



**PARKVIEW JUNIOR HIGH SCHOOL  
2023-2024  
STUDENT HANDBOOK**

**1802 CEDAR STREET  
LAWRENCEVILLE, IL 62439**

## Table of Contents

I.	Mission Statement.....	Page 5
II.	PJHS Staff and Contact Information.....	Page 6
III.	Daily Schedule.....	Page 7
IV.	General Information & General Notices.....	Page 7
	A. Visitors	
	B. Lost or Mutilate Textbooks or Library Books	
	C. Equal Educational Opportunities and Sex Equity	
	D. Grievance Procedure (Title TX or 504)	
	E. Animals on School Property	
	F. School Volunteers	
	G. Emergency School Closings	
	H. Video Monitoring Systems	
	I. Accommodating Individuals with Disabilities	
	J. Care of Students with Diabetes	
	K. Care of Students with Disabilities	
	L. Students with Food Allergies	
	M. Food/Snacks	
	N. Asthma Action Plan	
	O. Suicide and Depression Awareness and Prevention	
	P. Student Accident Insurance	
	Q. Address Change	
	R. Asbestos Notification	
	S. Pesticide Usage Notifications	
	T. Notification of Public Act 94-004	
	U. Other Notifications	
V.	Attendance, Academics, and Promotion.....	Page 13
	A. Attendance Policy and Procedures for Student Absences	
	B. Excused Absences	
	C. Unexcused Absence	
	D. Release Time for Religious Instruction and Observance	
	E. Request for Make-Up Assignments	
	F. Truancy	
	G. Counseling Services	
	H. Special Services	
	I. Grading Scale	
	J. Honor Roll	
	K. Academic Dishonesty	
	L. Promotion-Retention Policy	
	M. Response to Intervention	
	N. CUSD #20 Academic RtI	
	O. CUSD #20 Behavioral RtI	
	P. Common Study Hall	
	Q. Physical Education	
	R. Home and Hospital Instruction	

VI.	Student Fees and Meal Costs.....	Page 21
VII.	Student Locker Policy.....	Page 21
VIII.	Transportation.....	Page 22
IX.	Health and Safety.....	Page 23
	A. Food and Snacks	
	B. Immunizations	
	C. Physical Examinations	
	D. Religious Exemptions	
	E. Vision and Hearing Examinations	
	F. Dental Examinations	
	G. Unit #20 Medication Policy	
	H. Administering Medicines to Students	
	I. Self-Administration of Medication	
	J. Undesignated Medication	
	K. Emergency Aid to Students	
	L. Void Policy Disclaimer	
	M. Communicable Diseases	
	N. Illness Guidelines	
X.	Acceptable Use of the District’s Electronic Policy.....	Page 30
XI.	Search and Seizure.....	Page 35
	A. Student Searches	
	B. Seizure of Property	
	C. Questioning of Students Suspected of Committing Criminal Activity	
XII.	Extracurricular and Athletic Activities.....	Page 36
	A. Activity Conduct	
	B. Participation in School Sponsored Activities	
	C. Athletic Physicals	
	D. Student Accident Insurance for Football Players	
	E. Concussion Protocol	
	F. “Return to Learn” Policy	
	G. Accommodating Students with Disabilities	
XIII.	Special Education.....	Page 40
	A. Behavioral Interventions	
	B. Discipline of Students with Special Education	
	C. Exemption from PE Requirements	
	D. Access to Classroom for Special Education Observation or Evaluation	
XIV.	Student Privacy Protections.....	Page 41
	A. Release of Information and Directory Information	
	B. Surveys by Third Parties	
	C. Surveys Requesting Personal Information	
	D. Instructional Material	
	E. Selling or Marketing Students’ Personal Information	
	F. Student Biometric Information	
	G. Retention/Destruction of Student Records	
	H. Related Services Logs	

XV.	Parental Right Notifications.....	Page 48
	A. Policies on File at the Parkview Junior High School Office	
	B. Homeless Child’s Rights to Education	
	C. Wellness Curriculum	
	D. English Learners	
	E. School Visitation Rights	
	F. Pesticide Application Notice	
	G. Mandated Reporter	
	H. Unsafe School Choice Option	
	I. Sex Offender Notification Law	
	J. Teacher Qualifications	
	K. Testing Transparency	
	L. Annual Report Card	
XVI.	Discipline and Conduct.....	Page 52
	A. Behavior Matrix	
	B. Morning Policy	
	C. Closed Campus	
	D. Hall Passes	
	E. PBIS Discipline Policy	
	F. Student Behavior at Programs and After School Activities	
	G. Extended Day	
	H. Field Trip Guidelines	
	I. Discipline Definitions	
	J. Due Process and Appeal Procedures	
	K. Suspension Procedures	
	L. Expulsion Procedures	
	M. Bullying	
	N. Weapons	
	O. Minor and Major Referrals	
	P. Consequences	
	Q. Expulsion	
	R. Appealing Suspensions/Expulsions	
	S. Use, Possession, or Sale of Tobacco Products	
	T. Substance Abuse Policy	
	U. Discipline Procedures for Drugs and Alcohol	
	V. Search and Seizure	
	W. Profanity/Inappropriate Language	
	X. Student Dress Code	
	Y. Cell Phones and Electronic Devices	
	Z. Gang and Gang Activity	
XVII.	Handbook Notice.....	Page 64

# **PARKVIEW MISSION STATEMENT**

Parkview Junior High School is committed to providing a safe learning environment where staff, students, parents, and community accept the responsibility of preparing students for academic success and face the challenges of the future. It is our belief that all students can learn. We will work together to develop a personal commitment to learning and prepare our students to be productive citizens in society.

# PARKVIEW JUNIOR HIGH SCHOOL STAFF

## **Administration**

Andrea Youngs	Principal	<a href="mailto:ayoungs@cusd20.net">ayoungs@cusd20.net</a>
Lynn Fisher	Dean of Students	<a href="mailto:lfisher@cusd20.net">lfisher@cusd20.net</a>
Kyann Tate	Administrative Assistant	<a href="mailto:ktate@cusd20.net">ktate@cusd20.net</a>
	Administrative Assistant	
Kris Rhinehart	Special Education Coordinator	<a href="mailto:krhinehart@cusd20.net">krhinehart@cusd20.net</a>
Kasie Gher	School Nurse	<a href="mailto:kgher@cusd20.net">kgher@cusd20.net</a>
Kelly Moyes	Nurse Secretary	<a href="mailto:kmoyes@cusd20.net">kmoyes@cusd20.net</a>
Sara Caughran	Special Education Secretary	<a href="mailto:scaughran@cusd20.net">scaughran@cusd20.net</a>
Monika Taylor	Special Education Secretary	<a href="mailto:mtaylor@cusd20.net">mtaylor@cusd20.net</a>

## **Mathematics**

Katelyn Leggitt	6th Grade	<a href="mailto:kleggitt@cusd20.net">kleggitt@cusd20.net</a>
TBD	7th Grade	
Cory Joergens	8th Grade	<a href="mailto:cjoergens@cusd20.net">cjoergens@cusd20.net</a>

## **Language Arts**

Kim Dorney	6th Grade	<a href="mailto:kdorney@cusd20.net">kdorney@cusd20.net</a>
TBD	7th Grade	
Chrystal Holmes	8th Grade	<a href="mailto:cholmes@cusd20.net">cholmes@cusd20.net</a>

## **Science**

Cindy Seed	6th Grade	<a href="mailto:cseed@cusd20.net">cseed@cusd20.net</a>
Laura Uptmor	7th Grade	<a href="mailto:luptmor@cusd20.net">luptmor@cusd20.net</a>
Levi Atkins	8th Grade	

## **Social Studies**

Allison Bailey	6th Grade	<a href="mailto:abailey@cusd20.net">abailey@cusd20.net</a>
TBD	7th Grade	
Jordan Plahn	8th Grade	<a href="mailto:jplahn@cusd20.net">jplahn@cusd20.net</a>

## **Physical Education/Health**

Haylee Croslow		<a href="mailto:hcroslow@cusd20.net">hcroslow@cusd20.net</a>
TBD		

## **Special Education**

Penny Borden		<a href="mailto:pborden@cusd20.net">pborden@cusd20.net</a>
Kailyn Kent		<a href="mailto:kkent@cusd20.net">kkent@cusd20.net</a>
Julie Hendricks		<a href="mailto:jhendricks@cusd20.net">jhendricks@cusd20.net</a>

## **Band/Chorus/Library/Counseling**

Justin Pavot	Band	
Kylee Hoke	Social Worker	<a href="mailto:khoke@cusd20.net">khoke@cusd20.net</a>
Allen Large	ISS	<a href="mailto:alarge@cusd20.net">alarge@cusd20.net</a>
Cody Bobe	Pass Program	<a href="mailto:cbobe@cusd20.net">cbobe@cusd20.net</a>

**Daily Schedule**

**2023/24 Schedule**

<b>1st Period ----- 7:55-8:48</b>		
<b>2nd Period ----- 8:52-9:40</b>		
<b>3rd Period ----- 9:44-10:32</b>		
<b>4th-5th Periods ----- 10:36-12:50</b>		
<b><u>6th Grade</u></b>	<b><u>7th Grade</u></b>	<b><u>8th Grade</u></b>
10:36-11:06 (Lunch)	10:36-11:24 (4th)	10:36-11:24 (4th)
11:10-11:58 (4th)	11:28-11:58 (Lunch)	11:28-12:16 (5th)
12:02-12:50 (5th)	12:02-12:50 (5th)	12:20-12:50 (Lunch)
<b>6th Period ----- 12:54-1:42</b>		
<b>7th Period ----- 1:46-2:34</b>		
<b>Study Hall ----- 2:38-3:00</b>		

**General Information & General Notices**

**Visitors**

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

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

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

### **Lost or Mutilated Textbooks or Library Books**

Students who damage, lose, or destroy school-owned books or property must pay for the damage or loss. Students owing for books will not be allowed to participate in end-of-year activities or receive grades until the fees are paid.



### **Equal Educational Opportunities and Sex Equity**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the superintendent.

The superintendent has been designated as Unit 20's Equal Opportunity Officer. Any questions or complaints concerning the above should be directed to that office. Phone 943-2326

### **Grievance Procedure (Title IX or 504)**

The following policy statement was adopted by the Community Unit No. 20 Board of Education on October 19, 1977. This policy will be strictly adhered to in all applicable matters.

Students or employees of Unit District No. 20 who feel that they have been discriminately wronged on the basis of sex under the provisions of Title IX of the Educational Amendment Acts of 1972 and wish to make a formal grievance shall, within 60 days of the alleged offense, make their request in the following manner.

1. Provide a written statement of the grievance to the building principal where the action took place.
  - a. All grievances must be written to avoid numerous repetitions of the acts surrounding the case and to provide a permanent record of all resulting proceedings.
  - b. The principal shall provide reasonable assistance in the writing of the grievance.
2. If the grievor wishes further information or clarification of policies or practices, he or she may request an informal meeting to discuss Title IX or 504 matters with the appropriate personnel. In the event a Title IX or a 504 grievance is filed, the following procedure shall follow:
  1. Building principal shall forward all written grievances to the Title IX or 504 Coordinator.
  2. The Title IX or 504 coordinator shall attempt to resolve the situation with all parties concerned.
  3. If the grievance cannot be satisfactorily solved by the Title IX or 504 coordinator, the matter shall be brought to the Superintendent.
  4. If the grievance cannot be resolved at this level, it shall be brought before the Board of Education.

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal 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**

All school volunteers must complete an **Application for Approval to Volunteer** and be approved by the building principal prior to assisting at the school. Forms are available in the school office. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

### **Emergency School Closings**

In cases of bad weather and other local emergencies, please listen to local radio or television to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

### **Video Monitoring Systems**

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

### **Accommodating Individuals with Disabilities**

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

### **Care of Students with Diabetes**

The Care of Students with Diabetes Act requires a plan for any student with diabetes who seeks assistance with diabetes care at school. This plan must be submitted by the parents to the school at the beginning of the school year, upon enrollment, as soon as practical following a student's diagnosis, or when a student's care needs change during the school year. The Diabetes Care Plan will serve as the basis of a Section 504 Plan or as part of an IEP. The plan must include the physician's instructions concerning the student's diabetes management during the school day.

### **Students with food Allergies**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illness 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. 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.

### **Food/Snacks**

All food served at classroom parties and events must be in compliance with the district's wellness policy. Foods served shall be commercially prepared and have an ingredient/nutrition label. Due to the increasing number of food allergies experienced by children, homemade treats will not be served at class parties and events.

In order to provide a safe and healthy environment for all students. NO PEANUTS, TREE NUTS, or PRODUCTS CONTAINING PEANUTS AND/OR TREE NUTS will be served on school grounds. This includes, but is not limited to the school lunch program, class snacks, and any occasion where food will be served to or shared by students. There will be no exceptions to this policy. Any food not in compliance will be returned home or disposed of. All food and treats served will have an ingredient/nutrition label. This policy does not include lunch buckets.

### **Asthma Action Plan**

Asthma action plans (AAPs) are written, individualized self-management and educational tools that provide daily and emergency guidance to asthma patients, parents, and caregivers at school. Using an action plan takes the guesswork out of treating asthma episodes. Any student with a diagnosis of Asthma must submit an Asthma action plan to the school nurse. An Asthma Action plan may be obtained from CUSD#20 or your physician and must be a student specific guide about daily asthma management, prescribed medications and how to respond to an asthma attack. See "CUSD#20 Medication policy explanation" located in the Handbook regarding medication during school hours.

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

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

### **Student Accident Insurance**

Students are urged to exercise the option of School Accident Insurance. All athletes, with the exception of football players, are required to carry School Accident Insurance unless proof is presented of other health and accident coverage. Envelopes are available to all students with cost information about the various plans on the envelopes.

### **Address Change**

It is necessary that the office maintain an up-to-date record of your address and other pertinent information for emergency purposes. You are asked to inform the office at any time a change occurs so the records may be adjusted.

### **Asbestos Notification**

Asbestos Surveys and Management Plans for asbestos have been approved by the Illinois Department of Public Health. Copies are available for public inspection on school days between the hours of 8:00am and 4:00pm in the Superintendent's office located at Parkview Junior High School, West Cedar Street, Lawrenceville, IL 62439.

Our plans are in writing and meet the requirements of the U.S.E.P.A (40 CFR, 763) and OSHA (29 CFR, 1926.58).

Our school district has been conducting Operation and Maintenance according to Section 855.270 of the Illinois Asbestos Abatement Act Rules and Regulations.

### **Pesticide Usage Notification**

As of August 1, 2000, school districts in Illinois have been required to develop an Integrated Pesticide Management Plan. In accordance with State law, if you wish notification of pesticide usage in the buildings, a person must complete a parent/guardian notification form. This form is available in the school offices. By being placed on the roster of notification, you will be contacted a minimum of 48 hours in advance of pesticides being used.

Community Unit School District #20, like many other districts, contracts for its pesticide services. Our vendor is required to document usage of pesticides and provide justification to do so. Please contact the Parkview office if you wish to be placed on this registry.

### **Notification of Public Act 94-004**

Please be aware of **Public Act 94-004: Sex Offender Registration**. This legislation requires that principals and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).

### **Standardized Testing**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: 1

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.

### **Other Notifications**

Information such as the district budget, board meeting agendas, and board meeting minutes will be available on the district website ([www.cusd20.org](http://www.cusd20.org))

## ATTENDANCE, ACADEMICS AND GRADUATION

Attendance and academic performance are closely related. Therefore, regular attendance and promptness is expected of each student. A person's attendance record may be used by employers and college admission officers as a sign of the development of responsible behavior.

A child is exempt from public school attendance under the following circumstances:

1. The child attends an appropriate private or parochial school.
2. The child is found by a physician to be physically or mentally unable to attend a regular school program.
3. The child is temporarily excused for good cause by a physician.
4. The child is necessarily lawfully employed according to the child labor laws with the consent of the Superintendent of the Educational Service Region.
5. If the child is over 12 and under 14 years of age the child must be excused to attend confirmation classes.
6. The child must be excused if the tenets of his religion prohibits secular activity on a particular day or days or at a particular time of day.

Parkview Junior High School will enforce the laws of the State of Illinois concerning Compulsory School Attendance. Parents/guardians of students enrolled in public schools have a duty and responsibility to make sure that his/her child attends school. **According to the law, any person who 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.**

### **Attendance Policy and Procedures for Student Absences**

Regular attendance is closely associated with good scholarship. No amount of homework can replace the active instruction of the classroom teacher. Therefore, it is in the best interest of the student that their parents and the school work together to encourage regular attendance.

In the event of any absence, the student's parent/guardian is required to call the school at 618-943-2327 before 8:00 AM to explain the reason for the absence. If a call has not been made to the school by 8:15 AM on the day of the student's absence, 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.

## Excused Absences

The following are instances in which school officials may excuse a student from school:

1. Personal illness of the student or member of the immediate family requiring care by the student. **After three (3) days of absence in a nine week period, the school may request a doctor's excuse before the absence can be excused. Any time a student sees a doctor when they are absent from school should bring a note from the doctor's office verifying the visit or appointment.**
2. Death in the student's immediate family or obligation to be part of a funeral service.
3. Professional appointments for the student who cannot take care of the appointment after school or on weekends. For dental, vision, or other doctor appointments, the student should bring the appointment card or note from the office to the Principal, Dean of Students, or appropriate school office.
4. Family emergency, i.e. fire, flood, etc. or as determined by the Principal, or the observance of a religious holiday.
5. Prearranged absences — In the event of a planned absence, the Principal is to be notified by the parent - guardian at least one week prior to the absence if at all possible. Prearranged absences are those caused by the activities of an educational nature or prearranged trips and vacations taken with the parent/guardian. Any student must get an anticipated absence form from the office, signed by all teachers and returned to the office. All classwork and homework due on days missed because of this type of absence must be completed and turned in before the date of the absences unless individual instructors wish to allow the student to make up work after his/her return. Parents and students are urged to limit the use of this type of absence for the sake of student academic achievement. It is the responsibility of the student to make sure work is made up and turned in either before the absence or upon request of the teacher in those cases in which the student is allowed to turn in work after returning. These types of absences include but are not limited to the following:
  - A. Marriage in the student's immediate family or obligation to be in a wedding.
  - B. Absence caused by official school business.
  - C. Parent Requests/Family Vacations when the student will be traveling with the parent/guardian. There is a five day limit to this type of prearranged absence per school year. These days can be denied at the discretion of school administration for students who are deemed to have excessive absences.

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 a leave or deployment.

## **Unexcused Absences**

Work may not be made up for credit. A zero will be recorded for each class period missed. In addition, disciplinary action may be taken. Students who have an unexcused absence are considered truant and appropriate remedies will be pursued to prevent truancy. All absences not listed above as excused are considered unexcused. A few examples of unexcused absences are:

1. Work
2. Shopping
3. Beauty shop/barber shop appointments, tanning appointments, etc.
4. Leaving school grounds without prior consent from the office.
5. Truancy

A truant student is one absent from school without knowledge or consent of a parent/ guardian or school officials. Also included are deceptive absences when parents submit a false excuse. Support services that will be made available to truant or chronically truant students shall include parent conferences, student counseling, family counseling, and information about existing community services that are available to truant and chronically truant students and relevant to their needs.

6. Oversleeping, missing the school bus, having car trouble, working on a car, babysitting, picture taking, and visiting friends or relatives are other examples of unexcused absences.

**After 3 unexcused absences per quarter, Parkview Junior High School reserves the right to require a note from a doctor to make an absence excused.** Diagnostic procedures to be used for identifying the causes of student unexcused absenteeism shall include an interview with the student and parent/guardian and any school official or other parties who may have information about the reasons for the student's attendance problems.

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

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

## **Request for Make-Up Assignments**

Students absent from school, or their parents, may request assignments be sent home for completion during the absence. The parent or student may contact the building secretary **before** noon for assignments to be gathered and picked up in the office by 3:00 PM. Make-up work must be completed according to the following schedule:

1. One day absent: Make up work must be submitted to the teachers one school day following return to school; tests shall be made up on the day of return.
2. Two or more days absent: Make up work that was assigned prior to the absence is due upon the return of the student. The assigned work from the first day of absence will be due the second day after returning, while the assigned work from the second day of absence will be due the third day upon returning and the assigned work from the third day of absence will be due the fourth day after returning. This pattern continues until all the work is made up by the student. Special arrangements should be made by the student with the teacher's permission to make up any missed tests (other than one day's absence-which will be made up upon returning).

**EXCEPTION:** If the assignment was assigned and a due date was given while the student was in class and had time to work on it, the due date is still held firm. It is the discretion of the teacher if extra time will be permitted.

An incomplete quarter grade (nine weeks) must be made up no later than 2 weeks into the following quarter. No incomplete grade will be carried-over through the summer break to be made-up in the next school year. All incompletes must be made-up within ten working days of the end of school or a score of zero will be recorded for those missing assignments

### **Truancy**

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant.

### **Chronic 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 supportive services and other resources are made available, the school 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.

Supportive services provided by Parkview Junior High are as follows:

- |                             |                               |
|-----------------------------|-------------------------------|
| 1. Parent Contact           | 5. Truant Alternative Program |
| 2. Counseling Services      | 6. Special Education Referral |
| 3. Truant Officer Referrals | 7. Saturday School            |
| 4. Alternative Education    | 8. Tutoring                   |

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available supportive 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.



## **Counseling Services**

The school system has made available a wide range of counseling services through Federal and State funds provided for the purpose. You are urged to seek counseling services whenever the need arises. These services exist in part for the following areas:

1. To administer individual tests to help you understand your interests and abilities as they relate to choosing and pursuing a career.
2. To assist you in overcoming any special needs which may hamper your success in the world of work.
3. To provide individual assistance to you in planning your career or obtaining suitable employment.
4. To assist you in choosing a course of study and selecting an appropriate post-secondary facility.
5. To assist you in resolving and coping with personal problems which may impede your effectiveness.

## **Special Services**

Parkview Junior High School provides special services for students according to Federal and State mandates. These services include special education, 504 plans, and homebound services. Contact the Secretarial Staff or Administration for more information.

## **Grading Scale**

Grades are regarded as the means by which teachers evaluate student progress in school. Individual teachers may perceive different standards of achievement and may utilize various means of arriving at grades. Students will be graded fairly and objectively. Students should confer with teachers periodically to keep informed of progress. Each teacher is responsible for developing and explaining a consistent and fair system for assessing grades.

## **Grading Scale**

- A: 90-100**
- B: 80-89**
- C: 70-79**
- D: 60-69**
- F: Below 60**

## **Honor Roll**

Academic recognition is figured on a 4.0 scale each quarter. High Honors is for those students who obtained a 4.0 for all quarters for all 3 years (only available to graduating 8th graders). Straight A High Honors is yearly for any student who obtained a 4.0 for all quarters of the given school year. Honors is for those students who obtain a 3.76-3.99 Grade Point Average for the given school year. Honorable Mention is for those students who obtained a 3.25-3.75 Grade Point Average for the given school year. Students who earn High Honors, Straight A High Honors, Honors, or Honorable Mention will be recognized on the school website and facebook pages.

## **Academic Dishonesty**

Academic dishonesty may best be defined as cheating on tests or other schoolwork. Copying from others on tests or other work, allowing others to copy from your tests or work, or obtaining tests or answer sheets may all fall under this classification. Other infractions such as performing work for another student or misuse of computer research may also apply. Whenever you are found to be guilty of cheating, your grade for that particular activity will be reduced to zero. This will lower your quarterly grade and may result in failure depending on your total accumulations of class points. Penalties for repeat offenders are provided by the discipline policy.

## **Promotion-Retention Policy**

Students will have the opportunity to earn ten (10) points during the school year. They must earn six (6) points for promotion to the next grade. Students may earn points through the following:

- Attendance (3 possible points)
  - Students who are in attendance 80% or more of the days enrolled will receive 1 point. Students who are in attendance 85% or more of the days enrolled will receive 2 points. Students who are in attendance 95% or more of the days enrolled will receive 1 bonus point.
- Curriculum (5 possible points)
  - All students attending Parkview Junior High School can earn up to six (5) points by having a yearly average of 60% in each class. Students take one period of Language Arts, Math, Science, Social Studies, and PE/Health are worth one (1) point each.
- Teacher Recommendation (2 possible points)
  - All students can earn up to two (2) points from his/her teacher at the end of the year based on the recommendation of his/her teacher.
- Exceptional Effort
  - Students who have been retained on one or more occasions may earn additional Exceptional Effort Points. Students may earn Exceptional Effort Points in the following ways:
    - Completion of PJHS After School Tutoring Program.
    - Completion of PJHS Summer School Program.
    - Attending 92% or more of the days enrolled for the school year.

If a student does not receive enough academic points for promotion in academic areas then the decision to promote will include a consideration of the following:

1. Attendance
2. Performance on the Illinois Assessment of Readiness.
3. Passing performance on local assessments in language arts and math (based on chapter tests from the current board adopted textbooks).
4. Other criteria from time to time are determined by the Educational Team which reflects the ability of the individual student to perform at the next grade level. The Educational Team will include teacher(s), administrator, and the student's parent or guardian. Promotion of a student having an Individualized Education Program (IEP) or receiving reasonable accommodations pursuant to 504 of the Rehabilitation ACT of 1973, shall be determined by the student's Educational Team.
5. If a student does not receive the minimum number of academic points required for promotion then he/she will be required to participate in a remediation plan developed by the Educational Team. Successful completion of the Remediation Plan may warrant the issuing of one additional academic point.

### **Response to Intervention**

In accordance with state and federal laws, Parkview Junior High School and Community Unit School District No. 20 utilizes Response to Intervention (RTI) to improve both academics and behaviors.

### **CUSD #20 Academic Rtl**

All students at Parkview Junior High School and in attendance at CUSD No. 20 schools will be administered a universal screening (testing) in areas of Reading/Math/Writing, three (3) times per year. Students who score low with significant gaps will be given interventions during RTI time to improve their deficiencies. The students who have gaps will be given those interventions until the next benchmarking takes place. Students who do not have gaps will be given enriched material to help them improve their skills.

### **CUSD #20 Behavioral Rtl**

Parkview Junior High School meets the state and federal mandate of Tier II interventions by employing a “Check In/Check Out” system with students who are showing behavior concerns. Under “Check In/Check Out” students will be monitored on how they are doing behaviorally in each of their classrooms. Each teacher will score them and at the end of the day they will meet with a teacher assigned to them and review their scores and behaviors. Students who receive scores of 90% or better for four (4) consecutive weeks will then be taken off of “Check In/Check Out.” However, if the behavior continues, students will then meet with the social worker for individual/group meetings to improve behavior. If a student continues to display misbehavior, a Behavioral Intervention Plan (BIP) may be implemented to try to correct issues the student(s) are having.

### **Common Study Hall**

All Parkview Junior High Students will have a study hall at the start of the day unless they are in Band or Chorus. The purpose of this is to improve instruction and help students that may be struggling. Students will be able to go to another teacher during study hall for help or to make up any missed assignments or tests without missing the instruction provided during regular class time.

## **Physical Education**

Physical Education is required by the State of Illinois as part of the student's daily schedule and is also a school graduation requirement unless exempt by law. Physical Education is an integral part of the school curriculum. Among the many benefits of the program to students are increased physical fitness, improved general health, and greater social and emotional development.

### **Guidelines**

1. Students must participate in each class activity.
2. Appropriate dress for class consists of
  - a. Non-marking athletic shoes only
  - b. Socks
  - c. Red, Black, or Grey shorts
  - d. Red, Black, or Grey t-shirt

**Improper Dress** - When an individual fails to have proper P.E. uniform, a student will receive a "no uniform". Students who forget a shirt or shorts will receive a 1/2 "no uniform". Students with sandals/or non-athletic shoes will receive a full "no uniform" because they cannot fully participate in P.E.

1. Dress for physical education class is non-negotiable. EVERYONE WILL DRESS EVERYDAY. Even those with a parent note or a doctor's note need to dress. Students with notes will do a written assignment or will do an alternative activity when appropriate.
2. Students will act and talk appropriately in class, showing proper respect for teachers and peers. Acting inappropriately will be handled on an individual basis.

Appropriate dress by students in Physical Education is important for the following reasons:

1. Participation in street clothes may subject the student to greater risk of personal injury.
2. Lack of uniformity of student dress may create problems of supervision for the instructor since students could not be easily identified.
3. The wearing of street clothes to class after participation in Physical Education contributes to poor hygiene which may subject the student to contracting and spreading colds and other communicable diseases.

### **P.E. Dress and Participation Requirements**

P.E. participation requirements will be distributed to each student involved in P.E. at the start of the school year. New students during the course of the year will receive the same requirements upon enrolling at Parkview Junior High School. **All students will be required to dress unless a doctor's note orders a lengthy removal from participation.**

For outdoors, the student is to wear his/her required physical education clothes under a jacket or sweat clothes as directed by the instructor.

This requirement is for the purpose of uniformity of dress and health and safety factors. Only those students in a proper uniform will be allowed to participate in activities.

## **Home and Hospital Instruction**

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

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

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

For information on home or hospital instruction, contact: Unit #20 District office at 618-943-2326.

## **STUDENT FEES AND MEAL COSTS**

Parkview Junior High Registration Fee is \$110.00. Community Unit School District No. 20 has a technology fee that must be paid as well for the students to receive their Google Chromebook. This fee is \$30 and must be paid. Also, Community Unit School District No. 20 has an Athletic Participation Fee. The fee to play a sport is now \$25.00 per sport, with a maximum of \$50.00 per individual. Students may not be denied educational services or academic credit due to the inability of their parent(s) or guardian(s) to pay fees or certain charges. **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 received in the Parkview Junior High School Office. After filling the application out, the office will notify you if you are eligible for Free/Reduced charges.

**Breakfast - \$2.10**

**Lunch - \$3.35**

**Milk - \$0.35**

## **STUDENT LOCKER POLICY**

All student lockers in Unit #20 shall be held in joint possession (co-tenants) by the student and Unit #20. Each party, as co-tenants, shall have the right to entry or give consent to search without the consent of the other. Unit #20, as co-tenant of all student lockers, retains the right to conduct periodic searches as needed. No student shall be permitted to house or conceal in a school locker any weapons, drugs, or alcoholic beverages which may be deemed harmful to the student or other students. **Stickers, slogans, or homemade signs are not permitted on the outside of lockers unless approved by the school administration.** Each student shall be made aware of these policies by being required to sign an agreement for the use of the locker. Lockers are to be locked at all times. Replacement locks are \$5.00. School provided locks must be used. Lockers and locks are not to be abused. There is a \$5.00 replacement for lost or broken PE locks.

## TRANSPORTATION

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

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

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

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

Students transported on a school bus are under the supervision, direction, and control of the schools and are subject to disciplinary measures by the superintendent, the building principals, and the bus drivers. Students who ride the bus are obligated to observe the following safety rules:

1. Pupils shall enter and leave the bus only when it has come to a complete stop and the door has been opened by the driver. Do not push or shove others when entering/exiting the bus.
2. The bus driver will assign seats to all students. Students shall remain seated for the duration of the ride, no moving from seat to seat.
3. Windows may be opened or closed with the permission of the bus driver.
4. Loud, boisterous, or profane language, improper conduct, or any other action that might distract or be morally offensive to others will not be tolerated.
5. Pupils will not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any other objectionable manner.
6. Pupils may not ride with head, arms, or feet out the window; throw any objects from the bus; deface seats or any other part of the bus; use tobacco, matches, or lighters while on the bus; carry refreshments on the bus.

Failure of the pupil to comply with the above-mentioned rules or to the directions of the bus driver while under the bus driver's supervision constitutes an interference with the safe operation of the bus and the safety of other pupils. Any "bus offense" will follow the regular school discipline policy. Punishment is allocated by the building principal or dean of students.

**1<sup>st</sup> Report:** Conference between pupil and principal or the dean of students

**2<sup>nd</sup> Report:** Conference between pupil, bus driver, and principal or the dean of students

Written notification to the parent/guardian from the principal or dean of students will be sent warning that further infraction(s) of the rules will result in suspension of the pupil's privilege to ride the bus in accordance with the law.

**3<sup>rd</sup> Report:** Suspension by the principal or the dean of students of the pupil's privilege to ride the bus for up to ten (10) days, as provided by current law, with notification sent to the parent/guardian.

**4<sup>th</sup> Report:** Suspension of the student's privilege to ride the bus. Consideration will be given to the nature of the infraction and the history of previous disciplinary action in order to determine the length of the suspension. Suspension could be for the remainder of the semester or the remainder of the school year.

## **Health and Safety**

### **Wellness Curriculum**

Unit #20 has a Wellness Curriculum to use in kindergarten through 12<sup>th</sup> grade. Many of the areas covered by the curriculum are mandated by the State of Illinois. This means they must be taught. The curriculum attempts to present information in an age-appropriate format that is acceptable to the community and is not overwhelming. The curriculum is covered in health, science, and the "Growing Up Well" series for drug abuse prevention and self-esteem improvement. Included in the areas the State of Illinois has mandated are sex education in the areas of AIDS, abduction avoidance, child sexual abuse, and sexual abstinence until marriage. Along with these mandates, the State requires that parents/guardians be notified before these particular mandated areas are taught. The State also requires that parents be offered the opportunity to review materials to be used and given the opportunity to object, in writing, to their child's participation in the areas of the curriculum listed in the paragraph. **THIS IS YOUR NOTIFICATION.** Please remember that every effort was made to make the material age-appropriate, so not every area is covered in every grade. If you wish to review or discuss the material that is to be included in your child's classroom, you should make arrangements through your school principal within the first two weeks of school. If you do not wish your child to participate in the listed portions of the curriculum, please notify the principal in writing within the first two weeks of school and your child will be excused during the lessons.

### **Students with Food Allergies**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illness of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulation and state rules. 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.

### **Food/Snacks**

All food served at classroom parties and events must be in compliance with the district's wellness policy. Foods served shall be commercially prepared and have an ingredient/nutrition label. Due to the increasing number of food allergies experienced by children, homemade treats will not be served at class parties and events.

In order to provide a safe and healthy environment for all students. NO PEANUTS, TREE NUTS, or PRODUCTS CONTAINING PEANUTS AND/OR TREE NUTS will be served on school grounds. This includes, but is not limited to the school lunch program, class snacks, and any occasion where food will be served to or shared by students. There will be no exceptions to this policy. Any food not in compliance will be returned home or disposed of. All food and treats served will have an ingredient/nutrition label. This policy does not include lunch buckets.

### **Immunizations**

Students will be notified in writing when the student's immunization status no longer meets state guidelines. The student must submit an updated immunization record showing proof of required immunization for continued enrollment in school. If a student fails to comply with the required dates for updating immunizations, the student will be excluded from school until such time the student presents proof of having received needed immunizations.

If a medical reason prevents a student from receiving a required immunization by the first full day of school, the student must present 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.

### **Physical Examinations**

All students are required to present appropriate proof that the student has received a health examination 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.
4. Proof of the exam must be submitted on the required state form.
5. STUDENTS WILL NOT BE ALLOWED TO START SCHOOL WITHOUT THE REQUIRED PHYSICAL EXAM AND IMMUNIZATIONS. FAILURE TO COMPLY WILL RESULT IN THE STUDENT'S EXCLUSION FROM SCHOOL UNTIL THE REQUIRED HEALTH FORMS ARE PRESENTED TO THE SCHOOL.

### **Religious Exemptions to Physical Examinations and Immunizations**

For religious exemptions to required immunizations and /or examinations-The "Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations" form must be completed, including a physician's signature, and be on file in the nurse's office prior to the first day of school for students entering kindergarten, sixth and ninth grades, or enrolling in an Illinois school for the first time, regardless of a student's grade. If there is a disease outbreak the student not immunized may be excluded from school.



## **Vision and Hearing Examinations**

CUSD 20 provides screenings for vision and hearing according to state guidelines. If a student fails either screening, parent/guardian will be notified and appropriate referrals will be made at that time.

- Vision screening is performed for preschool, kindergarten (if a vision exam is not submitted), second grade, and eighth grade students, special education students, new students to the district, and for any student upon request of parents or teachers. Vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an eye examination has been administered within the previous 12 months.
- Hearing screening is performed for preschool, kindergarten, first grade, second grade, third grade students, special education students, new students to the district, and for any student upon request of parent or teacher.

## **Dental Examination**

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

## **Exemptions**

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification on the "Illinois Certificate of Religious Exemption to Required Immunizations and /or Examinations"; or
3. 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
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

This documentation must be on file in the nurse's office prior to the first day of school for students entering kindergarten, sixth, and ninth grades.

If there is a disease outbreak the student not immunized may be excluded from school.

## **Unit #20 Medication Policy Explanation**

This is an explanation of Unit 20 School District's Policy regarding any student needing medication or a health care procedure during school hours.

This Policy allows a parent/guardian or a responsible adult of the parent/guardian's choice to administer medication or a health procedure at school to a student as needed. If this is not possible, it is allowable for the student to self-administer, if able, or be administered the medication or health procedure if the student is unable to do so. For self-administration or administration by any school employee the District's procedures must be followed.

The District procedures require a parent/guardian to have a Unit 20 Medication/Health Procedure Order form completed by the student's doctor, nurse practitioner or physician's assistant. This

form can be obtained from the School Nurse's office at the school the student attends or online at the School's web site at [www.cusd20.net](http://www.cusd20.net). After the health care provider fully completes it, bring it to the School Nurse's office at the school the student attends. After it is determined by the School Nurse that the medication or procedure needed cannot be met outside of school hours, a meeting will be scheduled with the parent/guardian and the student's Principal. At this meeting the parent/guardian will sign a School Medication/Health Procedure Authorization form to allow school personnel to follow the Health Care Provider's order and a Procedure Plan for school will be developed, as well as any emergency plans, if needed.

These forms shall be renewed at least annually for long-term medications or procedures. Any changes in the medications or procedures directions before the annual renewal will also require updated forms provided to the School Nurse.

All medication must be provided in a properly labeled container. Properly labeled mean the following:

1. Prescription drugs shall display:
  - Student' name
  - Prescription number
  - Medication name/dosage
  - Administration route and/or other directions
  - Date and refill
  - Licensed prescriber's name
  - Pharmacy name, address, and phone number
  - Name or initials of the pharmacist

\*If the health care provider provides a sample prescription medication to use, the health care provider must label the medication to display:

- Student's name
- Medication name/dosage
- Administration route and/or other directions
- Date
- Licensed prescriber's name, address and phone number

2. Over the counter (OTC), non-prescription medication shall be brought to school and stored in the manufacturer's original labeled container indicating the ingredients, and the student's name affixed to the container.

The pharmacist should be able to provide extra properly labeled containers. If the dose requires partial tablets, for example, ½ tablet, the tablets will need to be cut before bringing the medication to school.

The administration of the medication or health procedure will be done by a School Nurse or an employee trained by a School Nurse. Self-administration of medication or health procedures will be supervised by a school employee. The dose administered or supervised will be noted on a log sheet, unless the Physician's Order directs that the student needs to carry the medication or health procedure equipment with him/her to use as needed and the parents give written permission agreeing to the physician's directions.

Unless the student has orders to carry his/her medication or equipment, when additional medication or supplies are needed at school, the parent/guardian or responsible adult should bring the medication or supplies in the properly labeled container. Medication in baggies, envelopes or other improper containers will not be given and treated as “no medication provided.”

At the end of the treatment any remaining medication or supplies need to be removed from school within 30 days or the end of the school year, whichever comes first. If it is not removed, it will have to be discarded.

Please call or come to the office of the School Nurse in the school the student attends if there are any questions. Contact numbers for a School Nurse are as follows: Parkside 943-3992; Parkview Jr. High 943-6161; and LHS 943-6161

### **Administering Medicines to Students**

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

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

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

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

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

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

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

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

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's

parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### **Undesignated Medications**

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

### **Emergency Aid to Students**

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

### **Void Policy; Disclaimer**

The School District Supply of Undesignated Epinephrine Auto-Injectors section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

The School District Supply of Undesignated Opioid Antagonists section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Alcoholism and Other Drug Abuse and Dependency Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

Upon any administration of an undesignated epinephrine auto-injector or an opioid antagonist, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector and/or opioid antagonist. This policy does not guarantee the availability of an epinephrine auto-injector and/or opioid antagonist; students and their parents/guardians should consult their own physician regarding such medication(s).

## **Communicable Diseases**

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

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

## **Illness Guidelines**

Please follow the guidelines listed below:

### **Diarrhea**

Frequent, loose or watery stools compared to child's normal pattern; not caused by diet or medication.

Student must be kept at home from school until diarrhea is resolved.

### **Fever/Flu**

Fever over 100° F  
Flu symptoms can include cough, sore throat, body aches, fatigue, vomiting and diarrhea.

Student must be kept at home from school for at least 24 hours after there is no longer a fever, without the use of fever reducing medication.

### **Vomiting**

Student must be kept at home from school until vomit free for at least 24 hours.

### **Rashes**

Rashes will be evaluated on an individual basis. Rashes can be caused by many things including allergies, viruses, various skin conditions, bacterial illnesses, and sometimes unknown causes. If the cause of the rash is not easily determined, the school may require a health care provider's note stating the diagnosis before the child can return.

### **Pink Eye (Conjunctivitis)**

Can be allergic, viral, or bacterial in nature. Any child with symptoms of conjunctivitis (swollen eyes, red eyes, itching, drainage from eye) will need a health care provider's note with a diagnosis to return to school. If antibiotic drops are started, the child needs to be on drops for 24 hours before returning to school.

### **Head Lice “NO NITS” Policy**

The Board of Education has adopted a “no nits” policy for head lice. Nits are eggs of head lice. Since head lice are so good at hiding, infestations of head lice are mostly identified by the presence of nits on the hair. This policy means that any student with nits and/or head lice will be excluded from school until treated and all nits are removed as determined by a visual examination by the school nurse, a school staff member, or volunteer who the school nurse has determined to have adequate experience to recognize lice and/or nits. This policy was adopted because various treatments that claim to be 100% effective in killing the lice do not always kill the nits. Literature shows that between 5-30% of nits survive after treatment. Nit removal is essential to prevent reinfestation and attempts to reduce the spread of this condition. Since the ban in 1973 of the insecticide DDT that was providing widespread control but causing environmental dangers, head lice must be treated case by case. Lice can infect anyone, but prefers children. It appears to be a constant year-round threat, so we request that you check your child daily. We will periodically check students at school, but if symptoms are noticed by staff, any student may be checked at any time.

Look for the insects and the nits when you check your child. The insect is visible to the eye but is only the size of a sesame seed or smaller and hides very well. The nit may be whitish on dark hair but appear darker on light hair. Unlike dandruff or other material, the nit will be attached to the hair shaft. If you see something, separate the individual hairs and run your fingers down the hair shaft. If it flakes off, it is not a nit. To remove the nit, it must be pulled the entire length of the hair shaft. Please contact your doctor to determine a safe treatment choice for your child if you find head lice. Call the nurse’s office at 943-6161 to schedule an appointment to have your child checked. **An adult must accompany the child.**

### **Emergency Drills**

Procedures for such emergencies as fire, tornado, and other disasters have been established. Drills at regular intervals are required by law. It is essential that instructions are followed explicitly. Each teacher will provide information concerning exit routes and specific procedures.

### **Acceptable Use of the District’s Electronic Network**

All use of the District’s *electronic networks* shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

## Terms and Conditions

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

**Acceptable Use** – Access to the District's electronic networks 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** – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. 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 electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;

14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks 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 the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

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

**Indemnification** – By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** – Network security is a high priority. If the user can identify or suspect a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.



**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 malware, such as viruses and spyware.

**Replacement Costs: Keyboard \$18.00, Screen \$40.00, Computer \$170.00, Bag \$16.00, Charger \$15.00.**

**Damage that results in a broken screen, regardless if by accident will be charged \$40.00 for EACH incident.**

**Telephone Charges** – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

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

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 email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the District’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
5. Use of the District’s email system constitutes consent to these regulations.

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

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

### **Internet Safety**

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

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

The system administrator and Building Principals shall monitor student Internet access.

## **SEARCH AND SEIZURE**

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

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

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

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

### **Students Searches**

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

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

### **Seizure of Property**

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

### **Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student’s parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student’s parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## **EXTRACURRICULAR AND ATHLETIC ACTIVITIES**

Extra-Curricular activities are an important part of a student's high school experience. All students are encouraged to join clubs, organizations and athletic teams to enhance their educational experiences. The benefits cannot be measured when it comes to team building, leadership and social skills. Sign ups are announced for the various activities during the appropriate time. However, if a student becomes interested after the initial sign up, students should contact the faculty sponsor for more information.

### **Activity Conduct**

The authority of teachers and other certified personnel applies to students at all athletic and extracurricular programs just as during the regular school day. Students removed by a teacher or administrator from an extracurricular school function (games, etc.) may not be allowed to attend extra-curricular functions for the remainder of the term, depending on the severity of the offense. Teachers are authorized to use reasonable force as needed to maintain safety for other students.

The CUSD No. 20 Discipline Policies will be enforced at all extra-curricular activities. No smoking, drinking, or drugs will be permitted at any school activity. This includes those who attend an activity under the influence. If an offense is discovered by the chaperone, the parents of the offending student will be called. The individual will be punished by the school authorities for such conduct which may include expulsion from school or from all school functions.

### **Participation in School Sponsored Activities**

In order to be eligible to participate in any School Sponsored Activity, a student must be in attendance for the entire school day. This does not include lunch. Extraordinary circumstances may be approved at the discretion of the administration.

In order to be eligible to attend school sponsored field trips students must a) be passing at least 6 classes b) have attended at least 75% of the school days) any other criteria set forth by the field trip supervisor.

Students who exceed the cap limit of 5 days of absence in a semester may not be permitted to attend Prom. Seniors, in addition to Prom, may not be permitted to participate in the graduation ceremony if they are a senior. Participation in these school activities is a privilege.

### **Athletic Physicals**

Student athletes are required to have a physical examination on file each year. Physicals should be on file according to the following dates:

- August 1 – Fall Sports (Golf, Football, Tennis, Volleyball, Cross Country, Cheerleading & Arrowettes)
- October 15 – Winter Sports (Boys & Girls Basketball and Wrestling)
- March 1 – Spring Sports (Baseball, Softball and Track)

### **Student Accident Insurance for Football Players**

Regular School Accident Insurance does not cover football injuries, but optional football coverage is available under the student insurance football plan. This insurance is for football only and does not cover other sports. Community Unit No. 20 does not provide special coverage for football players. Therefore, it is imperative that all football players furnish proof of other insurance coverage.

## **Concussion Protocol**

In accordance with the State of Illinois and the IHSA, CUSD 20 has created a concussion oversight team. This team will be responsible for Return to Learn, and Return to Play. Upon request a parent or guardian may receive the procedures of said committee.

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 or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

## **Community Unit School District No. 20 - "Return to Learn" Policy**

### **Overview:**

In most cases, concussions do not significantly limit a student's participation in school. They usually involve temporary, informal instructional modifications and accommodations

Recovery from concussion symptoms usually occurs within seven days, although in some cases symptoms may last up to 10 days. However, in 5-10 percent of cases it may take several weeks or months to recover from symptoms that experience Post-Concussion Syndrome.

Post-Concussion Syndrome is a chronic condition where symptoms persist long term. The school's athletic trainer or other licensed health care provider will help guide decisions for the Concussion Oversight Team about the student's need for and level of modifications and accommodations and their readiness to resume various school activities. Members of the Concussion Oversight Team help identify triggers that cause symptoms to get worse, and then modify school activity accordingly. Thereafter, school activities can be gradually increased as the symptoms decrease.

If recovery takes longer (more than three to four weeks), there should be a greater concern for a student feeling isolated or depressed and experiencing anxiety from not attending school, falling behind, and missing out on playing sports or other extra curricular activities. This may cause a need to create a 504 Plan or an IEP.

### **Members of the "Return to Learn" Team**

Administrator (From building student attends)  
School Nurse  
Parent/Guardian  
1 Academic Teacher  
Healthcare Provider  
Guideline from licensed healthcare provider

### **Possible School Accommodations Based on Symptom Type:**

Headaches

- Allow to lay head down on desk
- Allow frequent breaks

Sensitivity to Noise

- No band, chorus, PE classes

- Avoid lunch room
- Early passing period
- No extracurricular event attendance
- No headphones

#### Sensitivity to Light

- Allow sunglasses to be worn
- Low light or dimly lit room
- Avoid bright screens
- No texting/video games

#### Other Visual Problems

- Limit screen time
- Shorten reading assignments
- Use auditory learning
- Increase font size on computers
- No texting/video games

#### Concentration or Memory Problems

- Main focus/work on essential academics
- Postpone major tests/standardized testing
- Extra time for quizzes/tests/projects
- Reduce homework

#### Sleep Difficulties

- Allow late start to school
- Allow frequent rest breaks

### **“Return to Learn” Steps:**

The following is a stepwise progression that includes modifications and academic accommodations. These modifications/accommodations are to be used as guidelines. Each individual will be different when recovering from a concussion and each case will be different. Each step has no time restriction, nor is there an ideal time in recovering from a concussion. It is important to make sure that symptoms do not increase during these steps. **The concussed individual must meet all the criteria for Step 5 of the “Return to Learn” policy before progressing in the “Return to Play” policy.**

#### **Step 1 - Cognitive Rest (Immediate) - No School**

- No homework, no computer, no texting, no video games, and maybe no TV. Minimize screen time.
- As symptoms improve, slowly reintroduce light cognitive activity. Initial activities may include watching TV, listening to audio books, drawing and cooking (in short incremental periods), as long as they do not increase symptoms.

#### **Step 2 - Light Cognitive Activity - Limited School Attendance**

- Activities may be done as long as they do not increase or cause symptoms to get worse.
- Five to 15 minutes of cognitive activity (screens, homework, reading, and concentration) may be all that is tolerated. Stop activity if moderate symptoms develop.
- Increase length of cognitive activity as one as the symptoms do not increase.
- Possible half day of school or attendance in school all day but with structured breaks in a quiet room with supervision.
- No standardized tests, accommodate for exams, extra time for quizzes, limited homework, extra time for assignments.
- No PE

### **Step 3 - Increased Cognitive Activity - Full Day Attendance with Accommodations**

- Homework tolerated at home without problems or symptom increase.
- Cognitive activity (screen time, texting, video games, reading, etc. is tolerated for 30 minutes or longer without symptom increase.
- Continue to work up to longer periods of cognitive activity for periods of 90 minutes or longer.
- Identify essential content, assignments, and quizzes/tests to make up (schedule or work into class time).
- Moderate homework and make-up work can be done at home or in class.
- Can take quizzes and class work without increase in symptoms.
- Accommodate for exams and tests with more time, limit the number of tests on a day to no more than two.
- Increase time in all classes and school as tolerated during this period, as long as symptoms do not increase.
- No PE.

### **Step 4 - Full Cognitive Activity - Full Day Attendance with Minimal Accommodations**

- Full class and school schedule without symptom increase.
- Full homework and work load in all classes.
- All tests, exams and quizzes are made up and finished and can be taken without accommodation.
- Develop a realistic timeline for all make-up work to be finished and turned in.
- If symptoms increase/return a break should be taken in a quiet supervised room until symptoms resolve.
- No PE.

### **Step 5 - Full Academics - No Accommodations**

- Full day attendance with full work load without symptom increase.
- When indicated by the school's Concussion Oversight Team, they can start the next step in "Return to Play" progression.
- No PE until cleared in the "Return to Play" progression.

### **Accommodating Individuals With Disabilities**

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

## **Special Education**

The District shall provide a free appropriate education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation ACT of 1973, and the Americans with Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s Special Education rules, that special education services are needed.

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the students’ parent(s) guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the students’ parent(s) guardian(s) and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District’s disabled students.

### **Behavioral Interventions**

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

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

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



### **Exemption from PE Requirement**

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

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

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

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

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

For further information, please contact the building principal.

## **Student Privacy Protections**

### **Release of Information and Directory Information**

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that PJHS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational record. However, PJHS may disclose appropriately designated "directory information" without written consent, unless you have advised the High School in writing to the contrary. The primary purpose of directory information is to allow PJHS to include this type of information in certain publications for typical school purposes (yearbook, honor roll, graduation programs, and sports activity sheets). Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings, senior pictures, or public yearbooks. In addition, two federal laws require PJHS to provide military recruiters, upon request, with three directory information categories (names, addresses and telephone listings) unless parents have advised in writing that they do not want the information disclosed. If you do not want PJHS to disclose directory information from your child's educational records without your prior written consent, you must notify the High School Office in writing by Sept. 10 of each year or within 10 days of initial enrollment. **PJHS has designated the following information as directory information: student's name, address, listed telephone numbers, participation in activities and sports, photographs (team, club, honors/scholarships) weight and height of athletes, dates of attendance, grade level, and awards received.**

### **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.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a 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 has 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 Biometric Information**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

## **Retention / Destruction of Student Records**

The building Principal is the official records custodian of the Community Unit School District No. 20 attendance center to which he/she is assigned.

The following information pertains to the rights and obligations of parents, students and the school under the Illinois School Student Records Act (ISSRA) Chapter 122, Par. 50-1 et seq. of the Illinois Revised Statutes (1985) and the Rules promulgated thereunder by the Illinois State Board of Education, which can be found at 23 Illinois Administrative Code 375.

1. Student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent record information, and may also consist of records of awards and participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept for no less than 60 years after graduation or permanent withdrawal. (ISSRA, Par 50-2 (e); 50-4 (e).
2. The student temporary record consists of all information that is of clear relevance to the education of the student, but is not required to be in the student's permanent record. It may include family background and personality test results, and teacher evaluations. A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of-date, inaccurate or unnecessary information every 4 years or upon a student's change in attendance centers, whichever occurs first. The temporary record will be destroyed entirely within 5 years after graduation or permanent withdrawal (ISSRA, Par 50-2 (f); Rules, Section 375.10).
3. Parents, or any person specifically designated as a representative by a parent, have the right to:

a. Inspect and copy all permanent and temporary records within a reasonable time and in no case later than 15 days after the date of receipt of such request by the official records custodian. A student shall have the right to inspect and copy his or her school student permanent record. No parent or student shall be denied a copy of school

student records due to inability to bear the cost of such copy. (ISSRA, Par 50-5).

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

a professional employed by school (ISSRA, Par. 5005 (b)).

c. Challenge the accuracy, relevancy or propriety of any entry in the school student records, exclusive of grades, by requesting a hearing with the school

(1) The request for a hearing shall be submitted in writing to the school and shall contain a notice of the specific entry or entries to be challenged and basis of the challenge.

(2) An informal conference shall be held within 15 days of receipt of the request for a hearing.

(3) If the challenge is not resolved by the informal conference a formal hearing shall be initiated.

(4) Formal Hearing: A hearing officer, who is not employed in the attendance center in which the student is enrolled, shall be appointed by the school and shall conduct a hearing within a reasonable time but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify the parents and school officials of the time and place of the hearing. Each party shall have the right to present evidence and to call witnesses, the right to present evidence and to call witnesses, and the right to counsel. A record of the hearing shall be made by tape recording or by a court reporter. The decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted to the parents and the school district. The hearing officer's decision shall be based solely on the evidence presented at the hearing and

shall order (a) retention of the challenged contents of the student record, or (b) removal of the challenged contents of the student record, or (c) change, clarification or addition to the challenged contents of the student record.

The parties shall have the right to appeal the decision of the hearing officer to the Regional Superintendent of Schools.

(5) Appeal: Notice of appeal must be presented to the Regional Superintendent of Schools within 20 school days after the decision of the hearing officer. The opposing party shall be notified of the appeal at the same time. Within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent of Schools. Upon receipt of such documents, the Regional Superintendent of Schools shall examine the documents and record, make findings and issue a decision to the parents and the school district within 20 school days of receipt of the documents. If the subject of the appeal involves the accuracy, relevance or propriety of any entry in special education records, the Regional Superintendent of Schools should seek advice from appropriate special educational personnel who were not authors of the entry. The school shall be responsible for implementing the decision of the Regional Superintendent of Schools. Such decision shall be final, and may be appealed to the Circuit Court of the county in which the school is located (ISSRA, Par 50-7; Rules Section 375.90) No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

- a. to a parent or student or person specifically designated as a representative by a parent; (ISSRA, Par 50-6 (a) (1))
- b. to an employee or official of the school or school district or the State Board of Education with a current demonstrable educational or administrative interest in the student, in furtherance of such interest; (ISSRA, Par 50-6 (a) (2))
- c. to the official records custodian of any school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and 10 school days after such service, if the parents make no objection, the records may be transferred to the requesting school; (ISSRA Par 50-6(a); Rules, Section 375.70 (a))
- d. to any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information released and the person(s) requesting the use of such information has signed an affidavit agreeing to comply with all rules and statutes regarding school records; (ISSRA, Par 50-6(a) (4); Rules, Section 375.70 (d) (2))

e. pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order, of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order and an opportunity to inspect, copy and

challenge the content of the school student records; (ISSRA, Par 50-6 (a) (5); Rules, Section 375.70 (c) (3))

f. to any person as specifically required by state or federal law, provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access and that the parent receives

prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and challenge such information. If the release of information relates to more than 25 students, such prior notice may be given in a local newspaper or general circulation or other publication directed generally to parents (ISSRA, Par 50-6 (a) (6); Rules, Section 375.70 (b))

g. subject to regulation of the State Board, in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information

released, the date of release, the person, agency or organization receiving the information, and the purpose of the release; (ISSRA, Par 40-6 (a) (7); Rules Section 375.60)

h. to any person with the prior specific, dated and written consent of the parent designating the person to whom the records may be released and the designated records or designated portions of the information to be

released. The parent has the right to inspect, copy and challenge the records and to limit any such consent to designated records or designated portions of the information contained within the records (ISSRA, Par 50-6

(a) (8); Rules, Section 375.70 (d))

4. Parents may insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school

shall include a copy of such statement in any subsequent dissemination of the information in dispute (ISSRA, Par 50-7 (d))

5. Parents will be given reasonable prior notice before any school student record is destroyed or information deleted therefrom and an opportunity to copy the record or information proposed to be destroyed or deleted.

(ISSRA, Par 50-4 (h))

6. Except for the student and his parents, no person to whom information is released and no person specifically designated as a representative by a parent may permit any other person to have access to such information without a prior consent of the parent obtained in accordance with ISSRA Par 50-6(a)(8). ISSRA, Section 50-6 (d)

7. A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents and the official records custodian. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the purpose of such request, the date of the release, the name and signature of the official records custodian releasing such information and a copy of any consent to such release. (ISSRA Par 50-6 (c))

8. All rights and privileges accorded a parent under the ISSRA shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record. (ISSRA, Par 50-2 (g))

9. The following is designated as directory information and may be released to the general public unless the parent requests that any or all such information not be released: student's name and address, gender, grade level, birth date and place, parent's name and address, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations and athletics, the student's major field of study, and period of attendance in the school (ISSRA, Par 50-6(e); Rules, Section 375.80)

10. No person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by an individual or any information from a student's temporary record.

11. Upon graduation or permanent withdrawal of a handicapped student, psychological evaluations, special education files, and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or student if the student has succeeded to the rights of the parent. The school will explain to the student and parent the future usefulness of psychological evaluations, special education files and other information contained in the student temporary record. (Rules, Section 375.40 (d))

12. (Any policies of the school relating to school student records which are included in the Act or Rules).

13. Copies of the Illinois School Student Records Act, 23 Illinois Administrative Code 375 (Student Records), and district or school policies relating to school student records which are not included in the Act or Rules are available for review in the office of the school records custodian and the district's superintendent.

### **Related Service Logs**

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

## **Parental Right Notifications**

### **Policies on File at the Parkview Junior High School Office**

The following policies are approved by the Lawrenceville Board of Education and are available for public inspection on school days between the hours of 8:00 A.M. and 4:00 P.M. in the Parkview Junior High Office:

- Non-Discrimination and Equal Opportunities
- Student Search Policy
- Free/Reduced Lunch Program
- Waiver of Fees/Fee Collection
- Student Health Examinations
- Student Drug Abuse
- Retention/Destruction of Records
- Asbestos Surveys and Management Plans
- Discipline Policy
- Sexual Harassment Policy
- School Visitation Policy
- Behavior Intervention Guidelines
- Pesticide Usage in school buildings
- Athletic Code
- Internet Agreement
- Expulsion Procedures

### **Homeless Child's Rights to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.



## **Wellness Curriculum**

Community Unit No. 20 School District has adopted a Wellness Curriculum for use in Kindergarten through 12th grades. Basic Wellness, Drug Abuse, AIDS, and child sexual abuse are among the areas included. Much of the content has been mandated by the State of Illinois which means it must be taught. Information is presented in an age appropriate format acceptable to the community and built in blocks like other academic areas such as math and reading. The curriculum is covered in health, science, and the “Growing Up Well” series for drug abuse prevention and self-esteem improvement. Included in the areas the State of Illinois has mandated are sex education in the areas of AIDS, abduction avoidance, child sexual abuse and sexual abstinence until marriage. Along with these mandates, the State requires that the parents be notified before these particular mandated areas are taught. The State also requires that parents be offered the opportunity to review materials to be used and given the opportunity to object in writing to their child’s participation in the areas of the curriculum heretofore listed.

Please remember that every effort was made to make the material age appropriate, so not every area is covered in each grade. If you wish to review or discuss the material to be included in your child’s classroom, you should make arrangements through your school principal within the first two weeks of school. Please be aware that this is your notification of establishment of the Wellness Curriculum. If you do not wish your child to participate in the listed portions of the curriculum, please notify the principal in writing within the first two weeks of school and your child will be excused during those lessons.

## **English Learners**

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

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children, 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; and (3) participate and serve on the District’s Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school’s English Learners program, contact

Paige Petty at Parkside Elementary 943-3992.

## **School Visitation Rights**

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

## **Pesticide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

## **Mandated Reporter**

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

## **Unsafe School Choice Option**

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

## **Sex Offender Notification Law**

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

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

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

Anytime that a convicted child sex offender is present on school property 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.

## **Sex Offender and Violent Offender Community Notification Law**

Date:

To: Parent(s)/Guardian(s)

Re: Offender Community Notification Laws

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

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

Illinois Murderer and Violent Offender Against Youth Registry,

[www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

Frequently Asked Questions Concerning Sex Offenders,

[www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

## **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 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.

## **Testing Transparency**

The State and District requires students to take certain standardized tests.

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.

## **Annual Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at [cusd20.com](http://cusd20.com).

## Discipline and Conduct

PJHS School Wide Behavior Management Plan

\*All Areas of the Behavior Matrix Fall under the Behavior Management Plan

### Expectations:

1. Follow directions the first time they're given. **(Respect/Responsible)**
2. Keep hands, feet, objects, and other body parts to yourself. **(Safety)**
3. Use positive language: no harassment, put-downs, teasing, or foul language. **(Respect)**
4. Stay in your assigned area. **(Safety)**
5. Be on time and prepared. **(Responsible)**
6. Cell phones and watches are locked in lockers. **(Respectful)**

### Incentives

1. Verbal Recognition
2. Brave Points
3. Positive Referrals
4. Individual Acknowledgements (music/games/awards etc)
5. Classwide Acknowledgements (party, treats, video, etc.)

### Teacher Action Steps

**Step 1.** Verbal warning and reminder of the rule

**Step 2** Conference with student and **parent email sent**

**Step 3** Conference with student and **parent phone call**

**Step 4** Office Discipline Referral

**\*\*Cell phones and smart watches** - Automatic Referral and Parents must pick up devices from the office.

**Parkview Junior High Behavior Matrix**

<b>Behavior Matrix</b>	<b>Arrival - Departure</b>	<b>Classroom</b>	<b>Hallway</b>	<b>Bathroom</b>	<b>Cafeteria</b>
<b>Be Responsible</b>	Be on time and walk directly to your grade assigned area or cafeteria <b>(A1)</b>	Working on class work during class time <b>(B1)</b>	Be aware of your 4-minute time limit <b>(C1)</b>	Keep the bathroom clean <b>(D1)</b>	Take your turn through the lunch line quickly and quietly <b>(E1)</b>
	Get permission to go to the restroom <b>(A2)</b>	Have all items needed for class <b>(B2)</b>	Go directly to your destination <b>(C2)</b>	Use facility properly and report vandalism <b>(D2)</b>	Keep area clean, eat only the food that belongs to you, and throw all of your trash away <b>(E2)</b>
	Go directly to lockers from morning dismissal <b>(A3)</b>	Arriving to class on time <b>(B3)</b>	Walk at an appropriate pace and on the right side of the hallway. <b>(C3)</b>	Wash hands before leaving <b>(D3)</b>	Empty your tray and stack neatly when you are dismissed <b>(E3)</b>
<b>Be Respectful</b>	Follow directions from staff in assigned areas <b>(A4)</b>	Be a good listener and pay attention <b>(B4)</b>	Keep halls clean <b>(C4)</b>	Give privacy to others <b>(D4)</b>	Listen to lunch supervisors <b>(E4)</b>
	Upon entering, remove hats and hoods. <b>(A5)</b>	Speak at appropriate times <b>(B5)</b>	Keep lockers cleaned and closed <b>(C5)</b>	Keep electronics out of the restroom <b>(D5)</b>	Go to the back of the line when arriving for lunch <b>(E5)</b>
	Turn off and put away all electronic devices before entering first class. <b>(A6)</b>	Leave the electronics in your locker until you go home <b>(B6)</b>	Use inside voice and positive language <b>(C6)</b>	Use the bathroom for what it is meant for <b>(D6)</b>	Use an inside voice and positive language <b>(E6)</b>
<b>Be Safe</b>	Go directly inside before school or to the bus after school <b>(A7)</b>	Remain in your designated area <b>(B7)</b>	Do not open outside doors to let anyone in the building <b>(C7)</b>	Use good hygiene <b>(D7)</b>	Dismiss in an orderly manner <b>(E7)</b>
	Use crosswalks and sidewalks. <b>(A8)</b>	Get permission to leave the classroom <b>(B8)</b>	Stay to the right even when using stairways <b>(C8)</b>	Report problems to staff <b>(D8)</b>	1 foot on the black line - single file line <b>(E8)</b>
	Keep hands, feet & objects to yourself <b>(A9)</b>	Keep hands, feet & objects to yourself <b>(B9)</b>	Keep hands, feet & objects to yourself <b>(C9)</b>	Keep hands, feet & objects to yourself <b>(D9)</b>	Keep hands, feet & objects to yourself <b>(E9)</b>

### **Morning Policy**

Parkview Junior High School doors will open at 7:30 a.m. Students should not arrive before that time. ALL school rules apply to student conduct in the mornings before school. All hats are to be removed at the door before entering the building. No entrances may be blocked by students. Students entering the building must proceed to the GYM or the CAFETERIA if eating breakfast and remain there until the morning dismissal bell..

### **Closed Campus**

Parkview Junior High School is a closed campus. Students must have a parent or guardian physically come in and sign them out and then sign them back in by the end of the lunch period. All areas of the building except the cafeteria and dining room will be closed to students during the lunch period each day.

### **Hall Passes**

Students are not to be away from their classroom or work area without a pass signed by the teacher of that class. Restrooms and water fountains are to be used before school, at lunch, or between classes. Passes will be issued only for essential reasons.

### **PBIS Discipline Policy**

The Board of Education adopts the following district-wide policy as an overview for definitions governing disciplinary action at the elementary, junior high, and high school levels, student removal from the classrooms, and school bus safety and discipline.

This policy does not remove from the building administrators any authority or responsibility for those additional rules, regulations and penalties that they feel are necessary for the smooth functioning of their buildings or the educational success of their students.

The authority of teachers and other certified personnel applies to students at all athletic and extracurricular programs just as during the regular school day. Students removed by a teacher or administrator from an extracurricular school function (games, etc.) may not be allowed to attend extra-curricular functions for the remainder of the term, depending on the severity of the offense. Teachers are authorized to use reasonable force as needed to maintain safety for other students.

### **Student Behavior at Programs and After School Activities, Including Sports, Dances, Plays, Concerts, Etc.**

Students must follow the same rules used during regular school hours. **Once students leave the building they may not return.** Drinks are only allowed in the cafeteria. Concessions will be sold at half-time and between games. No one is allowed to roam the building during an activity. Home basketball games are over by 9:15 P.M. Students removed from a program/game for disruptive behavior will not be allowed to attend any future programs. Students must be in attendance at school to attend a Unit #20 events that same day (unless approved by administration).

## **Parkview Junior High School Extended Day**

Parkview Junior High School offers after school tutoring/homework time for students who need more help on assignments. Extended day hours are after school until 4:00. There will be Parkview teachers to help students, as well as student volunteers. Students who wish to attend the after school program will sign in upon arrival and will be there for the duration of the afternoon.

## **Class Field Trip Guidelines**

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. No cell phones allowed.

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

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

## **Definitions**

A “**SUSPENSION**” is defined as an exclusion from the school for a period not to exceed ten (10) days. A suspension can only be served on days when classes are in session. A suspension may only be assigned by a school administrator.

An “**IN-SCHOOL DETENTION**” is defined as exclusion from the routine school day, except that student shall remain in school in a restrictive or isolated area. No academic credit shall be lost solely by the imposition of in-school detention. In-school detention may only be assigned by a school administrator.

A “**DETENTION**” is defined as a period of time before school, at noon, or after school when the student is isolated from the rest of the school body and is required to work quietly. Detentions may be assigned by either a teacher or administrator. At the end of the week, detentions that have been missed will be added up and the student will have to make up those misses in in-school suspension.

“**EXPULSION**” is defined as exclusion from school for a period of more than ten (10) school days.

“**PRINCIPAL PROBATION**” is defined as an alternative to immediate expulsion or placement in a safe school. This document will be used on a case by case basis (AT THE DISCRETION OF THE ADMINISTRATION) and will allow a student to remain at Parkview Junior High School as long as the probation agreement and its terms are met. Students failing to meet the terms of the agreement will be automatically expelled for the duration set forth by the CUSD No. 20 Board of Education as stated in the probation agreement.

In each case, (1) the parent/guardian will be notified of the first offense and a parent/guardian conference will be scheduled, if possible for each subsequent offense; and (2) all discipline referrals will be placed on file.

Offenses not explicitly named in this policy will be dealt with in a manner commensurate with an offense of similar severity. Except in cases where the health or safety of students would be imperiled, the administration may, at their discretion, use in-school detention (Alternative Education) as an alternative to out-of-school suspension.

### **Due Process and Appeal Procedures**

Students shall be afforded due process as follows:

1. Students have the right to know what they are being charged with.
2. Students have the right to present their response to the charges.

In the event a student feels he or she has been treated unfairly in regard to a disciplinary matter, he/she may ask for a hearing with the superintendent, with those individuals involved present at the hearing. If the student is still not satisfied with the findings, he/she may proceed from this point to the Board of Education by having the Superintendent place the matter on the Board's agenda. If he/she is not satisfied at that point, the student may proceed to the Superintendent of the Regional Office of Education.

### **Suspension Procedures**

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

### **Expulsion Procedures**

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student, and his or her parent(s)/guardian(s) may be represented by counsel; present witnesses and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.



## **Bullying**

Students who exhibit a pattern of aggressive behavior including physical injury, intimidation, harassment or verbal abuse of fellow students shall be deemed as at risk of aggressive behavior in the future. All district certified staff shall monitor student interactions in order to identify individuals whose conduct demonstrates a pattern of aggressive behavior. Certified staff members shall intervene to stop acts of physical or verbal aggression, harassment or intimidation and shall report any such behavior to the building principal for further action. The building principal shall notify parents or legal guardians when their children are deemed to be at risk of engaging in aggressive behavior and shall enlist parent cooperation, involvement and assistance in correcting the student's aggressive conduct where feasible.

principal shall notify parents or legal guardians when their children are deemed to be at risk of engaging in aggressive behavior and shall enlist parent cooperation, involvement and assistance in correcting the student's aggressive conduct where feasible.

## **Weapons**

A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year. The expulsion period may however be modified by the Superintendent, and the Superintendent's determination may be modified by the Board, on a case-by-case basis. In no case may the expulsion exceed 2 calendar years. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

**MINOR REFERRALS** – A discipline form is completed by the teacher and sent to the parent. Minor forms are kept on file with the classroom teacher. Teachers are to make a parental contact besides the referral form and mark this on the referral. Three minor referrals in a semester equal a major. Teachers may assign up to two (2) after school detentions.

**MAJOR REFERRALS** – A discipline form is completed and logged into the school system, parent contact and student signature is required and an administrative consequence is given. 3 “MAJORS” in one category for the school year could result in EXPULSION.

### **Minor/Teacher Managed vs. Major**

**MINOR/TEACHER MANAGED** –After School Detention(s), Noon Detention(s)

- Defiance, Disrespect, Non-Compliance
  - Not Working
  - Not Participating/Refusal to Work
  - Making Faces/Rolling Eyes
  - Arguing – inappropriate response to teacher
  - Cheating/Lying
  - Throwing Objects
  - Lack of Supplies

- Disruption
  - Disruptive Noises
  - Talking
  - Out of Seat
  - Not Paying Attention
- Electronic Devices
  - Texting
  - Earphones in/on
  - Phone out when not supposed to be
- Attendance/Tardy
  - Tardy
  - Abuse of Hall Pass
- Inappropriate Language
  - Negative talk towards others
  - Name Calling
  - Cursing/Swearing
- Dress Code
- Physical Contact
  - Poking
  - Tripping
  - Bumping into another
- Property Misuse
  - Minor Vandalism
  - Stealing Minor Items – Pens, paper, etc
    - § If not suspension worthy then it is a minor

**MAJOR/OFFICE MANAGED** – In-School Suspension, Out of School Suspension, Expulsion. **Once a student receives 3 Chronic “majors” in a category, they may be subject to expulsion.**

- Defiance, Disrespect, Non-Compliance – *1-3 days ISS or 1-3 days OOSS*
  - Blatant Insubordination – refusal to do things when asked to after 3 attempts in class (per day).
  - “F-you”, flipping off, swearing directed at teacher
  - Chronic minor infractions – 3 per quarter
- Disruption – *1-3 days ISS or 1-3 days OOSS*
  - Screaming, yelling
  - Teacher cannot teach
  - Students cannot learn
  - Student out of control
- Electronic Devices – *1-3 days ISS or 1-3 days OOSS*
  - Refusal to give up cell phone
  - Accessing off limit areas when not supposed to

- Inappropriate Language/Behavior
  - Blatant Swearing – *1-3 days ISS*
  - Threats to others – *1-10 days OOSS, depends on severity*
  - Offensive/Harassing language/behavior– *1-3 days ISS or 1-3 days OOSS*
- Dress Code – *1-3 days ISS or 1-3 days OOSS*
  - Gang related apparel
  - Overtly suggestive or violent clothing
- Physical Contact – *1-10 days ISS or OOSS; possible expulsion*
  - Spitting
  - Fighting
  - Pushing
  - Punching
  - Assault/Battery
- Property Misuse – *1-3 days ISS or 1-3 days OOSS*
  - Defacing property
  - Stealing major items
- Attendance/Tardies
  - Truancy/Unexcused Absences – *1-5 days ISS or 1-5 days OOSS*
  - Leaving Class w/o Permission – *1-3 days ISS or 1-3 days OOSS*
- Possession, use, sale of Drugs, Alcohol, Tobacco, or other look alike substances – *SEE SPECIFIC POLICY PG. 63*
- Possession of lighter – *1-3 days ISS or 1-3 days OOSS*
- Possession, use, threat with a weapon – *EXPULSION. Police notification. May be modified on a case by case basis by the superintendent and Board of Education.*

## CONSEQUENCES

*Noon Detentions/Closed Campus* is served on the assigned dates and times for the student’s lunch hour. The student is to eat lunch in the A.E. room (they may not order food from outside) or with the teacher and they must stay in that room for the duration of lunch. Teachers who assign a student closed campus/noon detention must contact the parent/guardian to let them know. Failure to serve a noon detention/closed campus will result in in-school suspension.

*After School Detentions* are to be served on the assigned dates and times for forty-five (45) minutes. They may be assigned by the teacher or administration. There will be a 24 hour period from the time the detention is assigned to the time it is served. **Teachers who assign a student an after school detention must contact the parent/guardian to notify them of detention.** Failure to serve after school detention(s) (or removal from after school detention) may result in in-school suspension. After School Detentions are from 3:00-3:45 Monday through Thursday.

### *In-School Suspension*

Administration will have the option of placing students in in-school suspension for chronic classroom disruptions and other major offenses. In-school suspensions will be used at the discretion of the administration and may only be assigned by the administration. More serious offenses may result in out of school suspensions. In-school suspension will be held everyday. Students and parents will be notified

by the school of the in-school date. Students are to get their books from their locker at the start of the day and report to the in-school room. The teachers will send their assignments down to them. Students will be required to follow all rules of the in-school instructor and turn in work that is assigned. **Any student who fails to follow rules of In-School Suspension may be suspended for the remainder of their punishment.**

### *Out of School Suspensions*

The following areas of misconduct may result in out-of-school suspension and/or expulsion from Parkview Junior High School:

- Failing to obey in-school detention rules.
- Gross disrespect or inappropriate actions towards school personnel – *3 days OOSS*
- Fighting, assault/battery, or malicious physical acts towards others – *3-10 days OOSS*
- Destruction of school property – *1-3 days OOSS*
- Theft (restitution must be made; possible police notification) – *1-3 days OOSS*
- Gross insubordination – persistent defiance to school rules or personnel – *3 days OOSS*
- Verbal, physical, aggressive behavior – *3-10 days OOSS*
- Harassment, hazing, humiliation, sexual harassment – *1-3 days OOSS*
- Possession of dangerous weapons – *EXPULSION. May be modified on a case by case basis by the superintendent or Board of Education.*
- Gang related activity or unapproved clubs disruptive to learning – *3-5 days OOSS*
- Vandalism (restitution must be made; possible police notification) – *1-3 days OOSS*
- Use, possession, or sale of tobacco, illegal substances, look-alike drugs, alcohol, and drug paraphernalia – *SEE POLICY ON PG.63*
- Any misdemeanor or felony serious enough to warrant suspension or expulsion. This will be determined by the district administration.

Parents/guardians will be notified immediately by phone if their child is suspended. An official letter from the school will also be sent home by mail explaining the suspension.

**Credit for homework finished during out of school suspension will be given if assignments are completed and turned in the day they return from suspension.** Students suspended from school must request their assignments and make arrangements to have them picked up.

### **Expulsion**

Serious acts of misconduct or chronic behavior problems may result in student facing expulsion proceedings. Students that are up for expulsion will receive a ten (10) day out of school suspension. During this time they will be subject to a hearing before the Unit #20 Board of Education. Students who are expelled from Parkview Junior High School will not be allowed on CUSD Unit #20 property during this time period. The school board has the right to defer the expulsion by setting a set of criteria that must be met by the student. An example of this would be Safe school.

### **Appealing Suspension/Expulsions**

Parents/guardians and students have the right to appeal to administrative decisions regarding suspensions and expulsions. A letter of appeal must be submitted to the district office within ten (10) days of the offense that resulted in suspension/expulsion.

### **Use, Possession, or Sale of Tobacco Products**

Students are prohibited from the use, possession, or sale of tobacco products on CUSD #20 property or sites where school activities take place.

- **Possession** - Students who are in possession of tobacco products, including vapor pens and juuls, will serve 2 days ISS. The product will be confiscated and not returned
- **Use** – The following are consequences for using tobacco products, vapor pens and juuls on CUSD #20 property.
  - **1st** – 3 days ISS
  - **2<sup>nd</sup>** – 4 days OOSS
  - **3<sup>rd</sup>** – 5 days OOSS
  - **4<sup>th</sup>** – 10 days OOSS, possible expulsion

Area 1,000 feet around school property is considered on the school. Students are prohibited from using tobacco products within 1,000 feet of the school.

### **Substance Abuse Policy**

The use, possession, distribution, or sale of tobacco products, alcohol, drugs, look-alike drugs, and drug paraphernalia is prohibited on school property at any time. This extends to all school sponsored and related activities. Students shall not be permitted to attend school when under the influence of illicit drugs or alcohol. When given reasonable suspicion, school officials may search for and seize illicit drugs, alcohol, and tobacco products brought onto school property. Clothing which advertises drugs or alcohol is prohibited at school or school sponsored activities and events.

### **Discipline Procedures for Drugs and Alcohol**

The use, possession, distribution, or sale of alcohol, drugs, look-alike drugs, or paraphernalia is prohibited on CUSD #20 property or where school sponsored activities take place. The policy extends to all school sponsored and school related activities as well. Students under the influence of illegal substances will be treated in the same manner as though they were in possession of such items.

*1 First Offense for Use, Sale, or Distribution of Drugs and/or Alcohol on school property:* Any student(s) who is found to be distributing or selling drugs, alcohol, look-alike drugs, or paraphernalia on school property will be suspended for up to ten (10) days with the possible recommendation for expulsion. Law enforcement officials will also be contacted.

*1 Second Offense for Use, Sale, or Distribution of Drugs and/or Alcohol on school property:* Any student(s) (within the same school year) found to be using, selling, or distributing drugs and/or alcohol, look-alike drugs, or paraphernalia on school property will be suspended for ten (10) days and with the recommendation for expulsion from school. Law enforcement officials will also be contacted.

### **Search and Seizure**

If there is reasonable suspicion that a student is in violation of any school policies, a search of a student's person, possessions, clothing, locker, or vehicle and personal effects left in those items may be required. Parkview Junior High School reserves the right to search any student vehicles, at any time, when deemed necessary. School officials may search for and seize any drugs, weapons, or other dangerous contraband brought onto school property and submit those items to proper authorities.

### **Profanity/Inappropriate Language**

Profanity and inappropriate language has no place in the school or classroom. Chronic offenders will not be tolerated. Students that use inappropriate language or profanity in dialogue with any member of the faculty or staff will serve a minimum of one (1) day in our Alternative Education (AE) room. Chronic offenders **may** be subject to suspension or expulsion.

### **Student Dress Code**

Any attire that could disrupt the educational process will not be allowed at Parkview Junior High School. Coats are not to be worn in the classroom. They are to be kept in your locker during the school day. Hats/caps, hoods, and bandanas may not be worn inside the building. Any attire that advertises drugs, alcohol, vulgarity, tobacco, gang affiliation, violent behavior, or other offensive words/slang/meanings will not be permitted.

The following are examples of Dress Code Violations:

- Short shorts or short skirts.
- Pants must be worn at the waist.
- Tank tops
- Spaghetti straps
- Halter tops
- Tops that allow undergarments to be seen
- See-thru shirts
- Tops that expose stomach, shoulders, and/or back
- Yoga pants/stretch pants/tights/leggings must be covered by a skirt or shorts
- No blankets
- Pants that allow undergarments to be seen
- Any piercing that is viewed as dangerous, disruptive, or hinders the educational process of student(s)
- Belt chains

If the dress code is violated, parents/guardians may be asked to provide appropriate attire or the school may provide alternate attire for the student. If the student refuses to change or chronically violates dress code policy, a suspension can be issued for insubordination.

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

- The use of cell phones, cameras, CD players, MP3 players, headphones, pagers, electronic gaming systems, or similar devices may be used if given permission by a supervising teacher for educational purposes. Students who abuse this policy may have devices confiscated. **Students that refuse to give staff member electronic device when asked will be given 1-3 days of in-school suspension for gross insubordination.**
- Students that are using technology to harass or bully other students will be subject to detentions, suspensions, or possible expulsion, depending on the offense.

## **Gang & Gang Activity Prohibited**

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

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

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

## **Delegation of Authority**

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

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

## **NOTICE**

**This handbook is not all inclusive and is open for change or revision. If change or revision is necessary during the course of 2023-2024 school year, the administration reserves the right to make such changes or revisions as deemed necessary. CUSD No. 20 Board Policies will guide all such changes or revisions.**