

**CARLINVILLE ELEMENTARY SCHOOLS**  
**PARENT - STUDENT HANDBOOK**  
**2024-2025**

MS. STEPHANIE VACCA, PRINCIPAL  
Carlinville Primary School  
18456 Shipman Road  
Carlinville, Illinois 62626  
217-854-9849  
Fax: 217-854-7867

MR. ROY KULENKAMP, PRINCIPAL  
Carlinville Intermediate School  
450 West Buchanan Street  
Carlinville, Illinois 62626  
217-854-9523  
Fax: 217-854-3417

DR. BECKY SCHUCHMAN, SUPERINTENDENT  
829 West Main Street  
Carlinville, Illinois 62626  
217-854-9823  
Fax: 217-854-2777

MR. PATRICK T. DREW, TRANSPORTATION DIRECTOR  
Bus Garage  
640 West Buchanan Street  
Carlinville, Illinois 62626  
217-854-2311  
Fax: 217-854-4790  
[www.cusd1.com](http://www.cusd1.com)

**CARLINVILLE COMMUNITY UNIT SCHOOL DISTRICT # 1**  
**MISSION STATEMENT**

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

**BELIEF STATEMENTS**

1. WE BELIEVE people are our greatest resource.
  2. WE BELIEVE everyone can learn.
  3. WE BELIEVE education originates with the parents and is a responsibility shared by all.
  4. WE BELIEVE a quality educational system benefits the entire community.
  5. WE BELIEVE everyone is entitled to a safe, caring environment.
  6. WE BELIEVE high expectations produce high achievers.
  7. WE BELIEVE excellence justifies investment.
  8. WE BELIEVE the future of our democratic society depends upon educated and involved citizens.
  9. WE BELIEVE schools, home and community share the responsibility for shaping character.
  10. WE BELIEVE learning is a lifelong endeavor.
  11. WE BELIEVE learning styles require varied instructional methods to promote student achievement.
  12. WE BELIEVE confidence promotes learning.
  13. WE BELIEVE diversity enriches education.
  14. WE BELIEVE active participation by students is necessary for a quality education.
- Developed by Carlinville Community Unit School District No. 1 Strategic Planning Committee, April 2002.

**Belief Statements for Social-Emotional Learning:**

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

members of their community.

## TABLE OF CONTENTS

Access To the Internet	4
Arrival and Dismissal	5
Attendance Policies and Procedures	5
Building Occupant Notice	9
Bus Information	11
Discipline Procedures	14
Dress Code	21
Early Dismissal/School Closing	21
Elementary Field Trips	22
Elementary School Expectations	23
Equal Educational Opportunities	25
Erin's Law	25
Fee (Registration)	25
FERPA	
Food Services	27
Grade Reporting	28
Harassment	28
Health Service	30
Anaphylaxis Policy	33
Holiday Parties	34
Homeless	34
Insurance Program	34
Lunch Procedures and Rules	34
Parents Right To Know	35
Parent-Teacher Conferences	36
Permission To Photograph	36
Pesticide	36
Playground Rules	37
Promotion/Retention Policies for Students	38
School Property	38
Special Education	38
Standardized and Local Assessments	39
Student Birthday Recognition	39
Student Grievance Policy	39
Student Rights and Responsibilities	40
Telephone Usage	42
Therapy Dog	42
Visitors	
Volunteer Program	43

## ACCESS TO THE INTERNET

### **CUSD #1 Board Policy 6:235 INTERNET USAGE**

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

This authorization quoted in part here may be found in the Appendix.

I understand and will abide by the Authorization for Internet Access. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use, on inability to use the Internet.

### **ARRIVAL AND DISMISSAL TIMES**

Breakfast will be served from 7:40 a.m. to 8:00 a.m. to all elementary students who wish to purchase it. All students should plan to be at school by 8:00 a.m. each morning. School activities begin at 8:10 a.m. **Students are considered tardy at 8:10 a.m.** Students are not to be at school prior to 7:40 a.m. Dismissal for bus riders begins at 2:50 p.m. Pick-ups are dismissed at 2:50 p.m.

### **STUDENT ARRIVAL AND DISMISSAL**

#### **Arriving at the Carlinville Primary School**

Visitors to the sports facility or school should park in front of the building in the visitor parking lot. The front lots are not for student drop off. Buses only are allowed in the circle.

#### **Student Drop-Off and Pick-Up**

- **Primary School**

Vehicles picking up or dropping off students should continue past the front parking lot and turn right immediately past the rear of the sports facility. Please pull all the way up the sidewalk, to the yellow pole as others may need to unload behind you. Students will be supervised in this area from 7:40 a.m. to 8:00 a.m. and 2:50 p.m. – 3:05 p.m. Do not leave your vehicle unattended in this area. Please do not “double park”.

The parking lot behind the school is designated staff parking. During special events at the school, overflow visitor parking is also in the back lot. All bus students will be supervised until buses arrive. All pick-ups, walkers, and bike riders will be dismissed at 2:50 p.m. Walking and/or riding bicycles along the Shipman Road is strongly discouraged. There is a walking path to the Bluffs subdivision.

- **Intermediate School**

Students should be dropped off using the circle drive on the **North** side of the building from Breckenridge Road. Parents are not permitted in the front circle drive or the drop-off lanes before 9:00 a.m. or after 2:00 p.m. Do not drop off or pick up students on Buchanan Street. The West parking lot is for school personnel only.

All pick-ups, walkers, and bike riders will be dismissed at 2:45 p.m. Students are supervised for drop-off and pick-up from 7:40-8:00 a.m. and 2:45-3:10 p.m.

**Special Note on Busing**

Buses will deliver students to and from all Carlinville Schools, including the old South School bus stop and the former Early Childhood Center, now the Regional Office of Education. Parents with children in any school building may have their children delivered to the school of your choice. For example, families living on the North side of town may prefer to have all their children bused to or from the Regional Office of Education or Intermediate School and from the Primary School. Please call your school office, or Jim Roth, Transportation Director at 854-2311 if you need any additional information on busing.

## **ATTENDANCE POLICIES AND PROCEDURES**

<b>CUSD #1 Board Policy 7:70 Attendance &amp; Truancy</b>
---

All Carlinville elementary school students are expected to attend school regularly in order to fully benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

### **STUDENT ATTENDANCE PROCEDURE**

1. The IL School Code requires elementary schools to notify parents within two hours if students are not in attendance at school. In order to help us confirm your child's absence:
  - 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.
  - Call your child's school prior to 9:00 a.m. if your child is going to be absent on that day
    - Carlinville Primary School at 854-9849
    - Carlinville Intermediate School at 854-9523
  - Indicate the reason for the absence
- Make arrangements to pick up your child's assignments for the period of the absence. The arrangements should be made with the office prior to 9:00 a.m. Homework will be available for pick-up after 3:10 p.m.
- Absences may be reported on Skyward by logging into Family Access and selecting "Attendance", then "Report an Absence" and following the drop-down choices.

If we have not received a call from you by 9:00 a.m., we will attempt to call you regarding your child's absence from school. It is necessary that we have at least two telephone numbers on file where we can obtain information regarding your child's absence.

2. Students that need to leave school during the day are to let the secretary know before they leave the building. When your child returns to school, your child must get an admit slip from the office.
3. In the event of a planned absence (i.e., funeral, family vacation, etc.) your child is to secure the assignments in advance of the absence. Students are responsible for making arrangements to complete all class work missed during this absence. Assignments can be completed prior to the student's return to school and/or completed prior to the period of absence.
4. Students who are tardy to school should report to the office upon arrival to school and present a note from parents explaining the reason for being tardy. If excessive absences occur, the parents will receive a letter from the principal.

### **ABSENCES**

Section 105 ILCS 5/26 - 1 and 2 of Illinois Law requires whoever has custody or control of any child enrolled in school to cause him/her to attend school when it is in session. School officials and teachers are required by law to assist truant officers

and the court system. Regular attendance is essential if a student is to make use of the educational opportunities the District offers. Regular attendance develops dependability and responsibility in the student and contributes to academic achievement. Parents, guardians, or those having legal custody or control of students are responsible for their children's regular school attendance. Removing students from school for vacation trips is discouraged.

The District shall not be responsible for the educational progress of the student who fails to maintain regular attendance habits. The District will not be liable for the progress of the student who is removed from the school for extended periods of time contrary to law or good educational procedure. For full policy, refer to CUSD #1 Board Policy 7:70-Attendance & Truancy.

## **EXCUSED ABSENCES**

### **1. Illness**

Personal illness, including that which impacts the mental or behavioral health of the student, and/or physical disability are excused. In the event of chronic absenteeism due to illness, a doctor's statement may be required. A student too ill to attend school is also considered too ill to participate in activities outside of school, attend school events, 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/Court**

It is expected that a student will return to school as soon as possible from such an appointment. Students are to bring their doctor/dentist appointment cards to the main office. Medical, dental, and court excuses need to be presented to the main office as soon as possible following the absence. Ongoing appointments should be scheduled at different times so as not to result in a student repeatedly missing class.

### **3. Emergency**

Situations deemed by the principal to necessitate the student missing school shall be excused. Funerals, death or serious illness in the immediate family, and catastrophe are examples of emergencies.

### **4. Other**

Other 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. Family trips which require a student to miss school are strongly discouraged. Missing several days at any level of instruction often causes a student's performance and grades to suffer. Family trips totaling no more than five (5) school days for the year may be excused. The student must be accompanied by his/her parent(s) in order for the absence to be considered a "family trip."

The school will excuse a student's absence if the parent/guardian has notified the office or a note has been brought for the reasons.

1. Personal Illness
2. Severe illness or death in family
3. Religious observances
4. Medical, dental, or legal appointments
5. Required court appearance
6. Family related emergencies

### **UNEXCUSED ABSENCES**

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". Examples of absences that will not be excused are:

- Shopping trips
- Hair appointments
- Errands which could be scheduled at other times
- Oversleeping
- Family related absences that are not emergencies
- Dental or legal appointments that have not been verified by a doctor or legal authority, or do not pertain to the child
- Missing the bus

The administration and counseling staff will reach out to families when attendance is a concern. The goal is to identify the barriers to regular attendance, offer the student and family support services and to develop a plan for improving the child's attendance.

### **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.

### **Data review**

Per Section 26-18 of the School Code, CPS and CIS are required to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. The review shall include an analysis of chronic absence data from each attendance center or campus of the school district, charter school, or alternative school or other school receiving public funds. The review may be used in action plans through the school's MTSS process.

Please note, if chronic absenteeism is a problem the school may require documentation from a doctor or further absences may be considered unexcused.

### **CHRONIC ABSENTEEISM**

Students missing 10% or more of school days per year, either with or without a valid excuse.

### **CHRONIC TRUANT**

A student who missed 5% or more of the school days per year without a valid excuse.

### **TRUANT MINOR**

A child to whom support services (prevention, diagnostic intervention, remedial services, alternate programs, and other school and community resources) have been provided, yet been unsuccessful, or have been offered and refused.

### **LEAVING SCHOOL DURING THE DAY**

No student is to leave the school grounds during the school day without checking in the office first. If you wish your child to leave during the school day, the student must bring written parental permission to the classroom teacher and the office. When parents need to pick up their child during the school day, they **MUST** report to the office to pick up their child. Students **MUST** report to the office upon returning to school.

## **BUILDING OCCUPANT NOTICE**

The following notification is being released for compliance with the regulations of the Federal AHERA guidelines for the management of asbestos containing materials (ACM). The Inspection Reports and Management Plans for each school building are on file for review at each School Office and the Unit Office during school hours. Copies may be made at the requestor's expense.

The notice is to inform building occupants, workers and parents/legal guardians of the locations of 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 months, inspections are conducted to determine any change in the condition of known as 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 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.

Materials containing asbestos or assumed to contain asbestos have been identified in the following school buildings:

Carlinville High School  
Carlinville Middle School  
Carlinville Primary School  
Carlinville Intermediate School

This information was distributed to all building occupants and parents/Legal guardians by:

Dr. Becky Schuchman, Superintendent of Schools

## **BUS INFORMATION**

<b>CUSD #1 Board Policy 7:220</b> <b>BUS CONDUCT</b>
---

All students must follow the District's School Bus Safety Guidelines. 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 Discipline.
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.
7. Arrival and Dismissal times are subject to change once busing times are confirmed. (discussion)

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.

### **Use of Video Cameras on School Buses**

Video cameras may be used on school buses as necessary in order to monitor conduct and to promote and maintain a safe environment for students and employees.

Students are prohibited from tampering with the video cameras. 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.

The content of the video recordings are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the video recordings. If the content of a video recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

### **SCHOOL BUS PASSENGER REGULATIONS**

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

1. Obey the directives of the bus driver and/or monitor at all times.
2. The pupil will sit in their seat facing forward for the entire ride.
3. Be courteous and considerate of the bus driver, monitor and other students.
4. Arrive at the bus stop on time. The bus driver cannot wait because he/she has a schedule to maintain.
5. Do not under any circumstances stand in the roadway while waiting for the bus.
6. Stand at least three (3) giant steps back from the edge of the roadway from where the bus stops.
7. Do not throw paper or any other item on the floor of the bus or out of the bus window. No trash should be left in the seats. Each bus is equipped with a trash can.
8. Do not stand up or leave your seat while the bus is in motion.
9. Keep your hands, arms and head inside the bus at all times.
10. Eating and drinking are not permitted on the bus.
11. While on the bus a student is not permitted to yell or speak loudly to others on the bus or outside the bus.
12. Remain absolutely quiet when the bus is approaching, stopped at or crossing a railroad crossing.
13. Fighting and other such disruptive behavior will not be tolerated on the bus or at the bus stop.
14. Using profane or obscene language and or gestures will not be tolerated.
15. Spitting and other such inappropriate actions will not be tolerated on the bus or at the bus stop.
16. Bringing animals on the bus will not be allowed.

- 17 Possession of tobacco, vapes, guns or knives will not be allowed on the bus.
- 18 Loading and unloading through the rear door of the bus is not permitted. The rear door of all busses is for emergency use only.
- 19 Observe safety precautions when unloading the bus. When it is necessary to cross the street or roadway, please cross ten (10) feet in front of the bus and always wait for the driver's signal allowing you to cross the road.
- 20 Writing on, poking holes in or damaging bus seats or bus equipment will not be tolerated. (In the event a child damages a bus, the child's parents and/or guardian will be required to pay for the repair or replacement costs.
- 21 Engaging in inappropriate physical contact (e.g. kissing or touching body parts) is not permissible.
- 22 When using all electronic equipment (e.g. chromebooks, portable CD players, cell phones and game boys) headphones must be used while the student is on the bus.
- 23 Using lasers, flash cameras or cell phone cameras is not permitted by a student on the bus.

### **BUS ASSIGNMENT**

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

### **Code of Conduct Violation**

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

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

**1<sup>st</sup> Offense:** Student counseled and warned by the driver and or school administration.

**2<sup>nd</sup> Offense:** Suspension of bus privileges for two days.

**3<sup>rd</sup> Offense:** Suspension of bus privileges for five days.

**4<sup>th</sup> 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 busses 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 busses 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.

## **DISTRICT DISCIPLINE PROCEDURES**

<b>CUSD #1 Board Policy 7:190 STUDENT BEHAVIOR</b>
--

### 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 materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence 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, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when used in a manner inconsistent with the prescription or prescribing health care provider's instructions.
  - d. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

- e. 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 defined in Section 921 of Title 18, United States Code or the use of a weapon as defined in Section 24-1 of the Criminal Code) in violation of the “weapons” section of Board Policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 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, and wrongfully obtaining test copies or scores.
- 9. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
- 10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.

11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by:
  - Being a member;
  - Promising to join;
  - Pledging to become a member; or
  - Soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
15. Engaging in any activity, on or off campus, that: (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.

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 where 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. 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 psycho stimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if: (a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member; (b) the conduct may reasonably be considered to be an interference with school purposes or an educational



function; or (c) the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

### **Disciplinary Measures**

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Removal from classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.

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

### **Reciprocal Reporting**

"The District, relying on input from the Parent-Teacher Advisory Committee, shall designate an administrative contact person ( *CPS contact*, Danley Killam / *CIS contact*, Roy Kulenkamp) 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.

### Carlinville Elementary School – Office Referral Form

Name: [Click here to enter text.](#)      **Location:**       Bus       Music Room  
Date: [Click here to enter text.](#)       Gym       Office       Parking Lot  
Time: [Click here to enter text.](#)       Library       Cafeteria       Playground  
Grade:  PreK  K  1<sup>st</sup>  2<sup>nd</sup>       Bathroom       Hallway       Classroom  
    3<sup>rd</sup>  4<sup>th</sup>  5<sup>th</sup>       Bus Stop       Special Event  
Referring Staff: [Click here to enter](#)

#### **Problem Behavior**

Minor       Major

(checked by principal)

- |   |   |
|---|---|
| <input type="checkbox"/> Defiance               | <input type="checkbox"/> Fighting             |
| <input type="checkbox"/> Physical aggression    | <input type="checkbox"/> Truancy              |
| <input type="checkbox"/> Disruption             | <input type="checkbox"/> Theft/forgery        |
| <input type="checkbox"/> Disrespect             | <input type="checkbox"/> Technology violation |
| <input type="checkbox"/> Inappropriate language | <input type="checkbox"/> Property damage      |
| <input type="checkbox"/> Tardy                  | <input type="checkbox"/> Lying/cheating       |
| <input type="checkbox"/> Harassment             | <input type="checkbox"/> Dress code           |
| <input type="checkbox"/> Bullying               | <input type="checkbox"/> Out of assigned area |

#### **Possible Motivation**

- Obtain peer attention
- Avoid task or activity
- Obtain items/activities
- Obtain adult attention
- Avoid adult
- Avoid peers
- Unknown
- Other \_\_\_\_\_

#### **Action Taken**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Parent contact         | <input type="checkbox"/> Alternative placement | <input type="checkbox"/> In school suspension     |
| <input type="checkbox"/> Loss of privilege      | <input type="checkbox"/> Time out/detention    | <input type="checkbox"/> Bus suspension           |
| <input type="checkbox"/> Time in office         | <input type="checkbox"/> Conference w/ student | <input type="checkbox"/> Out of school suspension |
| <input type="checkbox"/> Individual instruction | <input type="checkbox"/> Other action taken    | <input type="checkbox"/> Expulsion                |

**Seclusion/Restraint**

Seclusion

Restraint

Seclusion & Restraint

**Others Involved**

Peers

Staff

Substitute

Teacher

Unknown

None

Other

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Incident Summary:** [Click here to enter text.](#)

**CUSD #1 Board Policy 7:200  
SUSPENSION PROCEDURES**

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

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
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. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the Board of Education.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education 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. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

**CUSD #1 Board Policy 7:210  
EXPULSION PROCEDURES**

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

Before a student may be expelled, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, 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.

During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. 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.

<b>CUSD #1 Board Policy 7:160</b> <b>DRESS CODE</b>
--

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.

Conduct is often influenced by the manner in which the individual is dressed. There is no formal dress code. It is assumed that all children will dress in clean clothes and shoes appropriate for the weather. Students go outside every day unless weather does not permit. Outer clothing should be marked with the student's name. Students have daily physical education class. Tennis shoes are required. Inappropriate clothing that interferes with learning will not be allowed. Students may not wear clothing that promotes alcohol, drugs or violence or that displays profanity or vulgar language. Students are not allowed to wear hats in the school building. Any questions regarding dress will be handled by the building principal.

### **EARLY DISMISSAL/SCHOOL CLOSING**

Decisions regarding early dismissal or school closing due to severe weather will be broadcasted as soon as they are made. When it becomes necessary to close school because of severe weather conditions, the Skylert system will call your day time phone number provided. In addition, the following broadcast stations will be notified: WSMI-FM (106.1); WSMI-AM (1540) - Litchfield; WIBI-FM (91.1) -

Carlinville; WNNS (FM 98.7), WMAY (AM 970) - Springfield, WICS (Springfield, ABC Ch. 20), KTVI (St. Louis FOX Ch. 2), KMOV (St. Louis CBS Ch. 4), KSDK (St. Louis NBC Ch. 5) and KPLR (News 11). On occasions of severe weather, parents should anticipate the possibility of early dismissal and make appropriate arrangements for supervision of their children.

**Parents are asked not to call the school and/or school personnel to inquire about such decisions.**

## **ELEMENTARY FIELD TRIPS**

### **CUSD #1 Board Policy References**

**6:190 SAFETY**

**6:240 FIELD TRIPS AND RECREATIONAL CLASS TRIP**

**6:250 COMMUNITY RESOURCE PERSONS AND VOLUNTEERS**

**8:30 VISITORS TO AND CONDUCT ON SCHOOL PROPERTY**

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

1. Students will arrive at school by 8:00 a.m. so that attendance can be taken. Students must ride district provided transportation to all field trips unless prior arrangements have been made. Arrangements to allow chaperones to take their child to field trips will be limited and determined on a case-by-case basis.
2. Field trip chaperones will be predetermined by the teachers and they will be notified ahead of time regarding the trip schedule and details. A list of chaperones will be provided to the office. All chaperones for any field trip must fill out the District Volunteer Release Form.
3. Field trip chaperones are expected to supervise a small group of students and assist school staff with managing the trip. They are expected to stay with the trip for the full day. To insure adequate supervision and the safety of everyone involved, younger children may not attend field trips.
4. Individuals not named on the chaperone list may not visit the field trip location, join a trip while it is in progress or substitute for a listed chaperone. All changes to the chaperone list must be made prior to trip departure and are at the discretion of the school principal.

5. Chaperones are expected to be respectful and treat everyone with courtesy. They are also expected to follow all school rules, including no smoking or drinking alcohol during field trips.
6. Field trip chaperones may drive their own vehicle to field trip locations after signing in at the office. Prior arrangements to meet the trip or ride the bus may be made with the principal and will be allowed on a case-by-case basis.
7. Gift shops are not visited during field trips unless the teachers give permission ahead of time.
8. Students will not be allowed to leave a field trip with parents in a separate vehicle unless prior arrangements are made with the principal. Signing out early after a field trip returns to school is allowed, but strongly discouraged. Both of these scenarios affect perfect attendance.

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

## **CARLINVILLE ELEMENTARY SCHOOL EXPECTATIONS**

- ◆ Follow directions
- ◆ Use helpful words and actions
- ◆ Stay in your assigned area
- ◆ Be on time, prepared, and on-task
- ◆ Keep hands, feet, other body parts and objects safe

Carlinsville Elementary Schools are committed to the *Conscious Discipline* philosophy, a comprehensive social and emotional intelligence classroom management program that is a relationship-based, community model. Based on current brain research, students are taught seven essential skills: composure, encouragement, assertiveness, choices, positive intent, empathy and consequences. We are working to create a school-family atmosphere by developing relationships with students and making daily connections with them.

Carlinsville Elementary Schools are committed to the goal of maintaining safe schools. Through teaching and modeling of the *Conscious Discipline* skills and practicing the daily procedures in the school, students are expected to employ self-discipline by having respect for themselves, their classmates, parents, teachers and all school personnel. School expectations are written to promote a friendly, orderly and safe environment for the educational process. When there are repeated

incidents of a student not meeting school-wide expectations, school personnel may determine it is necessary to send home a parent-communication form. We ask that you review the form with your child, sign and return it. There are also times when a consequence may be issued. Parents will be notified on an office referral form of formal disciplinary consequences. See below for copies of these forms.

### **INDIVIDUALIZED BEHAVIOR INTERVENTION PLAN**

In some specific cases, a student may need a specialized behavior management plan that addresses the immediate needs of the school and student. These plans will be developed by the teacher and/or principal and guidance counselor and any other personnel working directly with the child. When in place, this type of plan will be made available to all staff interacting with that child. A student with an individualized plan will not be held responsible for the school-wide plan, but will be responsible for meeting the goals and terms of the individual plan.

In order for a student to receive an individualized plan, the teacher or principal will have documented examples of the student's behavior. Since an individualized plan is determined by the unique situations involving the student in his/her learning environment, specific procedures cannot be recommended until the behaviors, preceding activity and antecedents have been identified.

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](http://www.cusd1.com).

### **POSITIVE RECOGNITION OF STUDENTS**

An elementary school is a learning environment. Behavioral expectations can be learned in the home and school. One way to promote learning of good behavior is through positive reinforcement. Students can receive recognition in a variety of ways; extra time on a favorite activity, extrinsic rewards, (treats, chips, tokens, etc.), intrinsic rewards, (praise, and increased self-esteem) and parent notification.

### **ADMINISTRATIVE DESIGNEE**

Each building principal has obligations that make them unavailable for assistance at different times. In these instances, an Administrative Designee will be identified. This person will be a certified staff member physically present in the building when the principal is unavailable. The designee can assist a classroom teacher with temporary help or advice, or make the decision to call another administrator when assistance is needed. In a case where the designee would need to spend time removed from the classroom, the designee will call an administrator from another building to assist.

## **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 J. Schuchman, 829 West Main Street, Carlinville, Illinois 62626, or by calling 217-854-9823.

### **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/>

#### **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.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18



or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- ❖ Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- ❖ Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- ❖ Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest.
  - Other schools to which a student is transferring.
  - Specified officials for audit or evaluation purposes.
  - Appropriate parties in connection with financial aid to a student.
  - Organizations conducting certain studies for or on behalf of the school.
  - Accrediting organizations.
  - To comply with a judicial order or lawfully issued subpoena.
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and

dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## **FEES: LUNCH/BREAKFAST/MILK AND REGISTRATION**

**Breakfast: \$2.05**  
**Lunch: \$2.90 Adults: \$3.80**  
**Milk: \$0.40**  
**Registration K: \$85.00**  
**Registration 1- 5 Grades: \$120.00**

## **FOOD SERVICES**

**CUSD #1 Board Policy 4:120**  
**FOOD SERVICES**

### **COST AND PAYMENT OF SCHOOL MEALS AND MILK PROGRAM**

Community Unit School District #1 cafeteria participates in the National School Lunch Program. Menus are planned in accordance with requirements and guidelines of 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 may be secured in the main office.

**CUSD #1 Board Policy 4:120 and 4:130  
FREE AND REDUCED WAIVER**

Applications for either a free or reduced price breakfast/lunch may be obtained at the District Office and through online registration. Parents should complete the application and return it to the District Office immediately or submit online. If your child takes additional helpings of food there is a fee charged for those items.

**CHARGING BREAKFASTS AND/OR LUNCHES**

There will be **no charges** allowed for breakfast and/or lunch. Any questions concerning money for breakfast and/or lunch must be dealt with through the food service representative. Any questions should be directed to the Food Service Director at 854-8856.

**GRADE REPORTING**

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

**Explanation of Marks**

A+	(100)	A	(99-95)	A-	(94-93)
B+	(92-90)	B	(89-87)	B-	(86-85)
C+	(84-82)	C	(81-79)	C-	(78-77)
D+	(76-74)	D	(73-72)	D-	(71-70)
F	(69-0)				
S	Meets or exceeds expectations				
U	Does not meet expectations				

**HARASSMENT**

**CUSD #1 Board Policy 7:20**

**HARASSMENT OF STUDENTS PROHIBITED**

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating

conduct, 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, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the appropriate handbooks.

### **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.

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action. Students who believe they have experienced any type of sexual and/or ethnic harassment are encouraged to immediately notify the school principal. The school Principal can be reached by phone at Carlinville Primary School (217-854-9849), or Carlinville Intermediate School (217-854-9523). Students found guilty of harassment are subject to immediate suspension.

### **BULLYING AND INTIMIDATION**

Bullying is any ongoing physical or verbal mistreatment that does physical or psychological harm to someone else. This type of repeated and consistent behavior destroys the quality of the learning environment needed for academic success. Every student and staff member has a right to learn and work in a safe environment. As stated earlier in this handbook, "Bullying" is unacceptable student behavior and will result in disciplinary action.

If you are either a victim or a witness to an act of "Bullying", you should inform an employee of the school district. Whenever possible, talk to a teacher or school administrator, but if one is not available please tell a bus driver, janitor or aide. They will be responsible for informing the correct authorities.

## **HEALTH SERVICES**

### **CUSD #1 Board Policy 7:100**

#### **HEALTH AND DENTAL EXAMINATIONS, IMMUNIZATIONS, AND EXCLUSION OF STUDENTS**

All preschool, kindergarten, sixth grade and students new to the district must have the required health examinations and proof of immunizations as required by the Illinois Department of Public Health and the Illinois State Board of Education. All kindergarten students are required to have a vision exam from an eye doctor. These must be on file by October 15. Only physicians licensed to practice medicine in all of its branches shall be responsible for performance of the health examinations. (School Code 27 - 8.1) All students in kindergarten and second grade are required to have a dental exam. This exam must be on file at the school by May 15. In addition, we must have a certified copy of the original birth certificate (hospital announcements are not acceptable).

### **VISION AND HEARING SCREENING**

All students, pre-kindergarten thru fifth grade, will have their vision and hearing screened in the fall. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor.

## **SPECIAL HEALTH CONCERNS**

All parents who have children with special health concerns or are on daily medication should note such on emergency health form. It is important to share this information with the school nurse so we can provide optimal care. Any medications your child is presently taking should also be acknowledged. Students with specific diagnoses may have care plans written to outline daily procedures prescribed for the child. Examples would be diabetes, asthma or food allergies, but many other situations would also apply. The school nurse will work with parents and physicians to determine when health care plans are necessary and appropriate in the school setting.

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

### **MEDICATION**

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 a 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.

1. When medicine is brought to school, it must be taken to the school nurse.
2. Only long-term prescribed medication will be administered at school. It is encouraged that parents work with physicians to dose short-term prescription medications outside of school hours. Parents may administer short-term medications at school during lunch or recess as another option.
3. When deemed medically necessary, the medical doctor and the parent must both sign a document allowing prescription medication to be taken at school. All medication must be in its original packaging and be taken directly to the school nurse. Prescription medication is required to be labeled with the student's name and medication orders. It is encouraged that a one-month supply of medication be supplied to the school nurse.
4. Asthma medications may be self-administered by the student provided: the parents give written permission for such use and waive the school from liability; and the student's doctor provides written permission stating the student has asthma and is capable of self-medicating. Parents are required

to provide an asthma action plan to the school nurse for students diagnosed with asthma.

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. 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.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. Any student giving medicine to another student is subject to disciplinary actions.

### **COAT BAGS**

All students in the elementary schools must have a plastic bag with a handle to put their coats, gloves, hats, scarves, and book bags in. The bags are used as a safeguard against head lice. These bags may be brought from home or can be purchased for fifteen cents in the school offices.

### **HEAD LICE**

Children with head lice infestation (live lice and/or unhatched eggs) will be sent home for treatment. This may include other children living in the same household. Children may return to school the next day. Entire classrooms will be screened once any child in that room is found to have lice. Please notify the school nurse if you discover that your child has a head lice infestation. This information will be kept confidential. This is so those classmates may also be checked and treated if necessary. This procedure helps reduce lice transmission. All children are responsible for keeping their coats, hats, and book bags in a closed garbage bag at school. Bags may be purchased at the school office. Children are not to share combs, brushes, or hats. It is the parents' responsibility to check their child's head

for lice on a weekly basis. This is best done by combing damp, shampooed hair with a metal comb under bright lighting. By working together, we can keep this problem to a minimum.

### **ILLNESS/INJURIES AT SCHOOL**

Students who become ill or who are injured at school should immediately tell the classroom teacher or staff member on duty. Parents will be contacted when necessary. It is very important that the school have two emergency telephone numbers for each student. These should be numbers of people who can be called if the student becomes ill and the parents/guardians cannot be reached. Parents are highly urged to notify these parties that their numbers have been given to the school as an emergency number. Answering machines are ineffective in an emergency. Emergency records are maintained in the office and are to be updated any time you feel it necessary to change the names or phone numbers. We encourage good attendance, but we do not want students to come to school when they are sick. Any fever, vomiting or diarrhea present is reason to stay home. To prevent the spread of contagious illnesses, students must be without these symptoms for 24 hours **without the aid of medication** before returning to school. The school will continue to follow all IDPH and ISBE health guidelines.

### **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.

### **HOLIDAY PARTIES**

School parties are held at the elementary level to celebrate such holidays as Halloween, Christmas, Valentine's Day, and Easter. Individual buildings will notify students about Halloween dress policy. End of the year picnics are also held. If a



student is not permitted to participate in the holiday celebrations because of religious beliefs, the parent is asked to notify the office. Parents should not send party treats to the classroom at times other than the above-identified parties. Only items that are pre-packaged will be allowed to be brought to school. This means that no home baked goods will be allowed. All items need to be in their original container and unopened. This change is due to regulations set by the Illinois Department of Public Health. We appreciate your help and cooperation.

## **HOMELESS**

### **CUSD #1 Board Policy 6:140 EDUCATION OF HOMELESS CHILDREN**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney-Vento Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

## **INSURANCE PROGRAM**

A student accident insurance policy is made available to all students on an optional basis. The insurance is underwritten by American Youth, Inc.

## **LUNCH PROCEDURES AND EXPECTATIONS**

The lunchroom supervisors oversee the lunchroom. Students are expected to follow their directions and treat them with respect.

1. All school-wide expectations apply to the cafeteria.
2. Students will use the restroom and wash their hands before going to lunch.
3. **Soda is not permitted in school cafeterias.**
4. Combs and hairbrushes should not be used in the lunchroom.
5. Sharing food is not allowed.
6. Cold lunch students are allowed to purchase milk once hot lunch students have gone through the line.
7. Toys are not allowed in the cafeteria.
8. **Please do not bring or send restaurant/fast food to the cafeteria.**

## **PARENTS RIGHT TO KNOW**

## **QUALIFICATIONS OF EDUCATORS**

The *Every Student Succeeds Act* requires us to let you know that you may ask for information about the professional qualifications of any teacher that is instructing your child.

We are writing to tell you that you may request information regarding the following:

- Whether or not your child's teacher has met state certification requirements.
- Whether or not your child's teacher is teaching under emergency or provisional status.
- The bachelor's degree major of your child's teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and
- Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

You will be pleased to know that in the Carlinville Elementary Schools, all teachers instructing your child are certified and qualified.

Specifically:

- Each teacher has met all state certification requirements
- No staff member is serving under provisional or emerging rules
- All our teachers have at least a Bachelor of Science Degree in Elementary Education
- Many have a Masters degrees.
- All paraprofessionals (instructional aides employed in the Elementary Schools) have a paraprofessional license or higher level of certification

We are dedicated to meeting the educational needs of our students and we are working to ensure that your child receives the best possible education. If you have any questions or need additional information, please feel free to contact Dr. Danley Killam, Principal, at 217-854-9849, Roy Kulenkamp, Principal, at 217-854-9523, or Becky Schuchman, Superintendent, at 854-9823.

## **PARENT-TEACHER CONFERENCES**

Parents are encouraged to confer with teachers concerning their child's progress in school activities. Teachers will generally be available for conferences after 3:05 p.m. Parents are encouraged to make appointments with teachers in order to ensure that the teacher will be available at that time. Parent/teacher conferences will be scheduled for all parents in November. Please make every effort to attend this conference.

## **PERMISSION TO PHOTOGRAPH**

From time to time throughout the school year, your child may be photographed or videotaped as part of special projects that occur. These pictures may be published in local newspapers, posted on the Internet (without student names), or used in public presentations about our schools. Teachers and principals will approve all pictures or videos before they are published or posted. If you object to your child being photographed or videotaped, please notify the school office in writing.

### **Lawn Care Products Application and Notice Act and the Structural Pest Control Act**

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 <http://www.cusd1.com>. Once completed, please forward the form to: Becky Schuchman, Superintendent, Carlinville CUSD #1, 829 West Main Street, Carlinville, Illinois, 62626.

### **+Pesticide Application Notice Lawn Care Products Application Notice Act And the Structural Pest Control Act Registry Form**

Please include me in the notification registry. I understand that if there is an immediate threat to health or property that requires treatment before notification can be sent out, I will receive notification as soon as practicable.

**Parent/Guardian/ Name:**

---

**Address:** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student's Name and Grade:**

**Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

## **PLAYGROUND RULES**

The following rules are provided as a guide for safety. Students should always remember they are to follow the directions of the school personnel on duty. All students are to help maintain the cleanliness of the playground by placing waste materials in proper trash receptacles.

1. All school-wide expectations apply to the playground.
2. Students should use playground equipment in the manner for which it was designed (no tag on equipment). Each school has specific rules for the equipment and areas of their playgrounds.
3. Rubber balls, nerf balls, and basketballs are allowed on the blacktop. Soccer and footballs may be used on the grass (no tackle games).
4. Students need to use the restrooms and get drinks before they go outside. Trips inside during recess will be kept to a minimum.
5. Students are to play in the designated areas during recess periods and should not leave those areas without permission from the supervisor.

We will stay inside if there is precipitation falling (rain, snow, sleet, etc.), if the temperature or wind chill is less than 20 or if there are large puddles, snow or ice covering the blacktop. Students should dress in layers to prepare for changing temperatures between morning and afternoon recesses.

## **PROMOTION/RETENTION POLICY**

The grade placement of any student at the end of the school year for the next school year will be based on the determination of what is best for each child. Placement decisions are made primarily by assessing a child's academic progress toward Illinois Learning Standards and Carlinville School District expectations for the current grade level. The child's maturity, age and other factors impacting achievement are also considered. Research-based rating scales will be completed by the teacher to determine if the child is a good candidate for retention.

It is the district's intention to make decisions regarding promotion or retention with input from parents. When a child is struggling academically and may be considered for retention, parents will be contacted early during the second semester. The teacher and principal will meet with the parent(s) to discuss strategies that may benefit the child, as well as to gather information that will help make the best decision for his/her education. The district's hope is that open communication will allow agreement between parents and educators in making promotion or retention decisions. In cases of conflict with student placement, however, the school district makes the final decision as permitted by the Illinois School Code.

## **SCHOOL PROPERTY**

Students are financially responsible for the proper care and return of all school property including, but not limited to, textbooks, library books, and other equipment. If an item is lost or destroyed, parents will be informed of the replacement cost.

## **SPECIAL EDUCATION**

<b>CUSD #1 Board Policy 6:120 SPECIAL EDUCATION</b>
---

The Carlinville School District has a well-defined process for the identification of and service provisions for students with special needs. This process involves cooperation between Carlinville schools and Mid-State Special Education. If you have questions regarding the student identification process, programming, services or parent/student rights, please call your child's principal for specific information.

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.

## **STANDARDIZED AND LOCAL ASSESSMENTS**

State and federal mandates require that schools collect achievement data on our students. Carlinville Elementary Schools administer the following standardized assessments annually:

Pre-K:	Pre-IPT Oral Language Proficiency Test
K-1-2-3:	ACCESS for English Language Learners
Kindergarten:	I-Ready Ready and Math Assessment KIDS Assessment (Kindergarten Individual Development Survey)
First Grade:	I-Ready Ready and Math Assessment
Second Grade:	I-Ready Ready and Math Assessment

Third Grade: I-Ready Ready and Math Assessment  
Illinois Assessment of Readiness (IAR) ELA and Math  
Fourth Grade: I-Ready Ready and Math Assessment  
Illinois Assessment of Readiness (IAR) ELA and Math  
Fifth Grade: I-Ready Ready and Math Assessment  
Illinois Assessment of Readiness (IAR) ELA and Math  
Illinois Science Assessment (ISA)  
Dynamic Learning Maps (DLM) assessment is administered to eligible students,  
grades 3, 4, 5

## **STUDENT BIRTHDAY RECOGNITION**

As part of our efforts to recognize a student's birthday, we announce each student's name over the public address system on his/her birthday. A special "Happy Birthday" pencil is also presented to them. In order to eliminate hurt feelings or embarrassment, we ask parents **not** to send treats or other items such as balloons and flowers to celebrate a student's birthday. We also ask that party invitations **not** be brought to school and distributed.

## **STUDENT GRIEVANCE POLICY**

<b>CUSD #1 Board Policy 2:260 STUDENT GRIEVANCE POLICY</b>
--

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

**STEP 1:** The student(s), teachers, staff members, and/or parents should discuss the matter of the alleged grievance with certified staff first and if the matter is not resolved contact the building principal. The building principal and staff will make every attempt to solve the problem in a timely fashion.

STEP 2: If the matter is not resolved at Step 1, the student(s) and/or parents may present, in writing, the facts of the grievance to the building principal. The building principal will arrange a meeting of parties directly involved in the grievance and attempt to resolve the matter. The building principal will respond, in writing, within ten (10) school days of any such meeting.

STEP 3: If the matter is not resolved at Step 2, the student(s) and/or parents may present, in writing, the facts of the grievance to the Superintendent. The Superintendent will arrange a meeting of parties directly involved in the grievance and attempt to resolve the matter. The Superintendent will respond, in writing, within ten (10) school days of any such meeting.

STEP 4: If the matter is not resolved after Step 3, the matter will be referred to the Board of Education for final resolution.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

<b>CUSD #1 Board Policy 7:130 STUDENT RIGHTS AND RESPONSIBILITIES</b>
---

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. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any school employee. 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.

<b>CUSD #1 Board Policy 7:140 SEARCH AND SEIZURE</b>
--

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 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 vehicles parked on school property.

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

### **Students**

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

When feasible, the search should be conducted as follows:

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

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

### **Seizure of Property**

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

### **"DRUG FREE SCHOOL" SEARCH**

All students have a right to attend school in an environment conducive to learning. Carlinville CUSD#1 has a fundamental legal ethical obligation to prevent drug use and 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 which may include expulsion.

### **Desks/Storage Bins**



It shall be the policy of Carlinville Elementary Schools to provide desks and/or storage bins for temporary use by students. Desks and storage bins are 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 school property.

### **TELEPHONE USAGE**

Students will be allowed to use the school telephone or ask a secretary to call home for: forgotten lunch money or lunch, clarification of after-school plans, cases of emergency, illness, or other reasons permitted on a case by case basis at the discretion of school staff.

Students in possession of personal cell phones should keep them in bookbags and turned off during the school day.

In cases of emergency only, parents may leave a telephone message with the office for their child. Students will not be “paged” or pulled from their classroom for a telephone call.

Please make arrangements with your child prior to his/her arrival at school. Make sure you and your child have a plan in the event of an activity or school cancellation.

### **THERAPY DOG AND PROCEDURES**

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.

### **VISITORS**

<p><b>CUSD #1 Board Policy 8:30 Visitors to and Conduct on School Property</b></p>
--

For purposes of this policy, "school property" means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location during a school athletic and other school-sponsored event, and school grounds.

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.

**Parents and all visitors must report to the office upon arrival.** Parents and other adults are welcome to visit our school any time during the school year to observe or participate in the educational program. Please make arrangements prior to your visit. We wish to make your visit as pleasant as possible. In order to comply with state regulations and our local security plan, please visit the office first upon your arrival. You will receive a guest/visitor ID badge. Teachers are encouraged to stop and question visitors without an ID. We ask that children not enrolled in school refrain from visiting during class time. This type of visit should not be considered a time to have a conference with the teacher. If parents wish to bring pets to school, please notify the teacher in advance, as some students are allergic to animals.

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

## **VOLUNTEER PROGRAM**

Volunteers play a very important role in our elementary schools. Interested persons are invited and encouraged to serve in this capacity. If you are interested, please contact the principal. Volunteers do not have to work only within their child's classroom. Many options are available. Please be advised that volunteers may be required to go through a background check prior to working in a setting that places the individual in direct contact with children. All volunteers must complete the District Volunteer Form.

