

STUDENT HANDBOOK



Crescent-Iroquois CUSD 249

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Crescent City Grade School Student Handbook

2020-2021

A. Vision Statement for Crescent City Grade School

It is our hope to be able to offer to *all* students an education that will enable them to influence America's leading role in the community of nations, uplift the character of society, and to improve the quality of life for *all*.

B. Mission Statement

The Crescent-Iroquois C.U.S.D. #249 District, in partnership with parents and the community, is dedicated to developing each student's thinking skills, knowledge, and ability to learn so that he/she will be the best citizen possible in our global society. We are dedicated to instructing, guiding and nurturing students in the development of skills and strategies relevant to lifelong learning. This role carries with it the responsibility of providing a safe environment in which activities and experiences provide students with a meaningful educational environment.

This school shall:

- **promote pride in school and community;**
- **help students to become increasingly more responsible for their own behavior;**
- **assist students to develop positive behaviors and social skills and foster feelings of self-worth within academic and non-academic competition;**
- **model a spirit of cooperation and helpfulness among and between students, the home, and the school;**
- **develop the student's thoughts, abilities, personalities, and respect for others so that he/she will be the best citizen possible in our global society;**
- **motivate and challenge students to achieve their personal potential and encourage life-long desires for physical and mental fitness;**
- **work to develop an engaging relationship with parents, the school, and the community**

C. Personnel

Administration

Mr. Rod Grimsley	Superintendent
Mr Jim DeMay	Principal

Faculty

Heather Johnson	Kindergarten
Stephanie Rippe	1 st Grade
Kristin Marquis	2 nd Grade
Angela Rayman	3 rd Grade
Jody Munsterman	4th/5th Grade
Elizabeth Martin	Middle School ELA/Social Studies
Rhonda Kollmann	Middle School ELA/Social Studies
Jane Daniels	Middle School Math/Science
Jim DeMay	P.E. K-8 th /Athletic Director
Sunita Rueb	Speech
Lynn Culkin	SPED/RtI
Crystal Pena	Social Worker
Hannah Birr	Instructional Aide

Education Support Staff

Victoria Legan	District Manager
Lynn Canady	District Treasurer
Rachel Pueschell	School Manager
DeAnne Betourne	Custodian
Dennis Ritzma	Custodian
Jessica Rabe	Food Service – Head Cook

Board of Education

Steve Massey	President
Tim Kollman	Vice-President
Jody Niebuhr	Secretary
Becky Dirks	Member
Candi Butzow	Member
Brock Johnson	Member
Christi Pheifer	Member

D. Student Residency and Tuition

1. Resident Students

Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided below or in State law. *A student's residence is the same as the person who has legal custody of the student.*

A person asserting legal custody over a student who is not the child's natural or adoptive parent shall complete a signed statement stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of an emergency. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without the payment of tuition.

2. Non-Resident Students

Non-resident students may not attend District schools unless approval is granted by the School Board, and they are subject to the following:

- The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
- The student will attend the school designated by the School Board.
- The student will be accepted only if there is sufficient room.
- The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
- Transportation to and from school shall be the responsibility of the parent(s)/guardian(s).

E. Textbook Loan Books and School Property

Rented books are the student's responsibility. Students will be charged for lost or damaged books. Any damages incurred will be prorated to the condition of the books and replacement cost. Textbooks will be listed as new, good or poor. Students are responsible for replacing LOST textbooks at the current NEW textbook price. Books will be checked and damages must be paid before report cards are issued at the end of the year.

F. Waiver of School Fees / Policy and Procedures

Students whose parents are unable to afford student fees may receive a waiver of fees. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Applications for fee waivers may be submitted by the parent/guardian of a student who has been assessed a fee on an application form available from the principal. A student may be eligible for a waiver of a fee when at least one of the following prerequisites is met:

1. The student is currently receiving aid under Article IV of the Illinois Public Aid Code. 2. The student is currently eligible for free or reduced-price meals pursuant to Illinois Revised Statutes, ch.122, par. 712 1 et.seq.
2. The student's family is currently eligible under the guidelines of family-size income levels prescribed annually by the Secretary of Agriculture.

Also, consideration will be given by the Administration for other factors such as:

- illness in the family; ➤ unusual expenses such as fire, flood, storm, etc.;
- seasonal unemployment; ➤ emergency situations

G. Students Records

Records are kept on file for each student. They will move with the student and include grades, test scores, health records, and other information that may be valuable in monitoring the student. These records are open for examination by the parents upon prior appointment. The *Illinois School Student Records Act* says:

1. Parents have access to all student records. 2. School has up to 15 school days to produce school records requested. 3. School may insist on having a professional available at the time parents view the records. 4. Annual notification must be given to parents of the notification of right by means that will get the information home to the students' parents.

The Superintendent / Principal is the official records custodian of the Crescent City Grade School. The following information pertains to the rights and obligations of parents, students, and the school under the Illinois School Records Act (ISSRA) chapter 122, Par. 50-1 et. seq. of the Illinois State Revised Statutes (1985) and the rules promulgated there under by the Illinois State Board of Education, which can be found at 23 Illinois Administrative Code 375.

1. The student permanent record consists of basic identifying information, academic transcripts, attendance record, accident reports and health records, and a record of awards and participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept for 60 years after graduation or permanent withdrawal.

2. The student temporary record will consist of all information that is clearly relevant to the education of the student, but is not required to be in the student permanent record. It may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, and teacher evaluations. A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of the out-of- date, inaccurate, or unnecessary information every four years or upon a student's change in attendance centers, whichever occurs first. The temporary record will be destroyed entirely within five years after graduation or permanent withdrawal.

3. Parents, or any person specifically designated as a representative by the parents, have the right to:

a. inspect and copy all permanent and temporary records within a reasonable time and in no case later than 15 days after the date of receipt of such request by the official records custodian. The school charges 10 cents per page for copies. No parent shall be denied a copy of school student records.

b. have present at the option of either the parent or the school, a qualified professional, who may be a psychologist, counselor, or other advisor, and who may be an employee of the school or employed by the parent to interpret the information contained in the student temporary record. If the school requires that a professional be present, the school shall secure and bear any cost of the presence of a professional employed by the school.

c. challenge the accuracy, relevancy or propriety of any entry in the school student records, exclusive of grades, by requesting a hearing with the school. i) The request for hearing shall be submitted in writing to the school, and it shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. ii) An informal conference will be held within 15 school days of receipt of the request for a hearing. iii) If the challenge is not resolved by the informal conference, a formal hearing shall be initiated. iv) Formal Hearing: A hearing officer, who is not employed in the attendance center in which the student is enrolled shall be appointed by the school and shall conduct a hearing within a reasonable time but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify the parents and school officials of the time and place of the hearing. Each party shall have the right to cross-examine witnesses and the right to counsel. A record of the hearing shall be made by tape recording or by court reporter. The decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall order (a) retention of the challenged contents of the student record; or (b) removal of the challenged contents of the student record; or (c) challenge clarification of addition to the challenged contents of the student record. The parties shall have the right to appeal the decision of the hearing officer to the Regional Superintendent of Schools. v) Appeal: Notice of the appeal must be presented to the Regional Superintendent of Schools within 20 school days after the decision of the hearing officer. The opposing party shall be notified of the appeal at the same time. Within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent of Schools. Upon receipt of such documents, the Regional Superintendent of Schools shall examine the documents and record, make findings and issue a decision to the parents and the school district within 20 school days of receipt of the documents. If the subject of the appeal involves the accuracy, relevance or propriety of any entry in special education records, the Regional Superintendent of Schools should seek advice from appropriate

special education personnel who were not authors of the entry. The school shall be responsible for implementing the decision of the Regional Superintendent of Schools. Such decision shall be final and may be appealed to the Circuit Court of the county in which the school is located.

4. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated except as follows:
 - a. To a parent or student or person specifically designated as a representative by a parent;
 - b. To an employee or official of the school or school district or the State Board of Education with a current demonstrable educational or administrative interest in the student, in furtherance of such interest;
 - c. To the official records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and 10 school days after such service, if the parents make no objection, the records may be transferred to the requesting school;
 - d. To any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information released and the person(s) requesting the use of such information has signed an affidavit agreeing to comply with all rules and statutes regarding school records;
 - e. Pursuant to a court order provided that the parent shall be given prompt written notice upon receipt of such order of the terms of the order and the nature and substance of the information proposed to be released in compliance with such order and opportunity to inspect, copy and challenge the contents of the school student records;
 - f. To any person as specifically required by state or federal law, provided that such person shall provide the school with appropriate identification and copy of the statute authorizing such access, and that the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and challenge such information. If the release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publications directed generally to parents.
 - g. Subject to regulations of the State Board of Education, in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the students or other persons, provided that the parents are notified as soon as possible of the information released, the date of release, the person, agency or organization that received the information, and the purpose of the release;
 - h. To any person with the prior specific, dated and written consent of the parent designating the person to whom the records may be released and the designated records or designated portions of the information to be released. The parent has the right to inspect, copy and challenge the records and to limit any such consent to designated records or designated portions of the information contained within the records.

5. Parents may insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in subsequent dissemination of the information in dispute.

6. Parents will be given reasonable prior notice before any school student record is destroyed or information deleted there from and an opportunity to copy the record or information proposed to be destroyed or deleted.
7. Except for the student and his parents, no person to whom information is released and no person specifically designated as a representative by a parent may permit any other person to have access to such information without prior consent of parent obtained in accordance with ISSRA, Par. 50-6(a) (8).
8. A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents and the official records custodian. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the purpose of such request, the date of the release, the name and signature of the official record custodian releasing such information and a copy of any consent to such release.
9. All rights and privileges accorded a parent under the ISSRA shall become exclusively those of the student upon his/her 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent record.
10. The following is designated as directory information and may be released to the general public unless the parent requests that any or all such information may be released; student's name and address, gender, grade level, birth date and place, parent's name and address, academic awards, degrees and honors, information in relation to school- sponsored activities, organizations and athletic, the student's major field of study, and period of attendance in school.
11. Upon graduation or permanent withdrawal of a handicapped student, psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or student if the student has succeeded to the rights of the parents. The school will explain to the student and the parent the future usefulness of psychological evaluations, special education files and other information contained in the student temporary record.
12. Any policies of the school relating to school student records which are not included in the act or rules are available for reviewing at the office of the District Superintendent.
13. Copies of the Illinois School Students Records Act, 23 Illinois Administrative Code 375 and district or school policies relating to school student records which are not included in the Act or the Rules are available for reviewing at the office of the District Superintendent.

H. Contact Procedures

Parents are advised that when a concern or question arises pertaining to classroom matters, the chain of command should be followed. Parents should first contact the classroom teacher and try to resolve the matter with him or her. If no resolution can be made, then a meeting should be scheduled between the parents, teacher and administration.

Health and Student Services

School Operations During a Pandemic or Other Health Emergency

(Updated: July 2020)

This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.

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

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

Additionally, please note the following:

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

educational opportunities are available to all students.

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

A. Immunization, Health, Eye & Dental Examination

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year¹ will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization

schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

B. Student Medication

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

C. Communicable Disease

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the 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.

D. Head Lice

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

E. Health Services

First aid is given for minor injuries. In case of major injuries, appropriate emergency measures will be taken and the student's parents will be contacted immediately. Under no circumstances may a student who is ill leave school without checking with the administrative staff.

*No school personnel will administer to any student, nor shall any student possess or consume any prescription or non-prescription medication unless a completed **School Medication***

Authorization Form (both sides) signed by his/her parent is on file, and for prescription medication, it must also be signed by the doctor prescribing the medication. This form shall be completed *annually*, and must be filed *prior* to dispensation of any medication to a student.

The school will not furnish any medications, including aspirin or Tylenol, ibuprofen, etc. for student use. All medication must come to the school office in a labeled container with a signed School Medication Authorization Form (see school office or school website for proper form). For ALL medication, the form *must* state: 1) the name of the medication; 2) the dosage to be given; 3) the time the medication should be given, and; 4) any side effects or special instructions.

F. Illness at School

A student who becomes ill at school must report to the office. Parents must be called before a student will be permitted to leave school. If a student leaves school without permission, the absence is not excused and will be subject to disciplinary action. If a student is ill in the restroom and cannot leave, he/she should have another student/teacher notify the office of his/her situation.

Any student sent home with a fever or who develops a fever for any reason should not return to school *until they have been fever-free (without medication) for a minimum of twenty- four hours.*
Example: If the student was sent home on Monday with a fever, he/she should not return to school until at least Wednesday. Giving the child Tylenol or ibuprofen for the fever and sending them to school as if “fever-free” is not acceptable.

G. Equal Education Opportunities

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

H. Sex Equity

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

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

I. Student Sexual Harassment

Sexual harassment of students is prohibited and is defined as follows:

* An employee's or District agent's sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status.

* Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of a) substantially interfering with a student's educational environment; b) creating an intimidating, hostile, or offensive educational environment; c) depriving a student of educational aid, benefits, services, or treatment; or d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the Nondiscrimination Coordinator, Grievance Complaint Manager, or Building Administrator. Infraction of the above rule may result in, but not be limited to, parent contact or a parent conference, detention or school suspension.

J. Harassment / Bullying

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, race, color, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation or other protected group status. The District will not tolerate harassing or intimidating conduct--whether verbal, physical, or visual--that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation should immediately be reported to the Principal or Counselor and an investigation will take place. A final determination and discipline measures will be determined by the administrator. Repeated offenses may result in alternative placement and/or suspension. The Superintendent of the District will take reasonable measures to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the appropriate handbooks.

K. Uniform Grievance Procedure

Students, parents, guardians, employees, or community members should notify a District Complaint Manager if they believe that the School Board, or its employees or agents, have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or board policy, or have a complaint regarding:

- Title II of the Americans with Disabilities Act; ➤ Title IX of the Education Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973; ➤ Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights act of 1964, and Title IX of the Education Amendments of 1972); ➤
- The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children.

Complaint Manager:

Name: Rod Grimsley

Address: 600 South

Phone:815-683-2141

L. Notice of Disability Accommodations

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. 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.

M. Insurance

Students are required to carry an accident insurance policy. As a service to students and families, our school is making available a student accident insurance plan for your child at a very nominal charge. Forms will be available at registration or in the school office. If the family insurance company is the carrier, the school requires the parent(s) to sign a waiver stating that the student is covered by his family's own insurance company.

N. Social Services

Social services and counseling is provided for by the Iroquois Special Education Association and is available to *all* students on an as-needed basis.

O. Drug Free School and Communities Act

This notice is provided in compliance with the Federal Drug Free Schools and Community Act and Board of Education Policy. The act requires that school districts have programs in place to prevent the abuse of drugs and alcohol by students.

1. Standards of Conduct

No students shall possess, use or distribute illicit drugs or alcohol on school premises or as part of any of its activities.

2. State of Sanctions for Students

Discipline for violating the standards of conduct set out in #1 will be governed by the District's Student and Disciplinary Policies and Rules. Consistent with local, state and federal law, the District will impose sanctions on students who violate the standards of conduct, up to and including expulsions for prosecution.

3. Drug and Alcohol Education and Prevention Programs

The District will develop and maintain age appropriate, developmentally based drug and alcohol education and prevention programs (which address the legal, social and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs and alcohol) for students in all grades of the district. Through these programs and other appropriate settings, the district will convey to students that the use of alcohol is wrong and harmful.

4. Available Drug and Alcohol Rehabilitation Programs

The following is name, address and telephone number of local drug and alcohol counseling, treatment or rehabilitation or reentry programs available to students:

In-Touch Program Iroquois County
Regional Office County Courthouse
Watseka, IL 60970 (815) 432-6976 5.

P. Legal Support Services for DCFS Wards

Section 14-8.02(f) of *The Illinois School Code* (105 ILCS 5/14-8.02(f)) requires that school districts inform parents or guardians, "...of a list of free or low-cost legal and other relevant services available locally to assist parents or guardians in initiating an impartial due process hearing." It is best to resolve disputes regarding special education with those at both the school and district level who may be able to resolve these disagreements locally. If you have questions regarding this matter, please contact James Mann at 683-2141, or the State Board of Education's Regulatory Operations Section at 217-782-6601, or you may write them at: Illinois State Board of Education, 100 North First Street, Springfield, Illinois, 62777-0001.

III. Crescent City School Day

A. School Day Start and Close

The school day begins at 8:20 a.m. and ends at 3:20 p.m. We ask that students who do not ride the buses not enter the grounds before 7:45 a.m. All students, kindergarten through eighth grade are to enter through the south entrance. The west doors are for exit only. Students who ride buses will be dismissed first. Students are expected to leave the school building and grounds after school is out; they may NOT wait in the school until a ball game begins, etc.

Attendance

The admittance to and the continued attendance in public schools is a privilege dependent upon compliance with the laws of the State of Illinois and the rules and regulations of the Board of Education of District #249. It follows that when a student does not comply with the law and with the duties he is required to perform, this constitutes misconduct, and such a student is liable to school sanctions including detentions, suspensions, or expulsions.

Success in school depends to a great extent on regular, punctual attendance and good study habits. Students are expected to be in school the entire day unless there is a justifiable reason for being absent. Parents are responsible for insuring regular punctual attendance. Poor attendance and all cases of truancy will be reported to the parents. *Should a student be absent from school due to illness, death in the family, doctor or dentist appointment, or any other reason, a call to the school between 8:00 - 8:30 a.m. is necessary.* If a parent call is not received, the school will notify the child's legal custodian.

Make-Up Work for Pre-Arranged Absences A student will notify the school to prearrange for absence when they know they will be absent in the immediate future. Examples of prearranged absences are: medical or dental appointments that cannot be made at any other time, trips with

parents, civil court appearances, and funerals. The procedure is to bring a note from home or call the school office in advance. A student who is to be absent must complete make-up work for credit. In junior high, it is **the responsibility of the student** to check with the teacher of each class missed to

make arrangements for make-up work and tests. **Depending on the individual teacher's discretion, work may be required to be completed before the absence, or the work that was due on the day they were absent should be turned in upon their return to class. Students will be granted a make-up day for every day absent.** Work and tests not made up will be a zero.

Make-up Work for Illness

All make-up work must be promptly finished and handed in. Students alone are responsible for this work. Students who have been suspended out of school may not have the privilege of making up work missed during the period of such absence. If parents wish to have work sent home when a student is home ill, they should contact the office to make arrangements. Requested homework will be available at the end of the regular school day for pick-up in the office.

The timelines for make-up work are as follows: For a single day absence, assignments that were due on the day of the absence must be turned in during class on the day that the student returns. Assignments given on the day of the absence must be turned in one day after the student returns. For multiple day absences, assignments that were due on the day of the absence must be turned in during class on the day that the student returns. Assignments given on the first day of the absence must be turned in one day after the student returns. Assignments given on the second day of the absence must be turned in two days after the student returns. Assignments given on the third day of the absence must be turned in three days after the student returns. This pattern will be followed for the length of the absence. Students **need** to be in attendance during spring achievement testing. Please make every effort to **not** schedule vacations or dental / medical appointments during these times. Thank you!

B. Tardiness

Students are expected to arrive at school on time in the morning. A student who is late to school (after 8:20 a.m.) is considered tardy and *should report directly to the office upon arrival. The student* will be marked tardy/unexcused for that day if no phone call or note from a parent is received by 9:00 a.m. on the day of the tardiness. Excessive tardies can result in detentions.

C. Admission to School After Three Absences Due to Illness

Upon returning to school after missing three consecutive school days, the student must report to the office before school starts with a note from the student's doctor stating the student's name, dates of absence, and reason for his/her absence. A doctor's excuse may be required to receive credit for make-up work. Any exceptions to this policy must be approved by the administration.

D. Lunch & Breakfast Tickets

Lunch money should be brought to the office BEFORE SCHOOL. Parents are encouraged to buy tickets for a week or more at a time. Tickets are kept in the lunchroom. The fees for meals are:

- Lunch \$2.60

- Breakfast \$1.85

- Extra Milk \$.35 Students may participate in the state hot lunch program provided by the school.

This program is also available for those students who qualify for reduced or free lunches.

E. Visiting the School & Parent Conferences

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag 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 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.

F. School Visitation Rights

Effective July 1, 1993, public and private employers which employ fifty or more individuals in Illinois must now grant an employee up to a total of eight hours leave during any school year to “attend school conferences or classroom activities related to the employee’s child if the conference or activities cannot be scheduled during non-work hours.”

Crescent City Grade School makes regularly scheduled, non-emergency visitation time available during both regular school hours and evening hours. Upon request, the district will also provide parents or guardians with documentation of their school visitations for notification of employers. Parents or guardians desiring more information or clarification regarding the School Visitation Rights Act may contact the office during working hours.

G. Use of Telephone

The use of the telephone in the office should be limited to unforeseen circumstances or in the case of an emergency. The phone should not be routinely used for the purposes of forgotten homework, musical instruments, p.e. clothes, etc. The student ***should learn to be responsible for necessities of the day.***

H. Lunchroom Behavior

Students are to keep the table clean and neat while eating. Quiet dining voices are expected. Students who bring lunch will be expected to dispose of refuse properly as are the hot lunch participants. Although the school prefers healthy beverages, pop or soda will be permitted for cold lunch diners. If the pop privilege is abused, students may not be allowed to bring pop for cold lunch.

Town students who go home for lunch must have a note from parents. Students are NOT allowed to go uptown or home with friends for lunch. Students NOT eating breakfast are not to be in the cafeteria “visiting” with those students eating breakfast.

Breakfasts and lunches are to be eaten in the cafeteria. Students are not allowed to take food or drinks to the gym or outside after meals.

I. Playground and Gymnasium Rules

PLAYGROUND

1. Respect others and follow the rules of the game.
2. Use the swings and all playground equipment as it was intended to be used.
3. Play in the assigned areas.
4. No snowball or rock throwing.
1. No tackle football.
2. Do not leave the playground without permission.
3. Return play equipment to the

school building after use. 4. Do not bounce balls against building or throw objects on the roof. Objects on roof are not retrieved daily.

5. NO SKATEBOARDS

GYM

1. Stay off closed bleachers. No jumping off the top of open bleachers or running on the bleachers. 2. No throwing of balls at each other unless under the controlled conditions as part of a game. 3. No one is to leave the gym without permission from the duty teacher. 4. No kicking balls or bouncing of balls off the walls. 5. Respect others and follow the rules of the game. 6. No unnecessary body contact.

K. Internet Policy

The internet offers vast, diverse, and unique resources. District #249's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Parent/guardian authorization is needed before a student may use this resource.

The internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- limited electronic mail communications with people all over the world,
- information from government sources, research institutions, and other sources,
- discussion groups,
- many libraries, including the catalog of the Library of Congress, and the Educational Resources

Information Clearinghouses (ERIC) With this educational opportunity also comes responsibility. Parents/guardians and their children should read the enclosed Authorization for Internet Access and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource, and possible disciplinary action.

Crescent City Grade School takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, such as the internet, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s)/guardians(s) are responsible for setting and conveying the standards that their child should follow. To that end, Crescent City Grade School supports and respects each family's right to decide whether or not to authorize internet access.

1. Authorization for Internet Access

All use of the internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The 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 these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is

legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

a. **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.

b. **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 coordinator or 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.

c. **Unacceptable Use** – Students are responsible for their actions and activities involving the internet network. Some examples of unacceptable uses are:

- using the network for any illegal activity, including violation of copyright or the contracts, or transmitting any material in violation of any U.S. or State regulation;
- unauthorized downloading of software, regardless of whether it is copyrighted or devised;
- 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 and password;
- posting material authorized 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, sexually oriented, threatening, racially offensive, harassing, gang related or illegal material; and
- using the network while access privileges are suspended or revoked.

d. **Network Etiquette** – Students 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 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 communications and information accessible via the network to be private property.

- e. **No Warranties** – The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes the loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- **Indemnification** – The user agrees to indemnify the district for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
 - **Security** – Network security is a high priority. If the user can identify a security problem on the internet, the user must notify a teacher or administrator. Do not demonstrate the problem to other users. Keep the user's 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.
 - **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 the District network. This includes, but is not limited to, the uploading or creation of computer viruses.
 - **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 charges.

2. Rules for Using the Internet

- a. An adult supervisor must be present in the computer lab for any student to access the internet.
- b. Students may not reveal their full name, address, or phone number (or anyone else's) in any message.
- c. Students must comply with all copyright and transmission laws with respect to material obtained over the internet. Students should assume that all information is protected by copyright and trademark laws.
- d. Students using the internet must follow the general rules of etiquette posted in the lab. Messages must have approval of the adult supervisor before being posted on a bulletin board service or sent via e-mail.
- e. The internet will be used for educational purposes. Students must follow the teacher's directions to complete the lesson's requirements. If students do this, they should not access inappropriate material.
- f. If a student should accidentally access inappropriate material, the following steps must be followed:
 - The student must IMMEDIATELY turn off the computer monitor.
 - The student must immediately notify the adult supervisor, who will then take steps to remove

the material from view. If the student follows these two steps, no computer privileges will be lost.

3. Consequences

The use of the internet is a privilege, not a right. Should any of the above rules be violated, the following penalties will apply:

- a. On the first offense, the Superintendent/Principal and parents will be notified. The student will lose internet privileges for one week.
- b. On the second offense, a conference will be held with the student, parents, computer teacher, and the Superintendent/Principal in attendance. At that time, the offense will be discussed, and a decision will be reached regarding the loss of ALL computer privileges for a specified period of time. Students, parents/guardians, and teachers need only sign this Authorization for Internet Access once while enrolled or employed by Crescent-Iroquois CUSD 249. The Authorization for Internet Access form is the last page of the handbook. **Please sign it and return it to the office.**

L. Publicity Policy

The IESA Board of Directors recently approved the following publicity policy: Each member school acknowledges that athletic contests and interscholastic competition take place in the public. As such, there is no expectation of privacy in the images of student athletes, coaches or other participants at such events. The IESA and/or its agents or designees may take, distribute and use photographs of student athletes, coaches, officials and other participants at such events and use the same for publicity, marketing and other appropriate purposes, including event programs. The member school will take appropriate actions to notify its student athletes, coaches and participants of this provision.

M. Treats and 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.

N. Video and Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses 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.

O. 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 (000) 000-0000.

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

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

P. Care of Students with Diabetes

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

Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for 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.

Q. 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 school district's policy, is posted on the school district website. Information can also be obtained from the school office.

R. Exemption From PE Requirement [K8]

(Updated: December 2018)

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.

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 Handbook Procedure 10.30¹.

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

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

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

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

S. Home and Hospital Instruction

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

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

A student who is unable to attend school because of pregnancy 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.

T. Fees, Fines & Charges; Waiver of Student Fees

Fines, Fees, and Charges; Waiver of Student Fees¹

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 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 does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

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

Cross-references:

PRESS 4:110, *Transportation*

PRESS 4:140, *Waiver of Student Fees*

PRESS 4:140-AP, *Fines, Fees, and Charges – Waiver of Student Fees*

PRESS 4:140-E1, *Application for Fee Waivers*

PRESS 4:140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*

¹Illinois law now gives school districts two options with respect to school fee waiver applications. Option #1 allows a district to use students' application for free meals. Previously, this was the only option available to school districts and requires schools to follow guidelines of the free meals program to determine students' eligibility for a fee waiver. Option #2 now establishes a new application process to determine students' eligibility for a fee waiver. This second option is still based on the same income guidelines established by the federal meals program, but allows a district more flexibility in verifying the information in students' fee waiver applications. This model policy follows new option #2. This procedure is consistent with the Illinois Association of School Board's PRESS Service

²This optional language follows the Illinois Association of School Board's PRESS Service policy.

³The Hunger-Free Students' Bill of Rights Act applies to all schools that participate in the United States Department of Agriculture child nutrition program.

U. Safety Drill Procedures and Conduct

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

V. Search and Seizure

Search and Seizure ¹

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a

student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

Students 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.

W. Education of Children with Disabilities

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 building principal.

X. 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 have one or more scores received on college entrance examinations included on the student's academic transcript.¹**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

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

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

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

officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

6. The right to prohibit the release of directory information.

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

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

and athletics

- Major field of study
 - Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.²

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

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

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

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

Y. 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.

Z. Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

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

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

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20 ²

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

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at _____ ³.

IV. Parent & Family Engagement Compact ⁴

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100. ⁵

VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105. ⁶

VII. English Learners

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

For additional information, see handbook procedure 12:60. ⁷

VIII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure 12:30. ⁸

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

IV. Report Cards and Grades

A. Report Cards

Report cards are distributed each nine (9) weeks.

B. Grading System for Grades

2-8

Grades are reported to students and parents four times a year or at the end of each nine weeks. It is the student's responsibility to deliver the grades to his or her parents.

The following marking code is used in issuing grades:

Grade Point A (93-100) B (85-92) C
(77-84) D (70-76) F (69 and below) /
failing / no credit INC – incomplete

C. Progress Reports

Progress reports will be sent to the parents approximately the fifth week of each grading period if the student is doing 'D' or 'F' work in a subject.

D. Junior High Honor Roll

The Board of Education has approved three levels for Junior High Honor Roll: 1) Straight A's; 2) High Honor Roll (all A's & B's); and 3) Honor Roll (A's, B's, and one C).

E. Promotion/Retention

To be promoted to the next grade, a student must not fail more than one academic class. In other words, if a student fails two or more academic classes for the year, he or she will not be promoted to the next grade. The only exception would be by permission of the superintendent. This may only take place after he/she has met with the teachers and the counselor and corresponded with the parents, and/or if the student completes the required summer school courses.

A student could be placed in the next grade under probation if an academic team of teachers and administration determine it is in the best interest of the student.

F. Physical Education Rules and Exemptions

Students are required to participate in physical education daily unless excused *by a doctor's note or a parent note*. Parents may write an excuse for one day at a time with a three day limit. To be excused from physical education for more than three days will require a doctor's excuse.

Students must wear the appropriate, school-sanctioned PE uniform. Failure to dress for PE may result in a lowered grade. Combination locks and lockers will be provided for junior high student use.

V. Crescent City Grade School Conduct

A. Student Rights

Students have a right to:

1. a meaningful learning experience.
2. receive help with their studies and school related problems.
3. protection from physical or verbal abuse.
4. a written code of discipline.
5. to be disciplined in a fair and appropriate manner.
6. know the reasons for discipline.
7. due process in matters of disciplinary action.
8. have parental representation when in conflict with school authority.
9. use of school property, books, and supplies that have been properly cared for.
10. Seek help for themselves and others concerning drug related problems. They should feel free of punishment. There are people in the school and in the community that are trained to help students solve this type of problem

B. Student Responsibilities

Students are required to:

1. know and obey school rules.
2. act in a way that will help them and other students to learn.
3. respect the rights of fellow students and school personnel.
4. report school related problems to the proper authority.
5. come to school every day and be on time.
6. do their best at their studies or other school activities.
7. ask their teachers for help when necessary.
8. not use abusive or improper language, verbal or written.
9. not fight or hurt other students.
10. dress appropriately.
11. practice habits of personal cleanliness.
12. respect authority; obey all teachers and staff.
13. help care for school property, books, and supplies and make payment in full for damage to, or destruction of school property.
14. be responsible for their actions.

C. Parent Rights

Parents have the right to:

1. expect a classroom atmosphere that allows good education to take place.
2. be granted reasonable access to school records pertaining to their child.
3. receive periodic official reports of their child's progress.
4. the opportunity to confer with their child's teacher and or administrator regarding academic placement, progress, and social adjustment.
5. share in their child's right to due process procedures in matters of disciplinary actions.
6. be informed of attendance, learning or behavior problems.
7. share in the activities of the C-I Booster Club.

D. Parent Responsibilities

Parents should:

1. assume responsibility for their child's prompt and regular school attendance.
2. instill in the child respect for the law, for lawful authority, for the rights of others, and for private and public property and make the child aware that payment in full will be required for any damage to, or destruction of school property.
3. recognize that when children misbehave at school, they will be disciplined in accordance

with school discipline code.

4. talk with their child about school activities; share with their child and teachers an active interest in their report cards and in school progress.
5. safeguard the physical and mental health of their child and be responsible for periodic health examination as required by law.
6. attend individual and group conferences and special school programs whenever possible.
7. plan the time and place for homework assignments; provide necessary supervision.
8. cooperate with the school by fulfilling recommendations and carrying out disciplinary actions taken in the best interest of their child.

E. Teacher rights

Teachers have the right to:

1. require a reasonable standard of orderly behavior in the classroom.
2. exclude a student from class who repeatedly misbehaves, is very disruptive or defiant.
3. be respected by students, parents, and other staff members.
4. protection from physical assault and from harm or theft of personal property.
5. support and assistance from the administration in the maintenance of control and discipline in the classroom.
6. call for a parent/teacher conference when a student violates the discipline code.
7. appeal to a higher administrative level if a disciplinary/behavioral conference is unsuccessful.

F. Teacher responsibilities

Teachers should:

1. provide the best possible education through a good classroom climate which encourages learning.
2. be available by appointment to talk with staff, parents, and students about class work and discipline.
3. show concern and respect for others.
4. plan and conduct an effective and motivating instructional program.
5. be sensitive to the behavior of students and alert to changes that require additional assistance for the student.
6. enforce the rules courteously, consistently, and fairly.
7. deal with misconduct quickly, firmly, and impartially.
8. report undesirable school situations to the administration promptly.
9. teach and demonstrate respect for community property and good citizenship.

G. Discipline Policy

Though this portion of this student handbook refers strongly to Grades 6 through 8, it is not limited to those grades. If student behavior in any grade warrants use of the conduct rules, said rules will be applied.

All staff, teachers, support staff and administration, shall be responsible for maintaining discipline in the school. All teachers and other certified educational personnel stand in *loco parentis* to the pupils of the school and this relationship shall extend to all activities connected with the school including athletic and extracurricular events.

The school board has the duty and the authority to provide a safe and orderly educational environment. This includes the regulation of student conduct off the school grounds and outside of regular school hours when such conduct relates to administration of the school's educational process, activity, or attendance.

In the maintenance of discipline, all teachers and other certified personnel are hereby given the authority to use reasonable force as needed to maintain safety for other students, school personnel, or for the purpose of self-defense and defense of property.

In keeping with Ch. 122, par. 24-24 of the Illinois School Code, the Board of Education does not condone slapping, paddling, or prolonged maintenance of students in physically painful positions. Further the Board does not condone the intentional infliction of bodily harm.

Part of our school mission statement includes this statement: ***This school shall assist students to become increasingly more responsible for their own behavior.*** To that end, student behavior should be based on respect and consideration for the rights of others. Students shall have the right to receive annually the list of the rules and regulations to which they are subject. These rules have been developed and approved by the administrators and teachers and filed with the school board. Levels of discipline include, but are not limited to, room detentions, office detentions, Saturday detentions, in-school suspensions, out-of-school suspensions, and expulsion.

Gross disobedience or misconduct shall include any behavior, conduct, or activity, which causes substantial disruption or material interference with school activities or the rights of others. It shall include, but is not limited to, the following types of behavior, conduct, or activity:

- Insubordination toward any school personnel, which includes failure to follow instructions.
- Possession, use, or distribution of any dangerous substance or weapon.
- Intimidating or attempting to intimidate school personnel or other staff, students or administration.
- Threatening, fighting with, or assaulting school personnel or other staff, students, or administration.
- Intentional damage to, theft of, or destruction of school property, property of school personnel or other staff, students, or administration.
- Verbal abuse or the use of profanity or obscenity directed at school personnel or other staff, student, or administration.

- Endangering the physical or psychological well-being of the school population by acts such as:
 - The improper release of school fire alarm, or attempting to do so.
 - Starting a fire in or setting fire to school property, or attempting to do so.
 - Setting off explosive devices in school property, or attempting to do so.
- Other acts which directly or indirectly jeopardize the health, safety and welfare of school personnel or other staff, students, or administration.
- Repeated incidents of misbehavior, including refusal to comply with school rules.
- Other behavior or conduct that is of such gross nature as to constitute a violation of the spirit or intent of these rules not explicitly stated above, or which in itself is so gross as to constitute gross disobedience or misconduct.

General acts of misconduct inappropriate to the educational setting can include but are not limited to:

1. creating classroom disturbances, disrespect of certified or non-certified staff, bus misconduct
2. dishonesty of any kind, including lying, refusal to identify self, or misidentification of self, stealing, forgery of a parent/guardian signature on notes or excuses
3. gum chewing or throwing objects
4. failure to correct misbehavior, failure to follow directions, verbal abuse: name calling or derogatory comments directed at students or staff
5. gambling or loitering
6. tardiness or truancy
7. use of gang symbols

Serious acts of misconduct inappropriate to the educational setting can include but are not limited to:

1. fighting
2. vandalism: including rock throwing, defacing school property
3. trespassing
4. possession of alcohol, tobacco products, controlled substances: legal or illegal, drug paraphernalia, weapons
5. selling or furnishing alcohol, tobacco, controlled substances or drug paraphernalia, or weapons
6. use of weapons, setting fires, bomb threats, extortion, possession or sale of stolen property

H. Detailed Areas of Conduct and Resulting Punishment

1. Possession of Alcohol

To insure the safety of all students the following policy will be followed. The possession of, use of, being under the influence of, or distribution of alcoholic beverages shall be strictly prohibited by any student in school buildings, at school sponsored activities, on a school bus, or on school grounds at any time. This policy shall apply to all school sponsored and related activities, regardless of time or location. Parents and police will be called by administration if the student is caught with alcohol, or if the administration or school personnel believe the student to be under the influence of alcohol on school grounds or at school functions.

If any CCGS staff member or administrator has reason to believe that a student is under the influence of alcohol, trained administrative staff or the police may administer a portable breathalyzer when there is reasonable suspicion that the use of such a breathalyzer test will produce evidence that the student is under the influence of alcohol. If a student is administered a breathalyzer and fails, the police and parents will be called immediately. Parents or guardians will be notified any time an alcohol breathalyzer has been administered. Should a student refuse to take a breathalyzer, parents, and/or police may be contacted for further investigation.

Penalties 1st offense: Five day out-of-school suspension. Parent conference before the student may be re-admitted to school. Notification of parent and student that the next offense will result in a hearing for the expulsion of the student for the remainder of the year. **2nd offense:** Ten day out-of-school suspension. The administration shall recommend a hearing for the expulsion of the student for the remainder of the year. **Alternative to suspension:** (*Administrative approval required*) Any student who is found to be in violation of the alcohol substance policy may be offered an alternative to the five-day external suspension for the 1st offense only. The alternative will consist of: 1. A chemical dependency screening by an approved agency, including a drug/alcohol test. The student must provide written evidence a recognized drug/alcohol treatment program to verify the screening was completed. 2. Completion of the program the screening agency recommends for the individual.

The student must provide written documentation that any recommended counseling was completed. Parents/Guardians will be responsible for the expense of the counseling session. If both the student and parent agree to the alternative penalty, the external suspension will be reduced to five (5) full Saturday schools (8 am-12 pm). If the student fails to complete any part of the alternative, the five days of external suspension will be put into effect immediately.

2. Bus Regulations

Students using the school buses for transportation are reminded that the bus driver is in charge at all times. The safety of all students is the driver's major concern, and any disruptive conduct by students will not be tolerated. Students who continually create disturbances will lose the privilege of riding the bus as determined by the driver and the administrator.

Problems on the bus resulting from the improper behavior will be dealt with according to the student conduct section of the handbook. Office detentions, Saturday detention, in- school suspensions, out-of-school suspensions, and bus suspensions are some, but not all, the possible consequences of misbehavior on the bus.

3. Cell Phones

Crescent City Grade School recognizes some instances for upper grade students to have access to cell phones before and after the school day. However, cell phones can also cause a disruption of the educational process. *Cell phones and electronic devices are to be powered off and kept in backpacks/book bags in student lockers. The district will not be responsible for lost or stolen cell phones or electronic devices. Cell phones/electronic devices may not be brought to class. Electronic devices include, but are not limited to, iPod, MP3 players, pagers, etc.* Students who need to make an emergency phone call during the day may ask to use the office phone. Any parent wishing to reach a student during the day may call the office.

Penalties

Students found to be in violation of the cell phone/electronic device policy will be subject to the following: **1st offense:** Warning issued. **2nd offense:** The phone will be removed from the student and will be returned to the parent or legal guardian only. Office detention issued. **3rd offense:** The phone will be removed from the student and returned to parent or legal guardian only. Office detention issued.

4. Cheating

Students found cheating on any assignment, exam, test, or quiz will receive a grade of "0" or "F" for the work and an office detention. The teacher may take further action including parent notification. Gross cheating will result in stronger penalties. Cheating shall include but not be limited to:

- Copying another student's daily work, project work, or research paper in any form.
- Parents completing daily work, project work, or research papers.
- Viewing or attempting to view a student's work on tests or classroom work not given as group work.

5. Damage to School Property

Students and their parents are responsible for replacing or paying for lost or damaged equipment or books. Any student, who by accident or intent, destroys or damages school property or the property of a school employee, under normal circumstances will be required to pay for all damages in full. This fee shall include all labor costs in the repair or replacement. Failure to do so will result in suspension.

6. Theft

Students rent a lock from the office at the beginning of the year and are expected to use the lock on the locker they are issued. This is to prevent petty theft from occurring. If a theft is proven, the following actions will be taken:

- Stealing from a fellow student will result in the immediate return of the item.
- A formal letter of apology will be written. Further, punishment will include but not be limited to room detention for minor problems. More severe or repeated offenses will result in an office detention, Saturday detention, in-school suspension or out-of-school suspension. Repeat offenders will have increasingly severe punishment. Parents will be notified and restitution will be made to the victim.

7. Tobacco

Smoking, chewing, or possession of tobacco at any time by any student in school buildings, on school property, or on school buses at any time during school hours or during school sponsored activities is prohibited and subject to the following penalties:

1st Offense: Three days out-of-school suspension and notification of parents of the Board Policy on the use of tobacco. **2nd Offense:** Five days out-of-school suspension and parent conference before re- admittance to school. The parents will be notified that the next offense will result in a hearing for expulsion of the student for the remainder of the school year.

8. Fighting

Fighting on school property will not be tolerated. Those students who choose to settle their disagreements in such a manner will be suspended from school for three days or administration discretion. [Police will be notified in extreme cases.] The second instance of fighting will result in five days out-of-school suspension and a parent conference with an administrator before the student may be readmitted. A third offense for fighting will result in a ten day out-of-school suspension and administrative recommendation for a hearing for expulsion for the remainder of the school year.

9. Additional Student Conduct Rules

- A little effort on the part of each student will keep our classrooms, corridors, and grounds looking neat and clean. Waste paper and other refuse materials should be placed in waste containers.
- For good order to exist, there should be no rowdiness such as loud talking, whistling, running, sliding, or scuffling. Students should pass promptly from class to class and should not loiter in the halls. Detentions may be issued for these activities.
- Each room should be left in order for the next class. Students are to take all their belongings with them when they leave the classroom for the next class. They may not return to get forgotten books, homework, etc.
- Friendships among teenagers are natural and desirable; however, **public display of affection** makes others feel uncomfortable, reflects lack of good taste, shows poor judgment, and is not condoned. Public displays of affection are all outward expressions or displays of affection of a romantic nature including the holding of hands. Students will be verbally warned and reported to the administration. Students may be assigned detentions for subsequent public displays of affection.
- Parties for special occasions may be permitted with permission from the administration. All arrangements will be made with the teacher. **Private party invitations** extended at school must include all children; i.e., all the girls or all the boys.
- **Candy and chewing gum** are prohibited during school hours. Repeated (2) offenses shall be punishable by an office detention. One warning will be given.
- **Electronic devices** including but not limited to: radios, tape players, CD players, hand-held games, cell phones, and beepers are to be turned off and in your backpack when you enter the building. If you are required to bring an electronic item as part of a classroom assignment, you are advised to take the item to the teacher before school begins.

- Students should not be on school property before 7:45 a.m. Students will enter through the main (south) doors and come to the gym to wait until 8:15 when everyone will be dismissed to go to their classrooms.
- Breakfasts and lunches are to be eaten in the cafeteria. If you are not eating breakfast, you should not be in the cafeteria.
- Students are not allowed to take food or drinks to the gym or outside after meals. Doing so will make you subject to disciplinary action at the discretion of the lunchroom supervisors.
- Any 6th, 7th, or 8th grade student that receives an out-of-school suspension or two different in-school suspensions will not be allowed to participate in any trip.
- Students are expected to arrive in class with necessary materials. These include: paper, pen or pencil, notebook/folder, and textbook(s). Student school supplies need to be replenished as needed all year.
- Students should **show respect for authority**, including all CCGS faculty and staff. If a student is not respectful to authority, they may receive penalties ranging from verbal reprimand to expulsion.

I. Detentions and Suspensions

Detentions may be given for various reasons. Detentions will be served as designated by the teacher or administrator. Detentions have three levels: room detentions, office detentions, and Saturday detention.

Office Detentions:

. These detentions will be counted against participating in the incentive trips or more serious disciplinary interventions. Students will receive personal notification of a detention at least 24 hours in advance of the time of service. A staff teacher or administrator will hold detention in one of the junior high classrooms. Students will need to arrive at detention with work to complete, a book to read, or other independent seat activity. If students do not bring something to work on, alternative work may be assigned by the supervisor. Students will not be allowed to sleep or talk during the detention. *If a student is late for a 1/2 hr. detention or does not show up for detention, a one-hour detention will be substituted on the next detention day (from 3:30-4:30). If detention is not made up, Saturday detention will be issued. **Unexcused absence** from detention shall include but not be limited to lack of transportation, sports practice or games, or forgetting.* Illness on detention day will be made up the next detention day. **Parents will be solely responsible for transportation** of their child after detention. If a parent is not able to transport his child, the parent is responsible for making arrangements for transportation from another source. No school personnel will transport a child from detention.

Internal Suspension: Parents will be notified when their child is placed in in-school suspension. Those students placed in in-school suspension will:

1. be required to do all assigned homework from teachers.
2. stay in assigned area unless directed elsewhere by the Principal.
3. not have any contact with other students while in suspension.

J. Due Process

A student is entitled to due process rights which include a review of disciplinary actions by the superintendent. An appeal to the school board for a hearing may be made in writing within ten days of the review by the superintendent, and the superintendent's office must be contacted to appear on the agenda of the next board of education meeting.

The superintendent determines whether gross disobedience or misconduct warrants a suspension. The decision to suspend will be made on the basis of the information and evidence collected by the administration or by the evidence from Legal Authority. The Superintendent shall then conduct an informal hearing with the student, at which time they shall:

- a. Before a student is suspended, the student shall be provided a conference, during which the charges will be explained and the student will be given an opportunity to respond to the charges.
- b. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as possible.
- c. Any suspensions shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of the notice shall be given to the School Board. The Board shall fix a time and place for that review and notify the parents in writing.
- d. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the School Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds necessary.

Suspension shall prohibit the student(s) from participating in or attending all school activities during the time of suspension.

K. Student Dress and Grooming Guidelines

It is the policy of this school that students dress appropriately to enhance a positive learning environment. Dress and appearance that present health or safety problems shall not be permitted. Students shall not wear hats, tank tops, halter tops, garments with spaghetti straps, or strapless garments. Garments that are "see-thru", cut low, or expose one's midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders, (2" width), and fit closely under the arm. *Skirts/shorts need to be fingertip length when arms are fully extended. If leggings or tights are worn, they must be covered by a dress, skirt, shorts, or long t-shirt that extends to finger-tip length* There are to be no holes or frays on jeans above the knees.

Students shall wear pants/shorts that, when fastened, fit around the waist. They should not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous or clothing that denigrates others on the basis of race, creed, color, religion, national origin, gender, sexual orientation, or disability. They should not wear clothing that promotes alcohol or drug use or violence, or that is otherwise contrary to the school's educational mission. Students will be required to wear a shirt provided by the office if they come in inappropriate clothing. The shirt will be returned to the office cleaned the next day. Failure to return the shirt will result in an office detention being assigned and the student will reimburse the school for the replacement cost of the shirt.

VI. Sports and Extra Curricular Activities

A. Students can participate in the following activities at

CCGS: (Glenn Raymond Watseka Coop)

1. Boys Basketball
2. Girls Basketball
3. Boys / Girls Cross Country
4. Girls Volleyball
5. Boys / Girls Track and Field
6. Speech Team (CCGS ONLY)
7. Scholastic Bowl (CCGS ONLY)
8. Math Team (CCGS ONLY)

B. Eligibility (Athletic & Extra Curricular)

IESA rules require athletes to pass all subjects each week of the quarter. Grades are cumulative; if a student receives an 'F' grade, they will be suspended from participation in games/competitions for that week, but may continue to practice with the team. The second ineligible week will result in no practices or participation in games/competitions for that week. The third ineligible week will result in removal from the team. The ineligibilities accumulate for the sport season.

C. Rules for Conduct for School Activities (such as

home and away games):

1. All spectators are to remain in their seats at all times when the game or activity is being presented.
2. Fans may go to concession and restroom areas at halftime and between games.
3. All students below the sixth grade must be accompanied by a parent or responsible adult at all activities, home and away.

4. Students who do not follow the rules will be relieved of the privileges of attending activities. Parents will be notified of this.

D. Participation in Extra-Curricular Events During Suspensions

Students who have received a suspension of any kind are not allowed to attend or participate in any extra-curricular activities or practices during the time of the suspension.

Students are expected to behave at athletic events. This means that students should sit and watch the event. Cheering for the team is encouraged. Students should not be moving from place to place in the gym during play. Students not able to follow these guidelines will be removed from the event and may be suspended from attending future events by the administration or the event's supervisor. Parents are encouraged to attend events with their child.

VII. Bus and Transportation Policies

A. Transportation Policies

Students who ride the school bus transportation system, whether on a regular route or for extra-curricular purposes, shall be subject to the same rules of conduct and discipline as if they were within the school building. If a student is going home with a bus student, a note needs to be sent to the bus driver (approved in the office) from the parent. This applies even if the student rides the same bus route. A written report will be sent home if a student fails to comply with bus regulations. This may result in the assignment of seating, temporary suspension from the bus transportation, or (upon recommendation of the Superintendent or Principal) permanent suspension from the use of bus transportation. Most of the time, depending on the infraction, the student will be warned the first two times in writing and the third infraction will result in suspension of all riding privileges for three days, five days, ten days, or referral to the school board for possible removal from the bus for the remainder of the school year. These rules will be discussed with the entire student body the first week of school.

B. Bus Conduct

1. Be on time at the designated bus stop. Never leave the seat while the bus is in motion. Wait until the bus comes to a complete stop before boarding and do not move toward the bus when boarding at school until the bus stops completely and the door is open.
2. Take your proper seat if one is assigned.
3. Help keep the bus clean. Students must take all of their belongings with them. No eating, gum chewing or drinking allowed on the buses.
4. Loud talking, unnecessary laughing, and general confusion are very distracting to the bus driver and could result in an accident. Use normal conversation tone while riding.
5. Treat the bus equipment as you would valuable furniture. Students will be responsible for any damage.
6. Keep all objects out of the aisles while the bus is in motion.
7. Be courteous to fellow students and to the bus driver. The bus driver has the same

authority as a teacher.

8. Everyone is to be *absolutely quiet* when approaching a railroad crossing.
9. In case of an emergency, remain in the bus until the driver gives directions.
10. Be alert to a danger signal from the driver during the bus trip.
11. Bus drivers will stop only at regular bus stops except by proper authorization from school.
- 12 Everyone is to keep his/her hands to himself; no fighting, verbally or physically, at any time.

VIII. Emergency Procedures

A. Fire – continuous sounding of the fire alarm buzzer

Fire drills are required by law and are held periodically so orderly evacuation of the building may be accomplished without panic. Instructions are posted in each room. Students need to acquaint themselves with the building. They must remain quiet while exiting the building and while standing in the designated area. Students are to remain together in class groups so the teacher can account for all students and repeat announcements. *Teachers will have their grade book for a student count.* Students are to return to their classes or activity after the “all clear” has been sounded.

1. The fire alarm is a continuous ringing of the bell.
2. Designated exits for each classroom are posted in the room.
3. Students will assist in closing all windows and doors within the classroom.
4. The signal to return to class is the bell.

B. Disaster Drills

1. Tornado – three bells, pause, three bells, pause, three bells:

Our geographical location makes the potential for severe storms and tornadoes highly possible. As a result we have developed a disaster procedure that will put all students and personnel in the safest areas of the building in the event of severe storms. A copy of the disaster plan is posted in every room. A student should familiarize him/herself with the nearest area of safety from each room that he/she is assigned. When the disaster warning is sounded, he/she should proceed in a quiet and orderly fashion to the designated areas, sit on the floor and cover his head with his hands or, preferably, a book. He/she will remain in the “safe” area until the “all- clear” signal has been sounded. All conversation is to be kept to a minimum so that instructions may be given.

- a. The storm drill warning is a series of short bells.
- b. Classroom groups will open doors and windows in their rooms and students will move to designated areas assigned to each room.
- c. The signal to return to the regular class schedule will be given by the superintendent or the bell.

2. Earthquake –intercom announcement or a continuous bell

Students and staff will remain in their classroom, get underneath their desks, and stay there until dismissed by the principal.

C. School Safety Plan

The complete safety plan is available in the grade school office for review. Office personnel can make copies as needed.

IX. Physical Plant and Building

A. Annual AHERA Notifications – July 2007

The Crescent-Iroquois CUSD 249 Board of Education employed Ideal and Associates Inc. of Bloomington, Illinois to conduct an inspection of the building for asbestos-containing materials (ACM) and to write an Asbestos Management Plan for the district. Federal and state laws require the building to be re-inspected every three years. In addition, surveillance of ACM is conducted continually and documented every six months to determine if any of the ACM has been damaged or has deteriorated. ACM's were found in the building, including floor tile, and in pipe insulation. Details of these inspections are available in the Asbestos Management Plan. The Board of Education approved an operations and maintenance program as part of the Asbestos Management Plan. The object of the program is to repair any damaged asbestos and to keep all asbestos-containing material from becoming friable. Details of the response action are listed in the Asbestos Management Plan. The finalized asbestos inspection reports and management plans for Crescent-Iroquois Community Unit School District #249 have been submitted to the Illinois Department of Public Health for their approval. The Asbestos Management Plan is available in the office at 600 South St., Crescent City, Illinois for examination.

B. Pesticide Application Notice

Crescent-Iroquois CUSD 249 has an Integrated Pest Management (IPM) Policy that incorporates building maintenance, sanitation, physical barriers and the most safe, effective means of pesticide application. By putting your name on the registration list, you are asking to be notified two days before pesticide application. In the event of an emergency that necessitates the immediate use of pesticides, you will be notified as soon as possible. Contact District Superintendent, James Mann, at 815-683-2141 to be added to the registry.

CRESCENT - IROQUOIS CUSD 249

INTERNET AUTHORIZATION

I understand and will abide by the *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my E-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. I have read the Authorization for Internet Access. I understand that access is designed for educational purposes and that Crescent City Grade School has taken precautions to eliminate controversial material. Recognizing that it is impossible to restrict access to all controversial or inappropriate materials, I hereby agree to hold harmless Crescent-Iroquois CUSD 249, Crescent City Grade School, its employees, agents and Board members, for any harm caused by materials or software obtained via the network. I have discussed the terms of this Authorization with my son/daughter. I hereby request that my child be allowed access to District #249's Internet.

DATE: _____

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PARENT/GUARDIAN NAME (please **print**):

PARENT/GUARDIAN **SIGNATURE**:

STUDENT NAME (please
print): _____

STUDENT **SIGNATURE**: _____ CLASS:

Elementary Grade or Year of Expected
Graduation _____

RECEIPT OF HANDBOOK

I have received a copy of the Crescent City Grade School 2020-2021 Student Handbook.

Parent/Guardian Date