

2020-2021 Chester-East Lincoln Handbook

Section 1: Introductory Information & General Notices

Website: www.cel61.com School Phone #: 217-732-4136

Regular School Day Schedule

8:15 a.m. (tardy bell rings) – 3:00 p.m.

Arrival & Departures

Students should not arrive or enter the building before 8:00 am unless prior arrangements have been made with a teacher, coach, or activity sponsor. Students being picked-up at the end of the day will be held in the gym and released to the parent/guardian or authorized person by school personnel. Parents should be advised that there is no supervision on the playground before and after school. If students are dropped off early or remain after school, supervision is the responsibility of the parent/guardian.

Inclement Weather/Emergency School Closings

Early dismissals or closing of the school due to inclement weather or other unforeseen circumstances exist. In these situations, parents will be notified using the *Skylert* automated parent/guardian notification system. Messages will be sent to all phone and email contacts provided to the District. In addition, families may log on to the District website (www.cel61.com) or tune into to one of the following TV stations listed below for closure/late start information: (1) WICS-Channel 20 Springfield and (2) WAND-Channel 17 Decatur.

In the event that school is canceled, administration will determine if the day is an alternative learning day or a traditional no school day. Parents/guardians will be notified through the *Skylert* system. The message will state whether the day is a traditional no school day or an alternative learning day. If you need to contact the office after receiving an emergency closure notification, you can call the main office or email the office at office@cel61.com. The District's phone systems will not work in the event of a power outage, but staff will be able to access emails sent to office@cel61.com through personal cell phones.

Extra-Curricular Cancellations Due to Inclement Weather and Emergencies

Decisions about extra-curricular activities on inclement weather days or in the event of an emergency or Alternative Learning Day will be determined by the coach/sponsor and the Superintendent. Parents will be notified of practice cancellation or changes via the *Skylert* system or by the coach.

Visitors (1.40)

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. 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.

Parents/guardians wishing to visit the classroom need to contact the teacher at least 48 hours in advance of the desired visit to schedule a classroom visit. Visitors to the classroom will be limited to observing 1 class period or a maximum of 1 hour. Parents wishing to meet with teachers or staff should contact the appropriate personnel via email, voicemail, or written correspondence to identify a mutually agreeable time to meet. 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.

Equal Opportunity and Sex Equity (1.50)

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Laura Irwin, Superintendent.

Animals on School Property (1.60)

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

School Volunteers (1.70)

All school volunteers must complete the "Volunteer Application Process" and be approved by the Superintendent prior to assisting at the school. Forms are available in the main office. Some teachers utilize parent volunteers in the classroom. This is an individual teacher decision. Teachers who desire parent volunteers will notify them of available opportunities. For school-wide volunteer opportunities, please contact the Superintendent. Volunteers are required to check in and out at the main office. The Volunteer Application Process is available on CEL's homepage under the Parent tab.

Invitations & Gifts (1.80a)

Party invitations or gifts for classmates should not be brought to school to be distributed, unless you have enough invitations or gifts for the whole class. Items such as these are of a personal nature and should be mailed home. The office is unable to release addresses and phone numbers of students.

Treats & Snacks (1.85)

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 must have a clearly printed list of ingredients on the packaging.

Practice

- **No candy or sugary food for birthday celebrations at school.**

Rationale

- Reduce the amount of unhealthy (high sugar, high fat) foods students are given at school which can and often does impact student attention, behavior and academic engagement.
- Limit exposure to students of restricted foods which parents do not want their children eating (ie. Sugar restrictions, Gluten free). This directly relates to problems with increasing rates of childhood obesity.
- Limit potential dangers of exposure to life threatening food allergies for students and staff.

Alternatives to Candy/Sugary Snacks for Birthdays

- Have lunch with your child.
- Bring one small item for classmates (pencil, eraser, bookmark, etc.).
- Donate a book to the classroom library in honor of your child's birthday.
- Bring a healthy snack that contains little or no added sugar, fat, or salt.

Acceptable Healthy Snacks

- ★ Any fresh fruit or vegetable (washed and ready to eat)
- ★ Animal Crackers
- ★ String Cheese
- ★ Whole grain crackers or cereal bars
- ★ Go-Gurt

Prohibited Snacks

- Treats with icing including cakes and cupcakes
- Juice, punch, and soda

***Only water is permitted outside of the cafeteria. If it must be eaten with a spoon, the family providing the snack must provide the spoons.**

Office/Classroom Telephone Policy

Students may use the office telephone if they become ill or some other emergency occurs. Calling for forgotten P.E. clothes or materials is not such an emergency. Permission is required before using the phone.

Video & Audio Monitoring Systems (1.100)

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. Due to privacy laws, parents/guardians are not permitted to view videotapes.

Accommodating Individuals with Disabilities (1.110)

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

Students with Food Allergies (1.120)

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 Superintendent at 217-732-4136.

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.

Care of Students with Diabetes (1.130)

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

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Superintendent.

Suicide and Depression Awareness and Prevention (1.140)

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.

Section 2: Attendance, Grading, Homework, and Promotion

Attendance (2.10)

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

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

Once students have hit their 10th absence, parents may be required to attend an attendance meeting. Parents will be notified of attendance meetings via mail. Because loss of instructional time due to chronic truancy may negatively impact a student's academic growth, chronic truancy may be a factor in retention of a student.

Student Absences (2.20)

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 217-732-4136 between 7:15-9:30 a.m. to explain the reason for the absence. If a call has not been made to the school, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential. Absences exceeding 5% of the total school year meet the criteria for chronic truancy under Illinois law.

Military: Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The

Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Tardiness: Any student arriving after 8:15 will be counted as tardy. Students must report to the main office before reporting to their homeroom or 1st hour class. Students with 5 or more tardies will be referred to the superintendent/principal.

Vacations: In the event a planned student absence will occur, parents are asked to notify the school a minimum of 5 days in advance so that teachers can provide the student with as much work as possible prior to his/her absence. Teachers will provide the students with additional activities, tests, quizzes, or materials that were missed during the absence.

Make-Up Work: For all excused absences, students will have 2 days for each day they were absent to complete make-up work. Homework can be requested by contacting the main office in the event of an absence.

Excessive Absences There is a close relationship between student attendance and academic success. When a student is absent from class, valuable information is missed. The following guidelines which are intended to maintain an open line of communication between the school and parents will be followed:

- Attendance reports will be reviewed monthly.
- Parents/Guardians of students with excessive absences will be notified by a letter indicating the number of absences.
- If absences continue to be an issue, a meeting will be scheduled with the administrator(s), parents/guardians, and the student.
- Referral to the truancy officer.

This is not to indicate that a child's absence is not legitimate and each situation will be handled on a case-by-case basis and the previous steps may not be followed in the order listed above.

Release Time for Religious Instruction/Observance (2.30)

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

Make-Up Work (2.40)

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Truancy (2.50)

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Grading & Promotion (2.60)

Grading: School report cards are issued to students on a quarterly basis. For questions regarding grades, please logon to Skyward *Family Access* or contact the student's teacher.

Grading Scales:

- K-4th Grade + Excellent
 - Needs Improvement

X Not assessed at this time

Exceed Level (E) = Exceeds the grade level standard.

Mastery Level (M) = Meets/Achieves the grade level standard.

Progressing Level (P) = Progressing toward the grade level standards

Warning Level (W) = Warning, below the grade level standard.

5 th – 8 th Grade	A+ = 100	A = 93-99	A- = 90-92
	B+ = 87-89	B = 83-86	B- = 80-82
	C+ = 77-79	C = 73-76	C- = 70-72
	D+ = 67-69	D = 63-66	D- = 60-62
	F = 59 and Below		

Promotion: The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance. Retention will be considered under the following circumstances;

Kindergarten:	A Kindergarten student will be considered for retention depending upon emotional and academic readiness.
1 st and 2 nd Grade:	A student who is achieving at the “Remediation Level” in Math and Reading
3 rd – 6 th Grade:	A student who received two F’s as a final grade in 2 academic subjects
7 th – 8 th Grade	Students in grades 7 th and 8 th must pass 2 of 4 core classes (math, science, social studies, and language arts) with a year-end average of 60% or better to be promoted to the next grade.

Honor Roll Criteria: Eligibility for honor roll is calculated at the end of each 9 week grading period for grades 5-8. There are three levels of honor roll. Students will qualify if they meet the G.P.A.’s outlined below and have no C’s, D’s, or F’s for that 9 weeks.

High Honors	Students with a 9 week G.P.A. of 3.875-4.00
Honors	Students with a 9 week G.P.A. of 3.50-3.874
Honorable Mention	Students with a 9 week G.P.A. of 3.00-3.49

Homework (2.70)

The purpose of homework is to provide students additional independent and guided practice for students outside of the regular school day. The district recognizes that its teachers are the experts in their content areas and are best equipped to assist students with homework.

In grades Kindergarten through 4th grade, homework will be limited to independent reading assignments (or related reading programs), studying for tests when a study guide is given for review, independent writing assignments, or other review activities. Parents wishing to provide their child with enrichment activities to support learning in the classroom may request information and ideas from the teacher.

To prepare students for high school, students will begin receiving homework in core curricular areas beginning in 5th grade. Students will be given time within the school day to work on assignments, but some assignments may need to be completed at home. Students can expect to receive no more than 10 minutes of homework per grade level daily. For example a 5th grader would have no more than 50 minutes of homework per night. Teachers will post homework assignments daily on *Family Access* and/or Google Classroom.

To ensure that homework is meaningful, the administrator(s) shall provide guidance to the staff so homework is:

- Used to reinforce and apply previous taught concepts, principles, and skills
- Is not assigned for disciplinary purposes
- Serves as a communication between home and school
- Encourages independent, self-directed, higher-order thinking
- Is of appropriate frequency and length, and does not become excessive according to best practices.

Exemption from PE Requirement (2.80)

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.

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

Skyward Family Access

The Skyward *Family Access* system is a home-school communication tool which allows parents to monitor their child's grades, assignments, attendance, lunch account balances, and receive messages for the teachers. The link to *Family Access* can be found on the front page of the school website. This is a password protected system. Login and passwords may be obtained by contacting the main office.

Skyward Skylert

Skylert is a parental notification system that allows the district, teachers, and coaches to send emails, text messages and recorded phone messages for updates, reminders, and information about school closures. The numbers that will be contacted are those that are provided at registration. In order to ensure families are receiving messages, please update your contact information on *Family Access* if your phone or email changes. Only the first contact on the family information page will be notified via Skylert when non-emergency messages are sent. Emergency messages are those that notify parents of an immediate emergency during the school day.

Multi-Resident Families

If parents require more than one Skyward password, separate notification on *Skylert*, or additional copies of report cards, please contact the main office.

Home and Hospital Instruction (2.100)

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact the superintendent/principal.

Section 3: Student Fees, Residency, and School Lunch/Breakfast Program

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

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. A student is eligible for a fee waiver if at least one of the following prerequisites is met: 1. The student currently lives in a household that meets the 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:

- 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/superintendent 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/superintendent.

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

Residency Policy

A student's residence is the same as that of the person who has legal custody of the student. Proof of residency in the Chester-East Lincoln School District will be required for all students at registration. In order to establish residency, parents/guardians must provide the student's birth certificate, and proof of residency. Examples of documents that can be used to establish residency include; a current property tax bill, mortgage agreement (signed and dated), lease agreement, utility bill, current public aide card, or homeowners/renters insurance policy..

Breakfast Program

Breakfast is served from 7:55-8:15a.m. Breakfast is \$1.65 (K-8). Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

School Lunch Program (3.20)

A student may bring a sack lunch from home or may purchase a school lunch for \$2.35 and/or milk for \$.35. Free or reduced price meals are available for qualifying students. For an application, contact the school office.

Non-Discrimination Statement: In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632 9992. Submit your completed form or letter to the USDA by: Mail: USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, Fax: (202) 690-7442, Email: program.intake@usda.gov. This institution is an equal opportunity provider.

Lunch Guests

Parents/Guardians are welcome to eat lunch with their children (up to one time per week) if they notify the school office by 9:00 a.m. to verify space availability for the date requested. Providing food from outside of school for friends or other students at the lunch table is prohibited. **Only water and/or milk is permitted in the lunchroom.**

Lunch guests will need to pay for their lunch ahead of time in the office.

Section 4: Transportation

Bus Transportation (4.10)

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published after registration in August. Parents will be notified which stop their child will be picked up. Students are not permitted to ride a bus other than the bus to which they are assigned.

The school bus is an extension of the school. Students are expected to behave on the bus the same as they would in their classroom. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the transportation director or the superintendent. Parents will be informed of any and all inappropriate student behavior on a bus.

Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Students will sit in their assigned seat with their feet on the floor in front of them; not in aisle. Students must be facing forward while the bus is in motion as if they were wearing a seatbelt.
2. Do not move from one seat to another while on the bus.

3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. **All school rules apply while on the bus, at a bus stop, or waiting for the bus.**
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows without the driver's permission.
11. Keep the bus neat and clean.
12. **Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.**
13. Be ready and waiting for the bus ten minutes before the scheduled arrival time. Depending on the weather or the number of students riding, the bus could be up to 10 minutes early or 10 minutes late. If a student misses the bus, the bus will not go back to pick the student up, and it will be the responsibility of the parent to bring them to school.
14. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
15. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
16. Eating and drinking is not permitted on the bus.
17. Parents will be liable for any defacing or damage students do to the bus.
18. Students are to remain quiet at railroad crossings.
19. Headphones must be used when listening to music.
20. Throwing objects is prohibited.
21. Students are not permitted to ride a bus other than the bus to which they are assigned.

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

For questions regarding school transportation issues, contact Mrs. Strampp at 217-732-4136.

Bus Conduct (4.15)

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

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

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

Winter Bus Attire

During winter months when the actual temperature or wind chill is below 32 degrees, students riding the bus should wear winter coats, hats, and gloves. Our bus routes include many rural areas where there is always a chance a bus could get stuck or in extremely low temperatures, break down. Having students dressed appropriately is an important safety precaution all students should take.

Student Pick-Up and Guest Parking (4.20)

Parents and others authorized to drop off /pick up students from school need to enter school grounds at the north entrance of the school by the track and proceed around the school to the main doors. For the safety of our students, cars should remain in a single file line during morning drop off and after school pick up. If a student needs help getting in or out of the car, please pull in a parking spot in order to keep the pick-up line moving quickly.

Visitors to the school may park west of the main entrance on the left hand side during normal school hours. Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are located at the south end of the school on the drive between the playground and sports field. Vehicles located in these locations may be ticketed and/or towed by the police.

Section 5: Health and Safety

Immunization, Health, Eye & Dental Examination (5.10)

Required Health Examinations and Immunizations

All students are required to present appropriate proof that the student received 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.

Per Illinois School Code, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. 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 before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination: All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) 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.

Student Medication (5.20)

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

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

Designated Caregiver Administration of Medical Cannabis: The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form – Medical Cannabis*,

Medical cannabis infused product (Product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

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 required administration of the product during school hours.

Guidance & Counseling (5.30)

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

Safety Drill Procedures (5.40)

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, 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.

Communicable Disease (5.50)

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

1. Parents are required to notify the school 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.

For everyone's protection, sick children must be at home, not in school. Do not send your child to school if he/she has a fever, has vomited within the last 24 hour period, has diarrhea, inflamed eyes, a rash of undetermined origin, or obvious signs of a respiratory infection. **After being ill, the child is to remain at home for 24 hours after the temperature has returned to normal (99 degrees or less.)** The school needs to be informed of any student having a special health problem or communicable disease.

If a student should become ill or injured during the school day, parents will be notified using the emergency information in Skyward. **It is critical that parents keep these emergency/cell phone numbers current.**

Head Lice (5.60)

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. Students infested with live lice 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 if needed.
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 and the child is determined to be free of the head lice. A student that was sent home with head lice is prohibited from riding the bus to school to be checked for head lice. A parent or guardian must bring them, and the student will be sent home if live lice are found.

Section 6: Discipline and Conduct

General Building Conduct (6.10)

Students shall not arrive at school before 8:00 a.m. (unless prior arrangements have been made with a teacher) and classes begin at 8:15 a.m. and are dismissed at 3:00 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

1. Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
2. Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
3. Students shall not write on walls, desks or deface or destroy school property.
4. Chewing of gum is not permitted in the school building.
5. Skateboards are not permitted at school.
6. Water guns, play guns, and/or real guns are not permitted at school.
7. Electronic devices must be stored in student lockers, book bags, or cubbies during school hours unless individual teachers have developed classroom rules permitting devices like MP3 players, iPods, Kindles, iPads, etc. and must be turned off during the school day.
8. Cell phones must be kept in lockers, book bags, or cubbies and turned off during the school day.

School Dress Code & Student Appearance (6.20)

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hats, coats, bandanas, sweat bands, and sun glasses may not be worn in the building during the school day.
4. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the classroom, laboratories, or during physical education.
5. Clothing with holes, rips, and tears above the knee and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. All shirts must cover the shoulder (3 finger rule applies) and be long enough to cover the waistband of shorts, pants, or skirts. No oversized armholes are permitted.
6. The length of shorts or skirts must be below a student's finger tips when arms are extended to his/her side and appropriate for the school environment.
7. Appropriate footwear must be worn at all times. **Only students in grades 5-8 may wear backless footwear. Students in grades ECE-4th grade must wear shoes with backs (preferably tennis shoes) at all times for safety reasons.**
8. If there is any doubt about dress and appearance, the superintendent will make the final decision.
9. A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
10. Shoes with heels of 2 inches or more may not be worn in the building during the school day.

Student Discipline (6.30)

Prohibited Student Conduct

Students will be disciplined for misconduct, including but not limited to the following offenses:

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

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

4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. This includes disrespect to staff members.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing and indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
18. Using, purchasing, selling or possessing any performance-enhancing substance on the IHSA's most current banned substance list, unless administered in accordance with a prescription.²
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Possession of obscene materials
21. Truancy
22. Forgery

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

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

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

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

Disciplinary Measures

Disciplinary measures are progressive and may include one or more of the following items:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.

5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, weapons, or threats to others.
8. Notifying parents/guardians via TAP notes or Major Referrals

All TAP notes and Major Referrals are sent home electronically to the email address listed under Skywards family contact information. If you do not have email and need paper copies sent, please notify the main office.

TAP notes are intended to be a communication tool between home and school. Please see the PBIS section of the handbook for more specific details on TAP notes.

TAP notes may be given by any staff member for behaviors that are deemed minor infractions. These may include but are not limited to inappropriate language, physical contact, defiance/disrespect/non-compliance, disruption, property misuse, inappropriate dress, tardies, misuse/violation of electronic device policies and rules, being unprepared for class, not completing homework, having food/drinks/or gum in unauthorized areas, or other violation of other school rules.

A student will not receive disciplinary action from the principal unless the student receives 3 TAPs in a month for the same reason or has 6 total TAPS.

9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days.
11. After-school detention or loss of other school privileges.
12. Placement in alternative educational program

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

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

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

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

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

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

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

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

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

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with

one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

During any school-sponsored education program or activity.

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

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing. Complaint Managers: Ashley Aper (aaper@cel61.com) or Laura Irwin (lirwin@cel61.com).

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

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

Sexual Harassment & Teen Dating Violence Prohibited (6.45)

Sexual Harassment Prohibited: Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 1. Substantially interfering with a student's educational environment
 2. Creating an intimidating, hostile, or offensive educational environment;
 3. Depriving a student of educational aid, benefits, services, or treatment; or
 4. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

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

Making a Complaint; Enforcement: Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Nondiscrimination Coordinator/Complaint Managers: Laura Irwin (lirwin@cel61.com) or Greg Hoffert (ghoffert@cel61.com).

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

Cafeteria Rules (6.50)

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container.
- No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.
- No soda or energy drinks are allowed in the lunchroom. **Only** milk and water are allowed in the lunchroom.
- If a student does not have a lanyard or a lunch card, he/she must go to the end of the line. Once all lunch cards are scanned, manual entries will be completed.

Misbehavior in the lunchroom will result in disciplinary action in according to the school's disciplinary procedures. TAP notes and Majors will be sent home electronically to the first contact email on Skyward. If you do not have an email address, please notify the office and paper copies of TAP and Majors will be mailed to your home address.

Field Trips (6.60)

General Field Trip Information

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher:
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration:
 - 3 or more detentions for the 9 calendar weeks prior to the trip.
 - 1 suspension (in-school suspension, out-of-school suspension or bus suspension) for the 9 calendar weeks prior to the trip.
- Other reasons as determined by the school.

8th Grade Class Trip

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to attend at least 90% of school attendance days during the second semester of their 8th grade year.
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
 - More than 3 detentions or Majors during the second semester of their 8th grade year.
 - 1 suspension (in-school suspension, out-of-school suspension or bus suspension) during the second semester of their 8th grade year.
- Other reasons as determined by the school.

If a student is not allowed to attend the 8th grade class trip due one of the reasons stated above and chooses to miss school on that day and go to the same location of the planned class trip, the student forfeits his/her right to participate in all 8th grade promotion activities and ceremonies.

PBIS Incentive Activities for Grades 5-8

Each quarter the PBIS team plans an incentive activity for students in grades 5-8 who receive no Major referrals as well as the criteria established by the PBIS team for TAPs. In order to qualify for the activity, the student must be up-to-date on all homework and be passing all subjects. Regular attendance throughout the quarter is expected. A student that misses more than 5 days during the quarter can be excluded from the party. Students who do not meet the criteria established for each activity will remain at school and work on PBIS re-teaching activities.

1st 9 Weeks – No Majors and no more than 4 TAPs

2nd 9 Weeks – No Majors and no more than 4 TAPs

3rd 9 Weeks – No Majors and no more than 3 TAPs

4th 9 Weeks – No Majors and no more than 3 TAPs

Access to Student Social Networking Passwords & Websites (6.70)

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

Cell Phone Policy & Other Electronic Devices (6.80)

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. All cell phones must be turned off and in the student's locker during school hours unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Fieldtrips are considered an extension of the classroom. Cell phones should not be taken on a trip unless granted permission by the administration. Also, cell phones are not to be used during after school detentions for any reason.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private images.

Violations will result in the following action if the phone is **not** in use but on the student:

First Offense: The phone will be confiscated and returned to the student. The student will receive a TAP.

Second Offense: The phone will be confiscated and returned to a parent/guardian as well as a Major with a one hour detention issued.

Further Offenses Beyond the Second Offense: The phone will be confiscated and returned to a parent/guardian as well as a Major with an in-school or out-of-school suspension issued.

Violations will result in the following action if the phone is in use (cell phone is ringing/vibrating in class, student is texting, taking pictures, etc.):

First Offense: The phone will be confiscated and returned to the student. The student will receive a Major with an assigned detention.

Further Offenses Beyond the Second Offense: The phone will be confiscated and returned to a parent/guardian as well as a Major with an in-school or out-of-school suspension issued.

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

With the permission of coaches and sponsors, cell phones may be used to call for rides after extra-curricular activities only. The use of cell phones on the way to an event, on the way back from an event, or during an event, will be at the discretion of the coach.

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

Section 7: Internet, Technology, and Publications

Internet Acceptable Use (7.10)

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do 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 rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

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

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or building principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. 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.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or 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 the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. 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 any other 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 costs.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

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

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

Replacement of Devices: Each year, a \$50 technology fee is charged to cover the insurance cost for replacement of a device if it is damaged. If a device is broken, it will be replaced by the school. Before the new device is distributed to a student, an additional \$50.00 insurance fee must be paid to cover damage on the new device. Students will be given a case to protect the device. Only the device can be stored in the case. This fee does not include the replacement of lost chargers. If a charger is lost, an additional fee will be charged to replace it.

Non-School-Sponsored Publications/Websites (7.20)

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district. Please see the Superintendent with questions.

Section 8: Search and Seizure

Search and Seizure (8.10)

In order to maintain 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: 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.

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.

Section 9: Athletics and Extra-Curricular

Athletic Rules & Code of Conduct (9.10)

The Athletic Code applies to all students who want to participate in school sponsored athletic/extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade. Athletics includes competitive sports, extracurricular activities, and cheerleading. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and

district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

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

Eligibility:

Athletic eligibility is checked weekly (Friday or the last attendance day of the week) and runs from Sunday through Saturday. Teachers are required to enter grades each week and grades must be kept up-to-date. Students must maintain a C- or better in all classes to be eligible for extracurricular participation. Anyone receiving a D+ or lower in a class is ineligible to participate in extracurricular activities. Chester-East Lincoln's eligibility guidelines apply to students that participate in activities co-oped with other districts (example: softball and wrestling).

- a.) Ineligible players will **not** practice with the team.
- b.) Ineligible players will attend home games only and sit on the bench or with the squad in street clothes.
- c.) Ineligible players will **not** attend away games or contests.
- d.) The activity coordinator will notify the student and will email the first contact in Skyward of ineligible players and notify the coach. If you do not have an email address, please notify the office and a paper copy will be mailed to your home address.
- e.) Any athlete/participant who is ineligible 3 weeks in a season will be removed from the team for the remainder of the season.

Extra-Curricular Activity Fee: Student athletes are required to pay a \$25 activity fee per activity (with a \$50 maximum per student athlete) in order to sustain our interscholastic sports programs. The activity fee covers the costs of coaches, officials, building and maintenance fees, transportation, sports equipment, etc. Activity fee must be paid (\$25) before the first game/contest in order for the student to participate.

Requirements for Participation

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate.
2. Proof the athlete is covered by medical insurance.
3. A receipt showing the athlete and his/her parents received a copy of the Athletic Code located in the Student Handbook, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
4. Activity fee must be paid (\$25) before the first game/contest in order for the student to participate.

Uniform Return

1. Student/Athletes must keep the uniform number they are assigned at the beginning of the season and return it at the end of the sports season.
2. Student/Athletes must wash their uniform before returning it. (Please launder colored uniforms separately from light ones. Turn uniforms inside/out before washing. Wash all uniforms in COLD water. NEVER place uniforms or warm-ups in the dryer except on low heat).
3. Students are responsible for returning the uniform issued to them at the start of the season. The uniform is expected to be returned after the last game. It should be returned to the coach (if the coach is a CEL employee) or to the athletic coordinator (Greg Hoffert).

*Any student that fails to return their uniform at the end of the season will not be able to start a new sports season until the uniform is returned or payment is made. Any student that does not return a uniform or make a payment for the uniform will not be recognized for that sport at Awards Night. If the uniform is lost or damaged, parents/guardians are responsible for the cost of the uniform/practice jersey so it can be replaced.

Behavioral Conduct

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

1. Insubordination; or
2. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
4. Hazing, bullying, or harassment of any kind; or
5. Use of profanity; or
6. Exhibition of bad sportsmanship; or
7. Violation of any school rules or regulations or law.

Being a student athlete/extra-curricular participant means showing good conduct during the school day, as well as during practice or an event. Consequences are not scheduled around extra-curricular activities and cannot be rescheduled. On the day a student serves a suspension (in or out of school), they will lose the privilege of all evening activities (game, match, practice, school dance, etc.).

Athletic/activity practices are closed to any outside guests unless granted permission in advance the head coach.

If a student receives a 3rd detention or a 1st suspension, he/she will be removed from the team or club for the remainder of the season.

Drugs, Alcohol and Tobacco: Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Rules in Effect: The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

Absence from School on Day of Activity: Student athletes must attend the entire school day in order to participate or dress that afternoon or evening in any extracurricular game, contest, or performance. An athlete who is absent from school on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the superintendent. Exceptions may be made for the following reasons: 1) for a medical absence pre-arranged with the school or 2) for a death in the athlete's family. An athlete who has one or more truancies or who has been suspended from school will be suspended from participation in athletic activities by administration. An athlete who is absent from school on a Friday before a Saturday event will be withheld from participating in Saturday's activities.

Athletic/Extra-Curricular Team Travel: CEL provides transportation to extra-curricular activities when they are outside of Logan County or when the activity begins before 5 pm on Monday-Friday. Transportation will be provided home when the activity is outside of Logan County. Any student returning to CEL on the bus must be accompanied by a coach. Student athletes will only be released to their parents unless other arrangements are made in advance with the coach. **CEL will not provide transportation to extra-curricular activities in Logan County on Saturdays or non-attendance days.**

CEL will not provide transportation to practices or games/matches that are co-oped with other districts (example: softball, cross country, and wrestling) or practices that are not on school grounds (example: bowling). Transportation to and from practice or to the bus for a game/match is the responsibility of the parent.

Exhibiting School Spirit

ACCEPTABLE BEHAVIOR FOR SCHOOL SPIRIT

1. Applause during introduction of players, coaches, and officials.
2. Recognize and show appreciation for outstanding play by either team.
3. Accept all decisions of game officials.
4. Be positive and refrain from making any derogatory remark to or about any player during the game.
5. Handshakes between participants and coaches at the end of contest, regardless of the outcome.
6. Display modesty in victory and graciousness in defeat.
7. Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
8. Applause at the end of the contest for performance of all participants.
9. Show concern for an injured player, regardless of the team.
10. Encourage surrounding people to display only sportsmanlike conduct by being a positive role model.

UNACCEPTABLE BEHAVIOR FOR SCHOOL SPIRIT

1. Yelling or waving arms during opponent's free throw or serves.
2. Disrespectful or derogatory comments, chants, songs, or gestures.
3. Booing or heckling an official's decision.
4. Criticizing officials in any way.
5. Any behavior that antagonizes opponents.
6. Refusing to shake hands or give recognition for good performance.
7. Blaming the loss of the game on officials, coaches, or participants.
8. Laughing or name calling to distract an opponent.
9. Use of profanity or displays of anger that draw attention away from the game.

EJECTION POLICY

COACHES:

FIRST OFFENSE:

- Suspension from the next **two** scheduled games
- Complete and submit the completion certificate for the NFHS Sportsmanship course online to CEL and to the IESA office
- Reimburse CEL for the \$100 fine administered to by IESA

*The coach must complete the above before returning to his/her position of coach.

SECOND OFFENSE:

- Suspension from the next **five** scheduled games
- Meet with administrators
- Reimburse CEL for the \$250 fine administered to by IESA

*The coach must complete the above before returning to his/her position of coach.

PLAYERS:

FIRST OFFENSE:

- Suspension from the next **two** scheduled games at the same level at which the ejection occurred and all games in the interim (see example below)
- Complete and submit the completion certificate for the NFHS Sportsmanship course online to CEL and to the IESA office
- Meet with administrators

*The player must complete the above before returning to the team.

SECOND OFFENSE:

- Suspension from the next **five** scheduled games at the same level at which the ejection occurred and all games in the interim. This includes a second ejection in any activity in the same school year (example: two different sports/events in the same school year).
- Reimburse CEL for the \$100 fine administered to by IESA
- Meet with administrators

*The player must complete the above before returning to the team.

FANS (Spectators and Parents):

FIRST OFFENSE:

- Suspension from the next **two** scheduled games
- Complete and submit the completion certificate for the NFHS Sportsmanship course online to CEL and to the IESA office

*The fan must complete the above before returning as a spectator at any sporting event home or away.

SECOND OFFENSE:

- Suspension from the next **five** scheduled games
- Meet with administrators

*The fan must complete the above before returning as a spectator at any sporting event home or away.

Additional Notes:

- Any time after a player, coach, or a fan has been ejected the school will have to send the course completion certificate to the IESA Office before they can return
- If a fine is assessed, the IESA Office must have a check from CEL before the player or coach can return after serving their suspension. In addition, CEL must have a check from the player or coach before they can return after serving their suspension.
- Anyone serving a suspension due to an ejection may not be on the premise of the event as a participant or spectator.
- If a season ends prior to a suspension being fulfilled and the athlete participates in another activity during the school year, the suspension will carry over into that activity for both players and spectators.
- Any coach, player, or fan that is ejected a third time will be suspended for the remainder of the year from all sporting events.

School Dance Policy (9.20)

Attendance at dances held at CEL is considered to be a privilege. Eligibility to attend will be contingent upon the status of the student's discipline record. Final determination for attendance will be made by the administration.

- All school rules apply at dances.
- Only 5th -8th graders may attend school dances, with exception of "special" dances approved by administration.
- No outside guests are allowed.
- Students absent or suspended (in or out of school) on the day of the dance will not be permitted to attend.
- If a student is not following school rules, parents/guardians will be required to immediately pick-up the child from the dance. Students may be subject to further disciplinary consequences at school.
- Once a student leaves the dance, he/she will not be permitted to return to the dance.
- Parents are responsible for arranging transportation to and from the dance.

Information about dances will be provided during morning announcements.

Student Athlete Concussions and Head Injuries (9.30)

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Extra-Curricular Activities at CEL

CEL offers the following activities for students to participate in: Baseball, Softball (co-oped with District #27), Cross Country (co-oped with District #92), Cheerleading, Girls Basketball, Boys Basketball, Volleyball, Girls and Boys Track, Student Council, Speech and Literary Team, Scholastic Bowl, Wrestling (co-oped with District #27), Chess, Bowling, and Math Contest.

Section 10: Special Education

Education of Children with Disabilities (10.10)

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.

Discipline of Students with Disabilities (10.20)

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Exemption from PE Requirement (10.30)

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

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

Access to Classroom for Special Education Observation or Evaluation (10.50)

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. Please refer to the visitation policy for details on how to schedule an observation. For further information, please contact the school superintendent.

Section 11: Student Records

Student Privacy Protections (11.10)

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

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

Surveys Requesting Personal Information

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

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

- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

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

Selling or Marketing Students' Personal Information Is Prohibited: No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card. The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

Student Records (11.20)

School student records are confidential and information from them will not be released other than as provided by law.

The school and district disclose "directory" type information without consent to governing bodies and school affiliates. Directory information is limited to: a student's name, address, gender, grade level, birth date and place, parents'/guardians' names, addresses, email addresses and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear 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; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

- The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
- The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
- The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. 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; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.

Section 12: Parental Notifications

Asbestos Notification

In accordance with the Asbestos Hazard Emergency Response Act of 1986 Chester-East Lincoln School District #61 is required to give annual notification of the presence of asbestos containing material in the school building. The management plan for asbestos containing material is available for inspection by contacting the designated person, Randy Ely, at 217-732-4136.

Teacher Qualifications (12.10)

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

12.20 – Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: Illinois Assessment of Readiness or the state equivalency.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

Homeless Child's Right to Education (12.30)

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either: 1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or 2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Sex Education Instruction (12.40)

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent/guardian submits a written objection. The parent/guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this section prohibits instruction in sanitation, hygiene or traditional courses in biology.

English Language Learners (12.60)

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. For questions related to this program or to express input in the school's English Language Learners program, contact the principal/superintendent at 217-732-4136.

School Visitation Rights (12.70)

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

Pesticide Application Notice (12.80)

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

Randy Ely, Maintenance Director (1300 1500th Street, Lincoln, IL 62656 or Phone – 217-732-4136)

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

Mandated Reporters (12.90)

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Unsafe School Choice Option (12.100)

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

Student Privacy (12.105)

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

Sex Offender Notification Law (12.110)

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

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

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

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

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

A violation of this law is a Class 4 felony.

The Illinois Sex Offender Registry is available on the Illinois State Police's website at: <https://www.isp.state.il.us/sor/>.

Violent Offender Community Notification (12.120)

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Parent Notices Required by the Every Student Succeeds Act (12.130)

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. See 12.20 for more information. 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.

IV. Parent & Family Engagement Compact

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.

VI. **Student Privacy:** Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.

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.

VIII. **Homeless Students:** For information on supports and services available to homeless students, see handbook procedure 12:30.

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

Section 13: Additional Information

PBIS/Restorative Practice at CEL

At CEL, we use PBIS in collaboration with Restorative Practice in order to best meet the needs of our students. Through PBIS, there is a framework around RESPECT that may look different in each setting throughout the school. Students are made aware of the expectations in our community, environment and in learning. These expectations are taught, modeled, and practiced throughout the school year.

When conflict arises, we use Restorative Practice to learn from our mistake and to make things right (restore) with the person/people we have harmed or hurt (with our words or actions). Restorative Practices are done throughout the building for many different scenarios. Students have a voice in a safe environment and are given the opportunity to reflect on the impact their actions have on others. After going through a Restorative Practice conversation, students gain problem solving skills as well as confidence to handle problems in the future.

It is the mission and vision at Chester-East Lincoln that all students come to school feeling safe, welcomed, and loved. The teachers, staff, and administration work to provide a culture that supports and produces respectful human beings that are good problem solvers and make a difference in the community in which they live. A variety of rewards and consequences are used to encourage good decisions and behavior. Visit the school website for additional info.

TAP Notes and “Major” Referrals: There are 2 types of referrals-TAP (Teacher and Parent Notes) and “Majors”. Students are taught about both of them and are re-taught expected behaviors at various times throughout the school year in order to encourage them to make good choices and not get referrals. TAP notes and Majors will be sent home electronically to the first contact email on Skyward. If you do not have an email address, please notify the office and paper copies of TAP and Majors will be mailed to your home address.

TAP Notes: TAP Notes can be given by any staff member. Behaviors that are considered to receive a TAP Note include, but are not limited to: inappropriate language, physical contact, defiance/disrespect/non-compliance, disruption, not following the dress code, property misuse, being tardy, electronic violations (involving computers, cell phones, MP3 players, etc.), being unprepared for class, having food/drink/gum at an inappropriate time and/or when permission was not given, and not completing and/or turning in homework when it is due.

Majors: Major discipline referrals (called “majors”) are more serious in nature than minors and are handled by the administration. Behaviors that are considered majors include, but are not limited to: abusive language, fighting/physical aggression, being overtly defiant or disruptive, harassment/teasing/taunting, significant or repeated violations of the dress code, inappropriate display of affection, serious or repeated misuse of electronic devices, lying and/or cheating, and vandalism/property damage. Students who receive 3 minors for the same offense or 6 minors for various offenses will also earn a major because of the repeated misbehavior.

Students who earn majors are sent to the office and/or talked to by the superintendent/principal, who then makes a decision about appropriate consequences for the misbehavior. The consequences assigned could be any of the following: a conference with the student, parent contact, loss of privilege (such as no recess or not eating in the cafeteria with friends), time in the office or in a time-out area, detention, in-school or out-of-school suspension, or another consequence that is deemed appropriate for the offense.

Description of the RtI (Response to Intervention) Process

RtI is a process designed to help schools focus on student achievement by providing high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from the RtI process is used by school personnel and parents to adapt instruction and to make decisions regarding a student’s educational program. For more information, please contact the district superintendent or your child’s teacher.

Community Club

The Community Club is a group of volunteers that work with the school to promote the welfare of the CEL students. It meets monthly to work on projects and to provide special programs, activities, and resources to benefit students. Please see the district website for meeting dates and times.

Uniform Grievance Procedure

Students, parents, guardians, employees, or community members should notify any District Complaint Manager (Superintendent Laura Irwin or CEL teacher Greg Hoffert) if they believe that the Board of Education, 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:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
5. the misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or
6. curriculum, instructional materials, programs.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. **Filing a Complaint:** A person (hereinafter Complainant) who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with a District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.
2. **Investigation:** The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. If the Complainant is a student, the Complaint Manager will notify his/her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his/her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which shall render a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal: After receipt of the Complaint Manager's report, the Superintendent shall render a written decision, which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education. Thereafter, the Board of Education shall render a written decision, which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing.