

# **STUDENT HANDBOOK**

Pre-K through 8<sup>th</sup> Grade



**Carrollton Grade School**

2023-2024

721 Fourth Street  
Carrollton, Illinois 62016  
(217)942-6831

Principal: Mr. Alex Pulido

## PREFACE

### **Board of Education**

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Aaron Mehrhoff  
Jeff Krumwiede

Amber Flowers  
Robert "Scott" Bryant  
Tammy Weber

### **Administrative & Support Staff**

Superintendent  
Grade School Principal  
Assistant Principal  
Athletic Director  
Secretary  
Early Childhood Coordinator  
Early Childhood Secretary  
Nurse  
Social Worker  
Transportation Supervisor  
Custodians  
School Cafeteria Supervisor  
Cafeteria  
Cafeteria/Custodian  
Technology Coordinator  
Office Clerk/Library  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Family Liaison  
Family Liaison  
Family Liaison

Mark Halwachs  
Alex Pulido  
Jean Heil  
Greg Pohlman  
Melissa Prough  
Sarah Schmidt  
Becky Vegh  
  
Jeri Rothe  
Jack Staples  
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Lora Settles  
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Sharon Loy  
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Gail Mountain  
Ashley Steinacher  
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Nicole Campbell  
Michaela Shanks  
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Diana Gant  
Rachel Howard  
Diana Varble  
Krista Flatt

### **Grade School Faculty**

Megan Abernathy  
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Cynthia Seymour  
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Stacey Wallendorf  
Hope Henson  
Lindsey Jones  
Eric Lieber  
Kylie Slagle

Susan Kirchner  
Kassidy Prough  
Patty Kulenkamp  
Abby Moody  
Kyle Pohlman  
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## Contents

Introductory Information & General Notices .....	4
Attendance, Promotion & Graduation .....	8
Student Fees and Meal Costs .....	13
Transportation & Parking .....	14
Health and Safety .....	16
Discipline and Conduct .....	18
Internet, Technology & Publications .....	28
Search and Seizure .....	31
Extracurricular and Athletic Activities .....	32
Special Education .....	35
Student Records & Privacy .....	37
Parental Right Notifications .....	40

## Introductory Information & General Notices

### District Mission Statement

Carrollton Community Unit School District # 1 will provide all students with opportunities to achieve their personal best, to become responsible, productive citizens, and to embrace lifelong learning.

### District Belief Statements

We Believe...

- children are worth the investment.
- in hiring, maintaining, and developing quality staff.
- in differentiated and data-driven instruction.
- in a safe, supportive, and positive learning environment.
- Education is a partnership.
- in promoting positive character.
- in sound financial planning.
- in high expectations.

### Visitors at School

School District policy 8:30 addresses community relations and visitors at school and school events. A portion of this policy is quoted below. The entire text of this policy will be made available upon request.

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who: (1) refuses to provide requested identification, (2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment, (3) or engages in an activity in violation of School Board Policy.

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

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

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.

5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

### **Parking and Traffic**

If it is necessary to enter the building, drivers are asked to park in the parking lot on the west side of the building or in any other legal parking space in the nearby area. Fourth Street is a one-way street with only southbound traffic allowed between 8:00 a.m. and 4:30 p.m. Cars should not park on the east side of Fourth Street because this side of the street provides access for emergency vehicles, if needed. The parking lot on the east side of the school near the main entrance is used as a play area and is closed to traffic during the school day. Visitors to the school are asked to park along Fourth Street during the school day.

### **School Day**

Students' school day begins at 8:15 a.m., and the day ends at 3:05 p.m.

### **Arrival at School**

Students should not arrive on school grounds before 7:45 a.m. Students who arrive too early may be asked to return home and come back to school at the appropriate time because outside supervision is not available at this time. Students are not to gather on the school grounds or play equipment before school. All students upon arrival should report to their assigned area or cafeteria to eat breakfast.

### **Breakfast & Lunch Program**

Students who participate in the breakfast program at school may enter the building at 7:45 am. Breakfast will be served from 7:45 am to 8:05 am. Lunch is served every school day from 10:45 a.m.-1:15 p.m. except when there is an 11:30 a.m. or earlier dismissal.

### **Dismissal Procedures**

If a student is to be dismissed from school during school hours, the office must issue a special dismissal slip. This dismissal slip is to be given to the teacher supervising the student. Anyone picking up a student before 3:15 pm must sign a paper in the office before the child can be released.

Students not involved in a school activity immediately after school or seeking help from a teacher are to leave the school building and campus within five (5) minutes following dismissal time.

If a note is not sent stating that a student is not to ride the bus, the child will ride his or her regular bus. **Please be sure that changes in bus plans are given in writing.**

### **Procedures for Picking Up Students at Dismissal**

Student Pick-up Line Procedures:

1. Cars will begin lining up on the east side of the building along Fourth Street no earlier than 3:00.
2. Staff will begin lining up cars for pickup at 3:15 in designated lines (7, 6, 5, 4, 3, 2, & 1).
3. No one will be allowed to exit their vehicle and students will load, with staff support, in Row A.
4. Students will begin loading around 3:20.
5. After all students are loaded, staff will have Row A exit the parking lot.
6. Row B & C will then be directed to move forward and 7 more cars will be directed to enter the parking lot.
7. After all cars come to a complete stop, staff will again load Row A.
8. If you need to enter the building to speak with staff, you may enter the parking lot and park in the designated Visitor Parking area and walk to the Main Entrance.

### **Equal Opportunity and Sex Equity**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Alex Pulido, Principal.

### **Animals on School Property**

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

### **School Volunteers**

The school recognizes the value of parent volunteers. Forms are available on the school website. Teachers may use volunteers in the classroom or on field trips. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Any parent/guardian or alternate planning to volunteer in the building must first participate in a background check through the district at their own expense. The forms are available at the grade school office. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

### **Invitations & Gifts**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home.

### **Treats & Snacks**

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

### **Emergency School Closings**

All emergency school announcements will be made on radio station WJBM (1480 AM) Jerseyville or the TV stations, KSDK, Channel 5 between 6:00 a.m. and 7:30 a.m. The district may use an automated notification system (Skylert) to alert families that have provided contact information of any emergency announcements. These announcements are made as early as possible on each day in question. If no announcement is made, school will be in session, and if possible, buses will run their regular routes.

### **Delayed Start**

Should the need arise due to extreme conditions or other short-term emergencies, Carrollton CUSD#1 may implement a Two-Hour Delayed Start procedure for all schools. A decision about any delayed start will be made and announced by 6:30AM. All delayed starts will be two-hour delayed starts. Carrollton CUSD#1 respects the rights of parents/guardians to make a decision regarding the attendance or late arrival of their children. A personal contact by the parent/guardian or a written note to the school principal will excuse a student's late arrival or absence during these conditions.

- **Students:** Students are expected to arrive two hours later than their regular start time.
- **Bus Pick Up Times:** Buses will pick up students at bus stops two hours later than regularly scheduled pick-up times. This includes programs not located in Carrollton. Buses will make every effort to be punctual, although traffic and road conditions may increase travel time.
- **Before School and Morning Programs:** All morning programs, practices, meetings or other activities scheduled prior to 11:00 AM by the school itself or the school district are canceled. All Early Bird classes are also canceled.
- **Drop Off and Arrival Times:** Parents/Guardians dropping off students, students who walk and students driving to school should arrive 2 hours after their regular arrival times. However, staff should be alert and prepared to provide supervision, if students arrive early.
- **Breakfast:** Breakfast will not be served on any day with a two-hour delayed start.
- **PreK Programs:** All morning (A.M.) Pre-K programs are canceled when there is a two-hour delayed start schedule. All afternoon (P.M.) Pre-K programs will run on normal schedules.
- **School Schedules:** Unless specifically instructed by their principal, all students should report to wherever they would normally report at the start of the day for any Delayed Start Days. The schedule for the remainder of the day, should it be different than a regular day, will be communicated by the principal.
- **School Dismissal Times:** School dismissal times will remain on regular schedules, including bus drop-off times and parent pick-up times at schools.
- **Afternoon and Evening Programs and Activities:** All afternoon and evening programs will operate as normally scheduled unless announced otherwise.

### **Notes Required for Pick-up Arrangements**

Parents are asked to make arrangements for a change in pickup arrangements with the students before sending them to school. Please send a note rather than calling the school to contact the teacher or student unless it is an emergency. All changes for pickup arrangements must be made before 2:30 PM.

The school requires a note from the parent or guardian for:

1. Requests for special dismissal during school hours
2. Requests to ride the school bus if other than a regular bus student
3. Requests for a bus student to be delivered to a regular bus stop other than his/her own
4. Requests for a bus student not to ride the bus home
5. Requests for your child is to go someplace different after school or be picked up by someone other than you after school

### **Video & Audio Monitoring Systems**

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

### **Accommodating Individuals with Disabilities**

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

### **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) 942-6831.

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

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

### **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.

### **Suicide and Depression Awareness and Prevention**

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

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

## **Attendance, Promotion & Graduation**

### **Attendance**

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

### **Admission of New Pupils**

All students new to the district must report to the building office to complete school entrance information. A birth certificate and social security card and proof of residency are required for each new pupil entering the school district. Grade cards and transfer information are helpful in making proper placements and



determining proper reading levels. New students must meet the state requirements for physical examinations, and all immunizations must be current. Students transferring from a school in Illinois must have a completed Illinois Student Transfer Form to be admitted. The district may not enroll students who are not in good standing at the prior district.

### **Student Absences**

There are two types of absences: excused and unexcused. Excused absences include: illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or health or safety, attending a military honors funeral to sound TAPS, attend a civic event or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence. Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

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

In the event of any absence, the student's parent or guardian is required to call the school at [217-942-6831] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, Skylert will call the home to notify you about the absence. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential. The student has two (2) school days from the date of the absence, to get the necessary note or phone call from their parent/guardian to document the change of an unexcused absence to an excused absence.

### **Release Time for Religious Instruction/Observance**

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

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

### **Tardiness**

Every student is expected to be on time to all classes. A student is considered tardy if he/she is not in the room at the start of class. All tardy students must have an admit slip marked excused or unexcused, or a pass for admission to class that has been cleared by the Principal, or from another faculty member.

### **Admit Slip**

Students returning to school following an absence should report to the office to receive an admit slip prior to reporting to class. No student shall be admitted to class/advisory period after an absence without an admit slip. Each teacher will verify the date or dates of the absence, note if it is excused or unexcused, and initial the slip. The student has two (2) school days from the date of the absence, to get the necessary note or phone call from their parent/guardian to document the change of an unexcused absence to an excused absence.

### **Leaving School Grounds (Sign In – Sign Out)**

If the student has attended school and wishes to go home because of illness or an emergency situation, he/she must report to the nurse or Principal. Before the student is allowed to leave school property a parent or guardian will be notified and the method used for getting the student home will be agreed upon. When a student leaves the school during the day, he/she must sign out in the main office. Students may be considered skipping if proper procedures have not been followed to leave school, and an in-school detention, closed campus or an appropriate consequence may result (to be determined by the administration).

Students who become sick during the school day must report to the office and be examined by the school nurse, who will determine whether or not the student needs to go home.

### **Make-Up Work**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will still be expected to make up missed work.

### **Homework After An Absence**

It is in the best interest of the student to attend school. The student can best benefit from the day's lesson by being in class. If in the judgment of the classroom teacher additional work is necessary for the student to gain the same level of knowledge as those present, they may do so within reason. Also, because of security of tests, the teacher may issue a different test to a student that has been absent for a test or a major part of the lesson. Students will be given two days to make up work for every day missed for an excused absence.

Long term projects that were assigned prior to the day of absence and due on the first day of absence will be due on the day the student returns to school. No additional make-up time will be allowed.

### **Truancy**

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

Students are allowed 5 excused absences per semester. Anything after 5 is considered unexcused unless the student brings in a doctor's note, court documentation, etc.

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

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

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

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

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

### **Grade Point Average**

Student's individual grade point averages (GPA) are calculated on a 4.00 scale with each semester quarter mark assigned a numerical value as follows:

A – 4.0

- B – 3.0
- C – 2.0
- D – 1.0
- F – 0.0

**Grading System**

A letter system is used in determining scholastic achievement. When it is necessary to convert percentage grades to letter grades, the following scale is used:

A or E	91.5-100	work of superior quality
B	84.5-91	work above average
C or S	75.5-84	work of average ability
D	64.5-75	work that meets minimum requirements
F or U	below 64.5	represents failure

If a parent believes that an inappropriate grade was assigned, the parent should first contact the teacher to discuss their concern. If they are not satisfied with the teacher’s response, then an appeal may be made to the building principal.

**Grade Reports**

Parents may access grades at any time during the year through the Parent Access Portal on Skyward. Grade reports will only be mailed upon parent request.

**MS Honor Roll**

At the end of each quarter an “Honor Roll” of students achieving a grade point average of 3.25 or more on a 4.0 scale will be published. To be on “High Honor Roll” a student must have a 3.75 grade point average. A student with a D, F or INC in any subject will not be eligible for honor roll. Program weighting factors are used strictly for determining class rankings upon graduation and are not used in computing quarterly honor rolls.

**Promotion/Retention Policy**

The general policy of the school is to encourage and assist each student to progress in a continuous growth pattern of academic achievement. This growth pattern should be in harmony with the social and emotional development of the student. The best interest of the student is the prime concern in each decision.

The policy of the State of Illinois and this school district is to prohibit promotion from grade to grade for purely social reasons. In general, pupils shall be placed at the grade level to which they are adjusted academically. Students who, by teacher judgment and student test results, demonstrate an academic proficiency level comparable to pupil performance one grade or more below current grade placement shall be placed in RtI (Response to Intervention).

Academic proficiency in the following core academic subjects will be considered: Grades K-8 Language Arts, Math, Science, and Social Studies. Students who fail one out of the four core academic subjects will be put on a remediation plan. The remediation plan will be developed and implemented by administration, teachers, parents and students. Students who fail two out of the four core academic subjects may be retained.

The decision to promote a student to the next grade is based upon successful completion of the curriculum, attendance, performance on assessments, and/or any other criteria established by the remediation plan.

In relationship to comparable pupil performance, the student should be compared to peers with similar achievement potential. Due to the many variables, which may influence achievement test results, both positively and negatively, teacher judgment shall receive the greater weight in making the determination of comparable pupil performance.

Among the remediation alternatives that may be available are: intervention groups, push in support with an interventionist, co-taught classroom, modified instructional programs, after school tutoring, and retention in grade. The classroom teacher, in consultation with the building administrator, interventionist, and RtI Team will develop appropriate instructional support.

All parents will be notified prior to students being placed in and receiving Rtl Support. Regular progress monitoring and data collection will be shared with parents via email, letters home, and Parent/ Teacher Conferences that will be held one time a year. Parents may regularly monitor student progress through the Parent Access Portal on Skyward.

In order to be promoted to High School, all students must pass both the Illinois Constitution and U.S Constitution exams. The tests shall take into consideration the ability level of the student. The social studies teacher and the special education teacher shall determine whether or not a student has met this requirement.

Also, students must successfully complete the state Health class requirement.

Failure to meet the above requirements may result in the student being retained in the eighth grade. The school district has the final decision.

### **Homework**

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

### **Exemption From PE Requirement**

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

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in the Special Education section.

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

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

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

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

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

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

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

For information on home or hospital instruction, contact: Mr. Mark Halwachs, Superintendent

### **Standardized Testing**

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

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 can assist their students achieve their best performance by doing the following:

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

### **Student Fees and Meal Costs**

**School Meals:** Carrollton Grade School and Carrollton High School schools participate in the Community Eligibility Provision (CEP) as part of the National School Lunch and School Breakfast Programs. Schools that participate in the CEP are able to provide healthy breakfasts and lunches each day at **NO CHARGE for ALL STUDENTS**. Please note that all students will be charged for any additional or extra food items purchased beyond one breakfast meal and one lunch meal.

### **Waiver of Student Fees (Entire section updated from IPA Model Student Handbook)**

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

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

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children); or
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
4. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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

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

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

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

## **Transportation & Parking**

### **Bus Transportation**

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

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is

the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

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

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

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

For questions regarding school transportation issues, contact: Mr. Jack Staples, Maintenance and Transportation Director, 217-942-5511.

### **Bus Conduct**

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

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

If a student is suspended from riding the bus for gross disobedience or misconduct, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

### **Health and Safety**

### **Wellness Policy**

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

### **Health Examinations and Immunizations**

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student will be exempted from the above requirements for:

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

### **Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or



school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

### **Self-Administration of Medication**

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

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

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

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

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

### **Administration of Medical Cannabis**

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

### **Undesignated Medications**

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

### **Emergency Aid to Students**

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

### **Head Lice**

If suspected, the School Nurse will examine a student and notify the parent/guardian of head lice if it has been identified. Students may be released from school at the discretion of the parent/guardian. Education and information will be provided for the treatment and prevention of head lice to parents/guardians.

Students will not be excluded from school due to head lice. The Illinois Department of Public Health, Center for Disease Control (CDC) and Illinois State Board of Education all support children remaining in school.

### **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. [Communicable Disease School Nurse Guidance](#)

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **Guidance & Counseling**

The school provides a guidance and counseling program for students. The school's social worker is available to those students who require additional assistance.

### **Safety Drill Procedures**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

## **Discipline and Conduct**

### **General Building Conduct**

Carrollton Grade School's goal is to teach children appropriate behaviors to ensure a school environment that is safe, organized, accepting, and respectful. Through Positive Behavioral Interventions and Supports (PBIS) students are taught school-wide expectations and have opportunities to practice them. Staff members teach what behaviors are expected in hallways, the cafeteria, bathrooms, playgrounds, classrooms, and in all settings. The PBIS System has four components: a matrix of behavioral expectations, lesson plans to teach students the expectations, it uses an acknowledgment/ reinforcement system, and referral documentation forms to monitor behaviors. PBIS uses consistent positive rewards to celebrate student success.

#### **Hallway Expectations**

- Walk
- Keep hands, feet and objects to yourself.
- Single file line stays to the right.
- Allow others to use the hallway.
- Quiet.
- Allow others to learn.

#### **Cafeteria Expectations**

- Both hands on the tray.

- Wait in line for your turn.
- Clean up afterwards.
- Stay in line when going to lunch/recess
- Listen to adults.
- Stay at your table.
- Take the first seat available.
- Use table manners.
- Use an inside voice.
- Keep food on a tray or in your mouth.

#### Bathroom Expectations

- Keep your feet on the floor.
- Keep water in the sink.
- Clean up afterwards.
- Flush toilet.
- Wash your hands with soap.
- Wait your turn.
- Privacy given to others.
- Use toilets, Sinks, and towels correctly.

#### Playground Expectations

- Stay within boundaries
- Use equipment appropriately.
- Dress for the weather.
- Tell an adult if you see unsafe actions.
- Line up when signal is given.
- Follow directions.
- Agree on rules before the start of any game.
- Be a good sport.
- Use kind words.
- Take turns.
- Respect nature.
- Enter the building quietly.

#### All Settings

- Keep hands, feet & objects to yourself.
- Stay in supervised areas.
- Have necessary supplies.
- Be ready to learn.
- Be responsible for your own actions.
- Accept consequences for choices made.
- Use self control.
- Respect individual differences.
- Use an inside voice.
- Use appropriate language.

#### **Telephone**

Students will not be allowed to use the office telephone for personal calls except in emergency situations and with staff permission. Office personnel will deliver important messages from parents to students.

#### **Cell Phones and Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, video recording device, personal digital assistant (PDA), ipod®,

ipad®, laptop computer, tablet computer or other electronic device. No Bluetooth headphone/ear pieces, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and in the designated area unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Students are not allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a personal electronic device. Discipline may be assigned for violations.

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

### **School Dress Code & Student Appearance**

Cleanliness and neatness of dress are conducive to good citizenship and good school morale. Students are expected to dress appropriately, with dignity and in good taste for school and school events. Any student, whose appearance and dress is considered to be disruptive to the educational process or dangerous to themselves or others, will be asked to contact parents or change into P.E. attire. Students may be sent home to make the necessary adjustments if necessary. To help students select the proper attire, the following guidelines are in effect:

1. No halter-tops, tube tops, low cut tank tops, form fitting tops or boxer shorts. All shirts should cover the belt area of a student's skirt, pants or shorts.
2. All pants, shorts or skirts shall be worn at the natural waistline. All undergarments should be covered including bra straps and underwear.
3. No tops with spaghetti straps or strapless dresses and tops are not to be low cut.
4. Yoga pants or spandex style leggings are allowed but must be appropriate for the school environment. Shirts or sweaters worn with this style of pants should be no shorter than the length of your fingers standing with your arms at your side.
5. Shoes must be worn at all times. No skate shoes are permitted.
6. P.E. or practice uniforms will not be worn in the classroom unless authorized by building Principal.
7. Shorts and skirts should be of reasonable length (approximately mid thigh will be considered reasonable length). For example: when a student stands with their hands at their side, the point where their fingertips reach their thigh is the mid thigh. Too short will be the decision of the Principal.
8. No clothing which is manufactured, cut or torn out in such a way as to be intentionally or unintentionally, immodestly revealing. Skin cannot be showing higher than the appropriate short length.
9. No sunglasses may be worn in the building or in classrooms unless a medical authorization is on file in the Middle School Office.
10. No articles of clothing displaying disrespectful caricatures, profanity, offensive remarks or slogans, racial or ethnic slurs, or advertising illegal drugs, alcohol or tobacco products are allowed.
11. No hats or hoods may be worn in the building.
12. Coats, book bags, and purses must be taken directly to the student's locker upon dismissal from the gym in the morning and left until departure
13. Students are not to bring trench coats to school.
14. No clothing communicating gang symbols, gang language, or gang clothing of any type. A gang is defined as a group of persons associated for some criminal or other antisocial purpose.

The judgment of the administration is final. Class time missed due to a dress code violation is unexcused.

### **Student Appearance**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

### **Student Discipline**

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

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician 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 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 or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - 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. "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.
  - g. 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.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and in the designated area during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties

who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

### **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 student couples in this regard is the same that exists for adults throughout this community at their place of work or business.

Specifically, 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

### **When and Where Conduct Rules Apply**

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; 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; or
5. During periods of remote learning.

### **Discipline Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties.

Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.

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

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

#### **Isolated Time Out, Time Out and Physical Restraint**

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

#### **Corporal Punishment Policy**

Carrollton School District does not permit the use of corporal punishment including slapping, paddling, prolonged maintenance of students in harmful positions, or the infliction of bodily harm. Nothing in the policy prevents use of reasonable restraint of students or self-defense by school employees when the safety of students or others dictates such action.

#### **Weapons Prohibition**

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

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

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

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



### **Gang & Gang Activity Prohibited**

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

### **Re-Engagement of Returning Students**

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

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

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

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

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator

assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.<sup>[1]</sup>

## **Harassment & Teen Dating Violence Prohibited**

### **Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>[1]</sup>; 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, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Sexual Harassment Prohibited**

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

### **Teen Dating Violence Prohibited**

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

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

### **Nondiscrimination Coordinator:**

Mr. Mark Halwachs, Superintendent  
950A Third Street  
Carrollton, IL 62016  
217-942-5314  
[mhalwachs@c-hawks.org](mailto:mhalwachs@c-hawks.org)

### **Complaint Managers:**

Mr. Alex Pulido, CGS Principal  
Carrollton Grade School  
721 Fourth Street  
Carrollton, IL 62016  
217-942-6831  
[apulido@c-hawks.org](mailto:apulido@c-hawks.org)

Mrs. Jean M. Heil, Assistant Principal  
Carrollton Grade School  
721 Fourth Street  
Carrollton, IL 62016  
217-942-6831  
[jheil@c-hawks.org](mailto:jheil@c-hawks.org)

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

### **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Teachers will schedule parents to go on field trips if additional help is needed. Space on the bus and entrance fees may limit the number of parents that may attend. Parents or guardian must sign a permission slip and the note must be returned to school three days before the field trip.

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

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.
- Permission slips must be turned in 3 days prior to the field trip.

### **Access to Student Social Networking Passwords & Websites**

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

## **Internet, Technology & Publications**

### **Internet Policy**

Each student and his or her parent(s)/guardian(s) must sign the authorization before being granted unsupervised access. Please read this document carefully before signing. All use of the internet shall be consistent with the district's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) on the Registration Information/Authorization and Permission Form is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### **Terms and Conditions**

#### 1. Acceptable Use

Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the district.

#### 2. Privileges

The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this

Authorization and may deny, revoke, or suspend access at any time; his or her decision is final.

#### 3. Unacceptable Use

You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulations;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading copyrighted material for other than personal use;
- Using the network for private, financial, or commercial gain;
- Wastefully using resources, such as file space;
- Gaining unauthorized access to resources or entities;
- Invading the privacy of individuals;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.

#### 4. Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal the personal addresses or telephone numbers of students or colleagues.
- Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communication accessible via the network to be private property.

#### 5. No Warranties

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

#### 6. Indemnification

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

#### 7. Security

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

#### 8. Vandalism

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

#### 9. Telephone Charges

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

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

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

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

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

#### Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

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

#### **Guidelines for Student Distribution of Non-school Publications**

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,

- d. Is reasonably viewed as promoting illegal drug use; or
- e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.<sup>1</sup>
- 7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
- 8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

## **Search and Seizure**

### **Search and Seizure**

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

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

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

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

### **Student Searches**

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

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

### **Seizure of Property**

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

Questioning of Students Suspected of Committing Criminal Activity Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or

designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

### **Extracurricular and Athletic Activities**

#### **Attendance at School Dances**

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

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

#### **Extracurricular Athletic Activities**

##### **Requirements for Participation in Extracurricular Athletic Activities**

A student must have the following fully executed documents on file in the school office before being allowed to participate in any extracurricular athletic activity.

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant.
2. A permission slip to participate in the specific sport or activity signed by the student's parent/guardian; and
3. Proof the student is covered by medical insurance; and
4. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances. <sup>2</sup>
5. A signed agreement by the student's parent/guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries

#### **Hawk Code**

The Hawk Code is a document stating rules and requirements for all students participating in an extra-curricular activity. They will be distributed by the coaches and sponsors at the beginning of each school year. **Failure to sign the extracurricular code of conduct will result in the student not being allowed to participate in any sport/activity.**

#### **IHSA [or] IESA**

Eligibility for most athletics is also governed by the rules of the Illinois High School Association [or] Illinois Elementary School Association and, if applicable, these rules will apply in addition to the Hawk Code. In the case of a conflict between IHSA [or] IESA and the Hawk Code, the most stringent rule will be enforced.

#### **Code of Conduct**

This Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade. This Code of Conduct will be enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors for students in extracurricular activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent



violations and a student may be excluded from sports or activities while the school is conducting an investigation regarding that student's conduct.

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

**The student shall not:**

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

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

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

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

**Due Process Procedures**

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

1. The student should be advised of the disciplinary infraction with which he or she is being

charged.

2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions according to the Hawk Code.

All students remain subject to the district's student discipline policy and/or the school's student handbook and the disciplinary measures listed in them.

### **Eligibility**

Selection of members or participants in extracurricular athletic activities is at the discretion of the designated teachers, sponsors, and coaches. In order to be eligible to participate in extracurricular athletic activities, a student must maintain a **passing grade of 64.5 or higher** in each subject. Any student failing to meet academic requirements will be suspended from the sport or activity for 7 calendar days or until all academic requirements are met, whichever is longer.

### **Athletic Eligibility**

The primary purpose of the athletic program is to promote the physical, mental, social, emotional, and moral well being of the participants. It is hoped that athletics in our school will be a positive force in preparing youth for an enriching and vital role in American life. Boys compete in baseball, basketball, wrestling, football, golf, cross-country and track. Girls compete in softball, basketball, track, golf, cross-country and volleyball. The school is a member of I.E.S.A. and eligibility rules of those organizations apply to all Carrollton athletes.

You are required to carry school athletic insurance or have on file in the office a signed insurance waiver, have a physical exam by a licensed physician on an annual basis. This physician's report must be on file in the office.

The athletic program is an important and integral part of the total school program and is open to participation by all students. Through voluntary participation, you accept the training rules, regulations, and responsibilities, which are unique to an athletic program. You must be willing to assume these obligations, as the role demands that you make sacrifices not required of others.

The rules of eligibility apply to Middle School athletics as contained in the Guidelines of the Illinois Elementary School Association. These rules also apply to those participating in cheerleading. Carrollton School Board policy is that no grade school student who is ineligible because of grades will be allowed to sit on the bench or sidelines with team members, ride the bus with the team, or leave early to attend a game. A student that is ineligible may practice with the team during the term of ineligibility.

#### **2.041**

All contestants shall be in grades five through eight and shall not have passed eighth-grade standing.

#### **2.042**

A student shall be doing passing work in all school subjects. After being ineligible for three consecutive weeks during a sports season, the athlete will be dropped from the squad. Use of a player, contestant, or participant shall be deemed such certification.

#### **2.043**

For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity.

2.044

The eligibility check shall be the same day each week except when school is not in session; then it must be taken on the last day of student attendance that week.

2.045

Grades shall be accumulative for the school’s grading period.

**Guidelines:**

- Carrollton Middle School is on a weekly assessment check for all extracurricular activities. This includes all athletic teams, clubs, and any other school-sponsored activity.
- A student’s eligibility runs from Sunday to Sunday of that particular week.
- A student’s eligibility is determined by an accumulative average of that student’s work. (This is a grade that they would receive upon transferring to another school that day.)
- A grade school student’s eligibility is determined by a cumulative quarter grade that starts over with each new quarter.
- It is recommended that teachers have a variety of, and a number of grades recorded each nine weeks, i.e. projects, quizzes, tests, homework, performance assessments, etc. (No student may be declared ineligible until three grades have been recorded at the start of a new nine weeks.)
- A student declared ineligible may not participate in any extracurricular events. (A student may practice.)
- After three weeks of non-consecutive ineligibility, a meeting will be held with student, parents, and coach or sponsor to determine continued participation in their extra-curricular activities.

**Absence from School on Day of Extracurricular or Athletic Activity**

See CCUSD’s Extra – Curricular Code

**Conflicting School Events**

If students are scheduled to participate in two school activities whose times overlap or conflict, the teachers, coaches, or sponsors involved should cooperate so that the students may participate in both events. If this is not possible, the following guidelines will determine which event they should participate in.

1. A class related activity (Example: field trip, science project fair, or choir performance, etc.) would take precedence over an extracurricular practice or performance.
2. A performance, contest or game takes precedence over a practice or rehearsal.
3. If there are continual schedule conflicts between two activities, either sponsor (teacher, coach) may ask for the student to choose between the activities with the advice and consent of the principal.

**Attendance at State Contests**

Students in grades 6 – 8 participating on school sponsored field trips which include attendance at state level athletic tournaments, will be considered to be in attendance and will not have that time counted against their perfect attendance. Those students attending state athletic contests must have been team members in good standing during the sport’s athletic season.

**Travel**

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

**Athletic Admission Price**

Admission to all athletic events:

Students	\$1.00
Senior Citizens (59 and above)	\$1.00
Adults	\$2.00

## **Special Education**

### **Education of Children with Disabilities**

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

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

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

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

For further information, please contact:

Alex Pulido  
217-942-6831  
Carrollton Grade School

### **Related Service Logs**

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

### **Discipline of Students with Disabilities** **Behavioral Interventions**

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

### **Discipline of Special Education Students**

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

### **Exemption From Physical Education Requirement**

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

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or

2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

### **Access to Classroom for Special Education Observation or Evaluation**

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

For further information, please contact the school principal.

## **Student Records & Privacy**

### **Transcripts**

Students, who wish to have transcripts and/or a copy of their permanent report card sent elsewhere, should contact the building secretary. It is necessary that a release form be completed prior to mailing of the transcript.

### **Student Privacy Protections**

#### **Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

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

#### **Surveys Requesting Personal Information**

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

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

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **Instructional Material**

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

### **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school

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

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person

as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:  
U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

### **Parental Right Notifications**

#### **Teacher Qualifications**

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

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

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

#### **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.

Please contact the school office for phone numbers of agencies for assistance and support for homeless families.

#### **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.<sup>1</sup>

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

#### **Title I**

The Title I program provides extra support to students experiencing difficulty and needing help in subject areas determined by a needs assessment and test results. Title I money is provided through the federal



government to provide individualized, small group assistance, and push in support to students needing supplemental instructional services.

Teachers in the Title I program work with individual and small groups of students who are likely to benefit from extra time and special help. Whole class instruction, as well as push in intervention is given in rooms needing support with developmental reading. The program begins with the primary grades in an effort to keep small learning problems from becoming severe.

Non-public school students who are eligible also have an opportunity for diagnosis and assistance.

Parent participation is an important part of the Title I program. Parents act as information and liaison persons between the home and school. An informational meeting will be held early Fall to outline the program, explain requirements, and discuss parental involvement activities/ meetings.

### **English Learners**

The school offers opportunities for 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 student; and (3) participate and serve on the District's 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 administration at 217-942-9016.

### **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.

### **Pesticides Notification**

A professional pesticide control company has been contracted to treat the school once a month or as needed. The treatment will always be conducted after school hours. This serves as notice of state law 225ILCS23/10.3. If you would like to be notified prior to any spraying on school grounds, please complete the notification form found in the district office. We will notify those who request it at least two days prior to any application.

### **Asbestos Notification**

An Asbestos Management Plan has been approved by the Local Board of Education and a copy is available for public review at the Superintendent's office. Response actions required by the management plan are in process and are being conducted by properly trained custodial staff. Semi-annual surveillance activities are conducted in May and November of each year. Asbestos warning labels have been posted. Do not touch material with an attached warning label. Building occupants, with the exception of trained asbestos personnel, are not allowed in the mechanical rooms at the grade or high schools. Repair personnel should contact the supervising custodian prior to performing any repair work adjacent to asbestos containing material.

### **Annual Notice to Parents about Educational Technology**

### **Vendors Under the Student Online Personal Protection Act**

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

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

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

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

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

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

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

### **Mandated Reporter**

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.

### **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):

To attend a conference at the school with school personnel to discuss the progress of their child.

To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services. 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**

Date: 2023

To: Parent(s)/Guardian(s)

Re: 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 Il. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)  
Illinois Murderer and Violent Offender Against Youth Registry,  
[www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)  
Frequently Asked Questions Concerning Sex Offenders,  
[www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

### **Handbook**

Carrollton Grade School reserves the right to make changes to this handbook throughout the school year. This handbook is only a summary of board policies governing the district, and board policies will be available to the public on the district web site [www.c-hawks.net](http://www.c-hawks.net).