intervention and frequent progress monitoring.

In an effort to effectively evaluate both school and student performance, Carlinville High School gives multiple assessment tests throughout the school year. Results of these tests are provided to both the students and parents.

Also, as required by law, students at Carlinville High School take mandatory state tests.

STUDENT RECORDS

In order to protect a student's privacy, Carlinville High School follows all of the guidelines created by the Illinois Student Records Act and the Family Educational Rights and Privacy Act established by the federal government. As outlined in CUSD #1 Board Policy 7:340. Opt-Out forms are available in the main office. If a student or parent has any questions concerning their rights under these laws, please call the school at 854-3104.

Before any school district record is destroyed, the school district must comply with the Illinois Local Records Act. This Act requires that a school district obtain official permission from the Illinois Secretary of State's office before removing and destroying records.

STUDENT SERVICES

Guidance is just one of the many services provided to students and their parents by Carlinville High School's guidance office. A counselor is available for students to sort out

problems (whether they be academic, personal, or social), explore options, and reach decisions. Some of the areas that guidance staff can be of help are:

Alternative Learning Opportunities

Per district policy, programs for students at risk of academic failure and/or dropping out of school will be provided options as outlined in Board Policy 6:110. In addition, credit for alternative courses, programs, and course substitutions is acceptable as outlined in Board Policy 6:310.

Career Planning

In the guidance office, you may find lots of **career information** on salaries, working conditions, etc. covering a wide range of jobs. All students meet yearly with the guidance counselor to discuss individual future plans and pathways to achieve those goals.

Educational Advisement

The purpose of a **four-year plan** is to help you work out a course of study that will prepare you for a career and/or help you plan your continuing education. The plan is a guide - it can be revised should you change your plans or should entry and eligibility conditions be updated. If you have a career in mind or are considering higher education, you will want to talk to your counselor about:

- selecting the right courses**
- getting related work experience**
- learning what entrance requirements have to be met**

Counseling

Sometimes you can find it easier to talk to someone to **help make things clearer**. By talking about feelings and needs, you can **base your decisions on your own values** - those ideas and things you really believe in. Overcoming shyness, resisting peer pressure, family relationships, and dealing with stress are all instances where it can help to talk with a trusted adult.

Financial Aid

Education and training are expensive. To help pay for it there are a variety of **scholarships, grants, and loans** - some of these are federal and state and some are local. The guidance office can help you with the **financial aid process and applications**.

The Place to Meet

During your junior and senior years, you have the opportunity to talk with **college, technical school, or military recruiters**. These meetings take place in the guidance office, but you may also want to make a first-hand **college visitation**. The guidance office staff can arrange this for you.

SUPERVISION OF STUDENTS DURING NON-SCHOOL HOURS

Faculty supervision is required for students/groups using the building before and/or after school hours. Unsupervised individual or group use of classrooms, gymnasium, or other school facilities prior to 7:30 a.m. or after 3:05 is prohibited. Students arriving at school prior to 7:30 a.m. need to report to the west gym lobby and hallway.

TELEPHONE MESSAGES

Telephone messages to students should be limited to emergency situations. Classes will not be interrupted to deliver messages which are of minor importance. Messages from parents will be delivered on request. Employers, neighbors, boy and girl friends, etc., should contact students at home rather than at school.

Use of Telephone

Telephone lines into CHS are for business use and are to be used sparingly by students. A local call phone is in the office for necessary student calls. Long distance calls must be approved by the office.

THERAPY DOG POLICY AND PROCEDURES

In accordance with CUSD#1 Policy and Procedures (Therapy Dog Program)

Additional Language:

The Carlinville School District Therapy Dog Program (“Program”) is a District-wide program established for the benefit of all students in the District. The purpose of the Program is to provide students with passive emotional support and comfort in the school setting in an effort to positively influence student achievement. The guidelines for the Program are set forth and adopted by the CUSD#1 School Board. There is an option to opt out of the Therapy Dog Program for any student who is concerned about allergies or would prefer not to meet with the Dog. If you wish to opt-out then please contact the school office.

TRANSCRIPTS

When school is in session, students who wish to have transcripts (copy of permanent record card) sent should contact the guidance office. When school is not in session, students should contact the high school office. It is necessary that a release form be completed prior to mailing of the transcript. If a student is under the age of 18, he/she must have a waiver form signed by his/her parents on record at the high school office.

WORK PERMITS

Work permits for 14 and 15 year olds are issued in the main office in accordance with Child Labor Law. A student wishing to secure a permit should inquire in the office for details.

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of Carlinville High School. It has been structured to help promote student progress as well as the interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

PARENTAL RIGHT NOTIFICATIONS

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 student and, if so, their qualifications.

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

STANDARDIZED TESTING

Students and parents/guardians should be aware that the State and District require Carlinville High School students to take certain standardized tests, including the following: ACT equivalent of PSAT 9/10, ACT, ISA (Illinois Science Assessment), and Horizons (for the purposes of progress monitoring at all grade levels).

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.

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 actually living are eligible to attend.

Individuals can contact the district for assistance in accessing information regarding the following: Educational organizations and schools, food bank and meal programs, local service organizations (Goodwill, Salvation Army, etc.), family shelters, medical services, and other support.

FAMILY LIFE & SEX EDUCATION CLASSES

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

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 express input in the school's English Learners program, contact Dr. Danley Killam at Carlinville High School.

SCHOOL VISITATION RIGHTS

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

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 the district office.

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

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.

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. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

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.

SEX OFFENDER NOTIFICATION LAW

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

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

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

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

A violation of this law is a Class 4 felony.

SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

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

PARENT NOTICES REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT

I. Teacher Qualifications

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

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

II. Testing Transparency

The State and District requires 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. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.

V. 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.

For further information on any of the above matters, please contact the building principal.

**THE *MISSION* OF
CARLINVILLE HIGH SCHOOL
IS TO GUIDE STUDENTS
TO BECOME LIFE LONG LEARNERS
WITH SKILLS, KNOWLEDGE,
ATTITUDES AND VIRTUES
TO BENEFIT THEMSELVES AND SOCIETY IN
AN EVER CHANGING WORLD.**

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

#WEARECARLINVILLE



Illinois High School Association

(For 2023-2024 School Term)

This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.

Key Provisions Regarding IHSA Rules

Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.

- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) **consecutive** semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

2. Scholastic Standing

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or

- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. **You cannot be eligible when you transfer until this form is fully executed and on file in the school office.**
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after **the IHSA sport season has begun**, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
 - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 - 3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.
- H. The IHSA Executive Director may grant limited eligibility if you transfer schools prior to the start of your **junior** year and are not otherwise in compliance with the transfer eligibility by-laws.

5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible regarding age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

6. Physical Examination

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant, or nurse practitioner to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

7. Amateur Status and **Name, Image, and Likeness (NIL)**

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes **not to exceed \$300**.
- B. For participating in competition in an interscholastic sport, you may receive any type of award (except cash, check, or legal tender) that does not exceed **\$150** in fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kid's league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.
- E. **IHSA By-laws and Board Policies provide guidance and restrictions to when and how you might capitalize on your name, image, and likeness (NIL). Work closely with your**

principal/official representative on opportunities that come your way.

8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with, or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege, or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
 - 1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
 - 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sanctioned by the National Governing Body of a sport, a junior affiliate of the National Governing Body of a sport or an official Illinois affiliate for the sport, your principal/official representative must request approval through the Schools Center prior to any such participation.
- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with, or compete against any junior college, college, or university team during your high school career.

11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer, or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer, or volleyball, except that you may not do so during the school season for the sport.

12. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

DAILY CLASS SCHEDULE

<u>Period</u>	<u>Times</u>	
A	8:05	9:25
B	9:30	10:50
GOALS	10:55	11:35
Lunch	11:35	12:15
C	12:20	1:40
D	1:45	3:05

Jul 2024						
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			

Aug 2024						
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

Sep 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Oct 2024						
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20	21	22	23	24	25	26
27	28	29	30	31		

Nov 2024						
S	M	T	W	T	F	S
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Dec 2024						
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22	23	24	25	26	27	28
29	30	31				

Jan 2025						
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19	20	21	22	23	24	25
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Feb 2025						
S	M	T	W	T	F	S
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23	24	25	26	27	28	

Mar 2025						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

Apr 2025						
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20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jun 2025						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Important dates

- No Student Attendance- Teacher Institute
- 11:35 Dismissal- School Improvement
- No Student or Staff Attendance-Holiday or Breaks
- 2:00 Dismissal
- 5 Emergency Days

August 14, 2024	First Day of Student Attendance
November 6, 2024	K-8 Parent-Teacher Conferences 2:00-7:00
November 7, 2024	K-12 Parent-Teacher Conference 2:00-7:00
January 7, 2025	Students Return
March 6, 2025	9-12 Parent-Teacher Conferences 2:00-7:00
May 23, 2025	Last Day of Student Attendance with Emergency Days Used



Updated 3/6/24