

**2018-
2019**

**Central Intermediate Student
Handbook & District Appendices**



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Introduction to Central Intermediate School

The Central Trojan

The Trojan became the symbol of the student body and our school because of the endurance and persistence to attain the highest of goals – a balanced, functional education.

The ancient Trojans of Troy lived each day to further develop their minds and bodies. As a Trojan of Central School District 51, you are challenged to develop those same ideals of the ancient Trojan, including self-initiative and self-respect.

Our Mission:

**It is the Mission of Central School District 51 to:
“Encourage Excellence Everyday with
Compassion, Commitment and Community!”**

School Song

Fight, fight, fight for the blue and the white
Fight team fight your on your way
Win team win you can do it again
you're the best team of the day
The Trojans will carry on the name
of Central the school that's bound for fame, hoorah-rah!
Fight, fight, fight for the blue and white
give Central the victory
T-T-Tro-j-j-ans... T-R-O-J-A-N-S
Trojans are the best, yes!

The Leader in Me

The Leader in Me is a whole school transformation process centered around the 7 Habits of Highly Effective People by Steven Covey. It teaches 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader. See **Questions and Answers** about *The Leader in Me*.

Student Handbook

The rules and guidelines in this handbook are designed to help you be a better school citizen. Read this handbook carefully. Ask questions for better understanding.

The purpose for any rule is to provide a guide to responsible behavior and conduct. Know what is expected of you, behave accordingly, and your learning will be optimal.

This handbook is an interpretation of school board policy. The policy is available and can be reviewed in the district office or online at <http://central51.net>.

Communication

Communication is a priority for Central School District 51. There are a number of ways in which we will communicate information to students and to parents/guardians: teacher letters home, newsletter, web page, Twitter, Facebook, Skyward, School Messenger Phone System, Email, Midterms, and Report Cards.

The School Day

Schedule

The Intermediate School will begin their day with the first bell at 7:50 a.m. During the first ten minutes of the day, the teachers will take attendance, take lunch count and send notes to the office. At 7:55 a.m., announcements will be read over the intercom and the students will say the pledge of allegiance. Students arriving after 7:55 a.m. will be considered tardy.

Intermediate students will begin dismissal with the bus riders at 2:45 p.m. Walkers will be dismissed at approximately 2:55 p.m. or when all buses are away. Walkers are picked up outside of the Holford Gym.

Drop off at the Intermediate School is at the Holford Gym Doors between 7:40 a.m. and 7:55 a.m. After 7:55 a.m., students must go through the office to check in. Students will not be permitted in the building before 7:40 a.m. unless it is pre-arranged with a staff member, and they are under the supervision of the staff member.

When in the school zone please do not talk on your cell phones. It is unlawful to pass a bus with the stop arm out. For the safety of all students refrain from speeding and making u-turns while on school grounds.

Attendance Procedures

Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Regular attendance is important to each child's continuous intellectual growth, developing dependability, and individual responsibility. A formal education is sequential, developmental and requires the interaction of the student. Absences hamper the acquisition of such learning. Even though students can make up the assignments that are missed during an absence, they miss valuable interaction and instruction that cannot be replicated.

Attendance

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Tardies

In order to maximize your child's educational experience, it is necessary for the student to be to each and every class on time and ready to learn. Students late for class will be given a tardy. After three **UNEXCUSED** tardies, disciplinary action will follow. **Students with excessive tardies may be referred to the Truant Officer at the Regional Office of Education.**

Absences

Children will be absent from school as illnesses or emergencies occur. **When an absence occurs, parents are required to call the Intermediate Absence Line at 444-3943 Option 3 before 8:00 a.m. to report the absence.** The attendance line is available 24 hrs. to leave a message. By state law, school personnel will attempt to contact parents of an absent child if a call from the parents has not been received.

If contact is not made, the student will be required to bring a written note from a parent/guardian stating the reason and date of the absence. The student must present this note to the homeroom teacher.

Students are allowed ten (10) excused absences for the year before they may be required to bring a doctor's excuse. **Days accompanied by a note from the doctor will not count toward the 10 days.**

Excused Absences:

- Illness of student*
- Death in family
- Pre-arranged absence concerning work, trips (5 Days)
- Emergencies
- Surgery, Student must have doctors signed release prior to return.

**If the student is absent for three consecutive days, he/she may be asked by the school to bring a doctor's excuse in order to receive excused absences. Physicians licensed to practice medicine in all of its branches shall be responsible for the performance of the health examination, other than dental examinations and vision and hearing screening, and shall sign all report forms required (ILCS 5/27-8.1).*

Note: Students will have 2 school days total following each excused absence, regardless of the length of the absence, to make up missed assignments. Homework is automatically collected for absent students each day. Any homework collected will be sent to the office by the end of each day.

Pre-Arranged Absences: As a general policy the school must emphasize good attendance because it is directly related to success in school. The normal school year calendar provides many opportunities for the family to take vacations without missing school days. Learning in the classroom provides instruction, time to practice, reinforcement, and review. When students miss school, they often make up missed assignments but do not receive the variety of activities necessary to master skills. Therefore, scheduling family vacations during the school year is not encouraged.

The purpose of pre-arranged absences is to allow the student sufficient time to obtain and complete make-up work. Any pre-arranged absences must be arranged through the office. Absences can be entered into Skyward Parent Access or through the CIS office.

NOTE: ALL Assignments provided ahead of time for a Pre-Arranged Absence will be due within two (2) days of return to school. The student should make every attempt to complete the work utilizing parental supervision if necessary. He or she should read the material covered, read directions, and attempt to complete and understand assignments and missed material. Once these efforts have been exhausted, the teacher may serve as an additional resource or be able to suggest other options for assistance.

Make-up work for out-of-school suspension: See *Discipline Procedures* in *Appendix B* (page B5).

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

If chronic truancy persists after support services and other resources are made available,

the school and district will take further action, including:

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

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

Leaving School Grounds

Once our students are loaded on the bus or dropped off, they are expected to remain on the school grounds throughout the school day except in the following situations:

- **Appointments** – Students being picked up for appointments during the day need to inform the office through Skyward, by email or with a written note. When students leave, they need to go to the office where a parent, guardian, or emergency contact with a valid ID must check them out. When returning to school, students may be dropped off at the office and check themselves back in.
- **Lunch** – Students may be picked up for lunch only by an adult specified by daily, written, parental permission. Students may go with the parent of another student, provided their written parental permission identifies the person driving and it has been pre-arranged, and it is also acknowledged by the adult assigned to drive. Students need to give the parent-signed permission to the school secretary before the start of school. When students leave, they need to go to the office where a parent or guardian must sign them out. When returning to school, students may be dropped off at the office and check themselves back in. No student will be allowed to call home for permission to go out for lunch.

School Closings

School closings may occur for a number of reasons. One major factor is the weather.

If our schools are cancelled because of weather conditions or other emergencies, the district will put out a School Messenger call and the following radio and television stations are contacted prior to 6:30 a.m. whenever possible:

**WMBD WPEO WCBU WEEK
WJBC WHOI WIRL
WTAZ WXCL WCRI**

Sometimes weather conditions or emergencies require schools to delay start times or dismiss early. If that happens, a School Messenger call will be placed and the radio and television stations are also contacted. Care for children dismissed early from school is important. **Parents are urged to plan for such events by arranging for temporary care of children in advance of such an early school closing.**

Homework

Homework is a task assigned to students by teachers that is meant to be carried out during non-school hours. Homework provides needed practice in newly developed skills and reinforces what has been learned in class.

Homework completion is often an issue at CIS. Students who do not complete their work will go through a series of more restrictive measures until the work is completed to the teacher's standard. Initial measures may include staying in during lunch, P.E., or activity period, coming in after school, or staying for mandatory homework assistance after school. More restrictive measures will include detention, Saturday Supervised Study, or In-school-suspension.

Homework Assistance

Central Intermediate School offers an after-school Independent Study for 4th through 8th grade students from 3:00-4:00 p.m. Monday-Friday each week starting week 3 of the school year. Students must be picked up promptly at 4:00 p.m. **Students repeatedly not picked up by 4:00 will not be able to attend the program.** If you have

any questions about the homework programs, contact the principal.

Physical Education

Participation in physical education is an integral portion of our students' development. All students are expected to participate in physical education classes.

4th-8th grade students have physical education daily. All students in grades 6 through 8 change into physical education clothing for class. Upper grade students are issued a gym storage area and gym lock for the gym clothing. If gym locks are lost, students are subject to a \$5.00 fine to replace the lock. Students should bring the following (**with student's name on all items**):

- **Grades 4-5:** Tennis shoes that can be left at school need to be brought on the first day of school. These shoes will be used **exclusively for P.E.**
- **Grades 6-8:** Athletic shorts of appropriate length and fit, socks and tennis shoes need to be brought at the start of the second week of school. Students will wear a common Central t-shirt and blue shoe lace (**purchased for \$7.00**) which should remain intact and not altered. These will be used exclusively for P.E. **Shirts and shorts should be taken home weekly to be washed.**

Exemption from Physical Activity

Generally, all students who are healthy enough to be in attendance at school are also capable of participating in physical education classes.

All medical excuses will be honored, as will temporary requests for exemption by parents, if received in writing. Continual requests for exclusion from participation will require a physician's excuse. Other instances of excuse from participation will be at the discretion of the teacher.

First Aid & Administration of Medication

School personnel are able to provide minor first aid treatment and administer daily medicine. All medication brought to school must be turned in to the office. Students are not allowed to have any medication on them or in their lockers (including, but not limited to, Tylenol, ibuprofen, cough drops, etc.) Students who have undergone surgery MUST have a doctor's note before returning to school. See *Appendix B* (page B2) for more information pertaining to administration of medication.

Bus Information

School bus riders, while in transit, are under the authority of the school bus driver unless the local Board of Education designates some adult to supervise the riders.

It is strongly recommended that all riders and parents of riders become thoroughly familiar with the regulations governing school bus riders as laid out in *Appendix B* (page B2).

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

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

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

Only children who qualify for bus transportation are allowed to ride the bus. Children will not be permitted to ride alternate buses. The only exception will be in an emergency circumstance with Superintendent approval.

Recess & Playground Safety

For the safety of our students, we outline the following playground rules:

- Report any accident to the playground supervisor immediately.
- Body contact sports are prohibited.
- No rocks, tire chips, sand or snowball throwing is allowed.
- **Playground equipment will be used as it is intended (ex. No twisting on swings, feet first on slides etc.)**
- No child should interfere with a game in progress or in any way be deliberately annoying to others.
- Keep-away type or bombardment games are prohibited during recess periods.
- Play in assigned areas only. CIS students are at no time during the school day permitted to use the playground equipment at the Primary building. During wet conditions, students will be asked to remain on the surfaced area.
- Do not throw balls against the building or kick them in undesignated areas.
- Food and gum are prohibited on the playground, except when permitted during school-sponsored events.
- Bicycle riding on the playground is prohibited.
- Do not re-enter the building during the recess period unless injured, ill or with the permission of the supervisor.

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- Keep entranceways and doorways clear.
- No aggressive or intimidating behavior is allowed.

Visitors

Parents are always welcome to visit our schools. Such visits help parents know what is being taught, what the expectations are within the school, and allows them to see the class in action. We do not allow outside groups, or individuals representing outside groups, to have access to our students.

We would hope that each of our parents would plan to spend some time in our schools. If you plan a classroom visit, please schedule it with the teacher. Parents dropping in unannounced will not be allowed to visit a classroom. We require **all visitors** to report to the school office upon entering the school. Visitors are asked to sign in, present an I.D., and get a visitor's badge in the office. For security reasons we ask that parents take pictures with only their child(ren) and not containing other students. During school hours, all doors will be locked with the exception of the main entrance to each building.

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. Letters verifying participation in this program are available from the school office upon request.

Volunteers

Classroom volunteer opportunities are available at Central. To volunteer, a teacher or PTO program coordinator will submit the names of individuals interested in volunteering to the Central District Office. The District Office will complete a background screening and individuals will then be contacted to complete a Volunteer Information/Waiver of Liability Form **prior** to volunteering. This is an annual requirement; however, one form will cover both CPS and CIS. A list of volunteers is on record at each school

office. Volunteers are asked to check in at the school office and present their ID's.

Classroom Treats

Intermediate Students bringing class treats must first have teacher approval and may bring **sealed, store bought treats only**. Please verify with the classroom teacher of any allergies that may need to be considered before purchasing the treats.

Flower or balloon bouquets delivered to school will be held in the office until the end of the day. **Students will not be able to transport these items on the bus due to safety concerns.**

Field Trip Participation & Eligibility

Students attending field trips require parental permission. Permission slips will be made available to parents. Please contact the principal to discuss options available should you not want your child to go on a field trip.

Eligibility: Fifth through eighth grade students must meet academic and behavioral standards to attend field trips (including, but not limited to, the 5th Grade DARE Baseball Game, 6th grade picnic, annual grade-level field trips, etc.).

Each grading period, students will be assigned points for:

- Each "F" in an academic subject on the quarterly report card = 1 point
- Each "C", "D", or "F" for a Classroom Responsibility Score (CRS) on the quarterly report card = 1 point
- Each detention/mandatory homework assistance earned = 1 point
- Suspension (in or out of school) = 2 points

***All fines/fees must be paid in full prior to attending field trips**

Note: Students receiving more than one out-of-school suspension will automatically lose field trip privileges.

If a student accumulates points in a grading period, they can earn 1 point back during each of the next grading periods provided they have not earned any points during that grading period.

To be eligible to attend, students may have no more than the allotted points at the time of the trip. Each grade level will determine the allotted points and notify the students at the beginning of the school year. The allotted points will vary per grade level depending on when the field trip takes place (based on 10 points allotted for an end-of-year field trip). A student must also not be considered a behavioral or safety concern as determined by the administration/staff in order to attend the field trip.

Student Performance & Behavior Expectations

Grading Scale (%)

**A = 100-93
B = 92-86
C = 85-77
D = 76-70
F = 69-0**

Report Cards

Quarterly Report cards (and Mid-terms) are issued once each nine weeks to our parents. Parents can view their child's report card on the Skyward Family Access Portal.

Parents will only receive midterms and report cards by e-mail and are available on Skyward Family Access. Parents without internet access can request a printed copy. Parents assume the responsibility of checking the student's progress on the Skyward Family Access Portal. We believe report cards and midterms are only one way for parents to be informed of their child's progress. By reviewing the child's daily work, assignments and test scores on the Skyward Family Access Portal, by talking periodically with the child's teacher, and by visiting our classrooms, parents receive another perspective on their child's progress in the school setting.

Student Rights and Responsibilities

The rights and responsibilities of our students go hand-in-hand with each other. Each right

carries with it a responsibility. Each responsibility reflects privilege.

As a student of Central School District 51, you have the right to the best education our system can offer. You may expect high quality teaching, many opportunities for participation and involvement, and active personal support to lead you to a satisfying, productive learning experience.

You will have high expectations placed upon you and demands to do the best you are capable of doing. The following are some of the key responsibilities of our students. See *Appendix B* (page B1) for a more detailed list of district-wide expectations:

1. Not chewing gum anywhere on school property.
2. Each student has the responsibility to complete his/her assignments for each subject area within the time limits determined by the teacher.
3. Student owned electronic devices (laptops, netbooks, cell phones, IPod/iPad, tablet PC's, etc.) may be brought to CIS and used to access school appropriate content on the school's wireless network only in accordance with the District's Acceptable Use Policy, subject to staff/administration approval, and after the device has been registered with the technology staff.
4. Students utilizing social networking websites must adhere to school disciplinary rules or policies. The student may be required to provide the school with the username and password if there is reasonable cause that these rules or policies have been violated. See *Appendix C* (page C1) for additional information.
5. **Students need to recognize that attendance at student activities such as dances, parties, field trips, and extra-curricular activities such as sporting events and concerts are an earned privilege. Failure to address responsibilities may result in withdrawal of privileges.**

Dress Code

Although styles rapidly change and standards of manners vary, we feel a moderate, decent, safe, and clean approach to dress and interaction with others will aid our students in recognizing our community's values, expectations, and their role in relation to them.

Parents are asked to consider the school setting, the effect an item may have in a school classroom, and the appropriateness of the item in large group settings prior to the purchase of items for school wear.

Following are the expectations regarding student attire:

- Your clothing should not distract others, be dangerous to you or others, or be generally inappropriate for learning settings. Clothing should maintain modesty at all times.
- Clothing or accessories advertising or promoting alcoholic beverages, tobacco, drugs, or any gang related reference are inappropriate and inconsistent with the health objectives set by the Illinois State Board of Education and violate School Board policy.
- Hats may not be worn in the building.
- Shorts, skirts, and dresses need to be of appropriate length (fingertip length is a good guide). All tops need to cover appropriate areas (including the midriff area). Spaghetti straps and halter-tops are not allowed. Undergarments must be covered. Pants must cover undergarments at all times.
- Tank-top style undershirts must be worn only as an undershirt at school.
- No clothing may be worn that may be interpreted as gang-related.
- Leggings/Yoga Pants may only be worn if the student's shirt is of necessary length to cover appropriate areas (fingertip length is a good guide).

If the student's attire does not follow these expectations and is considered inappropriate or offensive, the student will be removed from the

setting until the clothing has been changed to meet school standards and expectations.

Classroom Responsibility Score (CRS)

At CIS each nine weeks, teachers will tally the times each student fails to have homework done, arrives late, fails to utilize time constructively, or comes to class without necessary materials. The number of tallies in each column will be shared with parents at midterms and with report cards. 4th and 5th Grade students will not have these printed on the report card or midterms, but will have a written report to send with the student. 6th through 8th grade students will have these categories printed on the report card and midterm. A grade will be assigned to represent the students' Classroom Responsibility Score (CRS) according to the following scale:

- A = 0-2 total tallies in a class per nine weeks,
- B = 3-4 total tallies in a class per nine weeks,
- C = 5-6 total tallies in a class per nine weeks,
- D = 7-8 total tallies in a class per nine weeks,
- F = 9 or more total tallies in a class per nine weeks.

6th – 8th Grade students who fall below the B level in any class for the nine weeks will receive a point against their field trip. Students who score in the A level can subtract a point from a previous nine weeks. When a student drops from the A to the B level, parents will be notified. See *Field Trip Eligibility* (page 5) for the effects falling below the B level has on field trip privileges. Please help us help your child/children by stressing the importance of responsibility in all aspects of their lives. Thank you in advance for your support!

Discipline

Discipline is a means of fostering the growth of students toward maturity and responsibility. The educational environment of the school shall be such that the administration and teachers shall demonstrate fair, just, and flexible attitudes and disciplinary efforts towards all its students.

Refer to the *Discipline Procedures* section in *Appendix B* (page B3) as it describes the discipline code for the District. This discipline code is a part of School Board policy and requires teachers and administrators to handle certain situations in a certain way. If you have any questions about the discipline code, ask a teacher for help. Teachers will review the code with their class at the beginning of the year and periodically thereafter.

Discipline of Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

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

Detention & Mandatory Homework Assistance

Students need to be aware that everyone at Central Intermediate School feels there is no need for any student to ever receive a detention or mandatory homework assistance.

Students at Central Intermediate School are expected to exhibit behavior that does not disrupt the learning process. Students in 4th through 8th grades who are disruptive or do not comply with the expected behaviors may be subject to a 60-minute detention after school. Students who do not complete assignments in a timely manner may be subject to a 60-minute mandatory homework assistance after school.

Detention: These behaviors are expected of all Central students and may result in detention if not followed:

- Not to be tardy for school or class. **Without a written note**
- Not to chew gum at school.*
- Not to eat candy or food except in the lunchroom or in the specific classroom of a teacher having given permission to do so.*
- To use appropriate language (no spoken, written or profane gestures permitted).*
- Not to use aggressive/intimidating behaviors on school grounds.*
- To bring proper supplies to class (pencil, paper, textbook, P.E. clothes, etc.).
- To complete assignments and turn them in on time.
- To obey instruction of school personnel.
- Not to disrupt classroom learning activities.
- To be respectful and courteous to staff members and other students.

*** These behaviors warrant a detention without warning.**

Mandatory Homework Assistance: All Central students are expected to complete assignments and turn them in on time. Failure to do so may result in mandatory homework assistance.

Procedure: When the student's behavior does not meet expectations, he/she will first be given a verbal warning. Following the second offense, he/she will be given a written warning. The warning will be posted to Skyward with the date, time and explanation of the behavior. If the student disobeys the warning, a referral for a detention/mandatory homework assistance will be assigned to the student in Skyward. The referral will tell the student when it is to be served and indicate the reason. The student is expected to notify the parent and arrange to serve the detention/mandatory homework assistance. (Note: Some behaviors warrant a detention without warning.)

Detentions/Mandatory homework assistance will be served Monday - Friday afternoons following the date it was issued. Detention begins at 3:00 p.m. and ends at 4:00 p.m. Mandatory homework assistance begins at 3:00 p.m. and ends at 4:00 p.m. Students should bring books, appropriate reading materials, or assignments to complete at the detention/mandatory homework assistance. Students not bringing the necessary work may be assigned other work. Students are expected to provide their own transportation. Students need to be picked up at the main office circle drive promptly at 4:00. Repeated late pick-ups will result in not being able to attend homework assistance. If providing transportation causes a problem, students should alter their behavior so they do not receive a detention/mandatory homework assistance. **A detention/mandatory homework assistance that is missed due to student absence or other excused reasons will be reassigned to the next period. Missing a detention/mandatory homework assistance for reasons that are not excused will result in students serving the original one plus an additional one.** If a student continues to miss, it will be considered insubordination (class II violation) and consequences could include denial of privileges, Saturday Supervised Study, or in-school suspension.

Parent-Teacher Conferences

Parent conferences with teachers provide for a better understanding of the child and can be helpful to both teacher and parents. **Everyone** is encouraged to attend fall conferences. Spring conferences are by request. We encourage our teachers and parents to meet to discuss students' progress.

Parent conferences may be arranged by contacting the teacher with a note, email, or directly by phone. Our teachers are encouraged to contact parents with concerns or observations. We encourage our parents to do likewise. If parents cannot keep a scheduled appointment, please call the office **or email the teacher** to cancel.

Student Retention & Social Promotion

In accordance with state law, there will be no social promotion of students. Our Board of Education has adopted a policy complying with this state regulation. With this in mind, we must remember that retention considerations are serious matters. Communication between the school and parents is essential. All Parents have access to the Family Access Portal, Parents also receive quarterly, and mid-term reports to keep informed of student progress. In addition to regularly scheduled Parent-Teacher conference times, either a parent or teacher can request a conference if deemed necessary. At the end of the year, retention of students will be based on the following criteria:

- **Automatic** - Not only do students need to master reading and mathematics at these grades, but they also need to learn the basic concepts in science, social studies, English, and spelling (4th and 5th only). Any student who fails a majority of these subjects will be retained.
- **Recommended** – Students with mostly D's and F's on their quarterly report cards may be considered for retention.
- **Remediation** - The teacher and administration will determine a plan of assistance for all students who need remediation. This assistance may include tutoring, additional instruction time, modifications of instructional materials/assignments and/or grading scale, or retention at the current grade level.

Special Education - Students who are receiving special education services will be promoted providing they have met the goals on their IEP.

Transfer students – Students who transfer to Central schools before the beginning of the second semester will be assessed only using the grades from our district. Students transferring after the second semester begins will have their grades from the previous school averaged with our district's grades to determine promotion/retention.

Special Instruction

Pyramid of School Interventions (RtI)

Central School District utilizes an RtI Pyramid of Interventions that is in place to help struggling students to succeed and accelerated learners to increase their knowledge: Tier 1, Tier 2, and Tier 3.

All students are assessed using STAR for reading and math, PARCC, and classroom assessments in each subject area to determine student growth each year. All students' progress will be monitored and reported to the student and the parents.

Struggling students will be provided with interventions and support to assist them in closing the achievement gap with their peers. If students qualify for Tier 3 RtI, which is the most intensive tier, parents will be notified. If you have questions regarding the intervention programs at Central, contact the principal.

School Counselor

A school counselor is available for students at Central Intermediate School. The school counselor's role is to work in a partnership with students, teachers, parents, and other school staff to provide academic, emotional/social support, as well as, working to minimize any barriers that will affect a child's development.

Services the school counselor provides at District 51 are:

- Individual and group counseling services for students
- Character Education in classrooms
- Consultation with parents, teachers, administrators, and other school staff
- Listening to aid in conflict resolution within the school
- Consulting with other school professionals regarding school curriculum
- Teaching students responsibility by becoming aware of the consequences of their behavior
- Referring students to outside agencies when appropriate

Some reasons students may meet with a school counselor include:

- Problems in school (academic and/or peer related)
- Issues with friendships
- Family difficulties
- Worry, fear, ~~worry~~, stress, and conflict
- Life changes/ loss and grief
- Self-image/ self-efficacy issues

If a parent wishes for his or her student to receive counselor services, a referral form can be accessed through Central's website at <http://www.central51.net/Page/341> under additional forms.

Special Education

Our school has programs available that are appropriate for students with disabilities. Central schools are a part of the Washington Special Education Cooperative and the Tazewell-Mason Special Education Cooperative. The local cooperative has a director, assistant director, psychologist and social worker available to the member districts.

The Section 504 mandate is administered by the building principal.

Behavioral intervention guidelines have been developed for appropriate students by the local cooperative.

Copies of all policies and/or procedures are available at the school office.

English Language Learners

ELL is an additional service that Central School District offers to English Language Learners (ELLs), who are not English language proficient.

At registration, each parent fills out the home language survey. If the answer to either question on the survey is yes, then the student will be screened for ELL services. Screening takes place within 30 days after enrollment and parents/guardians will be notified of results by mail. Students at the Intermediate School take the WIDA Screener test to determine their language proficiency in speaking, listening, reading, and writing. Their scores on this test will determine their English language proficiency, and whether they qualify for ELL services. If a student in a transitional

program of instruction enrolls mid-year, the school will notify parents/guardians by mail within 14 days.

ELL Support for all students who qualify for ELL services will be determined based on their English language proficiency. ELL support will occur within the classroom initially, but may require small group pull-out instruction.

Every year, all ELL students will take the ACCESS for ELL assessment in January or February. The ACCESS for ELL is a standardized test that the state of Illinois uses to determine their language proficiency since starting ELL services. ELL students will continue to receive ELL services and take the ACCESS for ELL assessment until they have reached a proficient score on the test. Once they are proficient, they will exit the ELL program.

Advanced Class Placement

Students entering grades six, seven, and eight are eligible for advanced placement in Mathematics, Literature, English, Science, and Social Studies. The selection process is rigorous and utilizes the following criteria:

1. PARCC Scores
2. SAGES-2 Assessment
3. Local Common Assessment Scores
4. Teacher recommendations
5. Past performance in each subject

Students are selected to participate based upon the criteria. Parental permission is required prior to entry. Participation is limited to those students who meet our stringent requirements.

Note: Students in Advanced Classes must maintain a B average or above at each nine week grading period. Failure to do so may result in a change of placement.

Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian

submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

Extra-Curricular Activities

Many opportunities exist for students to participate in extra-curricular activities at Central. These include music, athletic, and non-athletic opportunities. As information on sign-up and/or try-out dates become available, it will be passed along to students during daily announcements and posted on the school website.

Music: Band and Choral Participation

Interested students may participate in the band and choral program beginning at the fifth grade level.

There is a beginning band and a concert band of seventh and eighth graders. Selected members are chosen for participation in the Jazz and Pep Bands.

There is a fifth/sixth grade chorus, and a seventh/eighth grade chorus. **Students may also choose to be a part of the Boy's or Girl's Ensembles.**

Our instrumental and vocal programs offer opportunities for public performances throughout the school year, both as individuals and as members of the group.

The district is a member of the Illinois Grade School Music Educators Association, which oversees the music contests.

Athletic Participation

Baseball (Boys) – Baseball is available in the fall season on a try-out basis for our 6th – 8th grade teams. 5th Grade Boys may be manager.

Softball (Girls) – Softball is available during the fall season on a try-out basis for our 6th – 8th grade teams. 5th Grade Girls may be manager.

Cross Country (Boys/Girls) – Cross Country is available during the fall season for our 6th – 8th grade teams.

Basketball (Boys) – Basketball is available during the winter season on a try-out basis for our 6th – 8th grade male students. **6th Grade basketball team**—current 5th and 6th grade boys are able to try out.

Basketball (Girls) – Basketball is available during the late fall/early winter season on a try-out basis for our 6th – 8th grade students. 6th-8th grade students can try out for 7th and 8th teams. **6th grade team**--5th and 6th grade girls can try out

Volleyball (Girls) – Volleyball is available during the late winter/early spring season on a try-out basis for our 6th – 8th grade girls. 5th/6th team--5th and 6th grade girls can try out. 5/6 team will play scrimmages after 7/8 matches and possibly some tournaments.

Track (Boys/Girls) – Track is available during the spring season for our 6th – 8th grade students.

Cheerleading (Girls) – Cheerleading is available on a try-out basis for our 6th – 8th grade students.

Dance (Girls) – Dance is available on a try-out basis for our 7th and 8th grade female students.

Non-Athletic Participation

Scholastic Bowl – Scholastic Bowl team is available on a try-out basis for our 6th – 8th grade students.

Drama/Musical Team – Drama/Musical team is available on a try-out basis for our 5th – 8th grade students.

Speech Team – Speech team is available to all 5th – 8th grade students.

Chess Team – Chess team is available to all 6th – 8th grade students

Math Team –The Math team is composed of 7th and 8th grade students. Students are selected by their math teachers based on data collected throughout the year. The students compete in a City Math Competition in late spring.

Student Council – Student Council is available to our 7th and 8th grade students. Students will be chosen based on their essay and teacher recommendations.

Athletic Eligibility Requirements

All students who intend to participate in tryouts, practices, or competition in these programs at Central Intermediate School must meet the following guidelines:

- **Pass a physical examination prior to the try-outs/participation in the sports program.** A physical examination is acceptable for 13 Months from the date of the examination. (**Note: The athletic physical is separate from the required school physical examinations**)
- Have student school insurance or insurance through their parent’s personal policies.
- Maintain eligibility standards (See following section).
- Have and maintain standards of behavior consistent with the policies, regulations, practices, and expectations of students attending Central Intermediate School as indicated in the Student Handbook.
- Satisfy the above conditions before a student may participate in tryouts. Failure to satisfy the above conditions shall result in the exclusion of the student from athletic activity.

The Board of Education, at Central School District 51, operates its athletic program in accordance with the constitution, bylaws, rules, and regulations of the Illinois Elementary School

Association. A copy is on file in the principal's office for review/examination

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Athletic Eligibility Standards: Students are eligible for athletic participation if:

- They are doing passing work in all five core subjects (Reading, English, Math, Science, and Social Studies).
- They have not competed in the same academic grade during a previous school year in the same sport.
- They have provided the school with a birth certificate or hospital record.
- They meet age requirements as per the I.E.S.A. bylaws.
- **They have attended school for the full day of an interscholastic activity (present at school before 9:30 a.m.). A student who is absent for a portion of, or for the day of an athletic activity due to illness is not eligible for participation on that date.**
- Three consecutive weeks of ineligibility during any athletic season will be cause for the student to be removed from team

status for the remainder of that particular athletic schedule.

- Ineligibility is defined to mean the student will neither practice nor play in the organized activity during the period of ineligibility.

The eligibility process includes a weekly cumulative check on grade eligibility. The period of ineligibility will be from Monday of the next calendar week through Saturday.

The immediate supervisor or the administration will determine ineligibility due to infractions of standards of conduct. The length may exceed the period of grade ineligibility.

Homeschool Students: Extra-Curriculars

A nonpublic school student is eligible to participate in: (1) interscholastic competition provided his or her participation adheres to the regulations established by any association in which the School District maintains a membership, and (2) non-athletic extracurricular activities, provided the student attends a District school for at least one-half of the regular school day, excluding lunch. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

Student Recognition Program

Our Student Recognition Program recognizes excellence in achievement in a number of areas at Central Schools. The criteria is outlined in the program and shared with students by their various sponsors, coaches, and teachers and in different publications such as this Student Handbook and fliers.

Quarterly Honor Roll

Students in grades five, six, seven, and eight may be awarded honor status based upon their achievement during each grading period. There are three levels of Honor achievement: Straight A, High Honors, and Honors recognition. The academic areas of instruction include Reading/Literature, English, Spelling (5th), Mathematics, Science, and Social Studies.

- A “Straight A” designation is awarded when a child receives “A’s” in all academic areas and maintains an A/B/S in physical education and computer class.
- A “High Honor” designation is awarded when a child receives three or more “A’s” in the academic areas and at least “B’s” in the remaining academic areas and maintains an A/B/S in physical education, and computer class.
- An “Honor” designation is awarded when a child receives fewer than three “A’s” and at least “B’s” in all academic areas and maintains an A/B/S in physical education and computer class.

Grades in Band and Chorus are excluded from determining honor roll recognition due to their extracurricular nature.

End-of-Year Awards

Fourth Grade Awards

- **Reading Award criteria:** A child who completes the “Book It” requirements for the months of September through May and reads at least 4000 pages for the year.
- **Perfect Spelling:** A child who has perfect spelling on each spelling test will receive the award.
- **Spelling Award:** A child whose misspellings average less than one word during the year will receive the award.

5th Grade Awards

- **Academic Award:** A student who earns honor roll recognition each of the four grading periods will receive an Academic Award certificate.

6th Grade Awards

- **Academic Award:** There are three categories:
 - **Straight A’s:** A student who earns Straight A recognition each of the

four grading periods will receive a Straight A certificate.

- **Academic Award:** A student who earns Honor roll recognition each of the four grading periods will receive an Academic Award certificate.
- **Honor Roll Award:** A student who earns Honor Roll recognition once, twice or three times will receive an Honor Roll Certificate.

7th & 8th Grade Awards

- **Academic Award:** There are three categories:
 - **Straight A’s:** A student who earns Straight A recognition on the Honor Roll each of the four grading periods will receive a plaque, school letter/insert, and certificate.
 - **Academic Award:** A student who earns Honor roll recognition each of the four grading periods will receive a school letter/insert and certificate.
 - **Honor Roll Award:** A student who earns Honor Roll recognition once, twice or three times will receive an Honor Roll Certificate.
- **Outstanding Student/Most Improved Student Awards:** Our teachers select the outstanding student for the year in these areas: Core Classes, Problem Solving, Vocal and Instrumental Music.
- **President’s Award for Educational Excellence (8th Grade Only):** U.S. Department of Education provides awards based on the following:
 - Initial Selection occurs using the previous year standardized achievement test results. One must score at or above the 85th percentile in the composite category in order to qualify.

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- The student must maintain a 4.0 grade point average all four quarters.

Music: Band and Choral Awards

Vocal Music: A school letter or insert is awarded to the 6th, 7th, or 8th grade student who:

- Attends all concert/performances
- Attends all practices unless excused
- Receives all “Satisfactory” in behavior areas on report cards and a combination of at least two of the following:
 - Participates in Solo & Ensemble contests
 - Accompanist
 - Soloist at a concert or school sponsored activity
 - I.M.E.A. participation (in years applying)
 - Show Choir participation (in years applying)

Instrumental Music: A school letter or insert is awarded to the 6th, 7th, or 8th grade student who:

- Attends all concerts, parades, and performances unless excused
- Attends all practices and individual lessons unless excused
- And a combination of two (2) of the following:
 - Participates at Solo and Ensemble Contest
 - Drum major
 - Pep band member
 - I.M.E.A. participant
 - Jazz band member

Non-Athletic Awards

Scholastic Bowl Team: A letter or insert is awarded to a 6th, 7th or 8th grade student who:

- Attends all practices unless excused
- Is a member of the team for the entire season

- Appears in 50% of the regular season games not including County, Conference, or I.E.S.A. Regional series

Speech Team: Participation on the team

Drama/Musical Team: Participation on the team

Chess Team: Participation on the team

Student Council: Participation on student council for the year

Math Team: Certificates are awarded to the students who earn the recognition of representing the school in the City Math Contest.

Other Non-Athletic Awards: (Determined by contest or teacher selection):

- Geography Bee Champion (6th – 8th)
- Geography Bee runner-up (6th – 8th)
- All School spelling champion (4th – 8th)
- D.A.R.E. Academic awards (5th)
- D.A.R.E. Outstanding Theme (5th)
- American Legion Awards (8th grade - which includes Straight A, Athletic, and General Performance).

Athletic Awards

Baseball/Softball: A school letter or insert is awarded to the student who:

- Is a member of the team for the entire season;
- Appears in 50% of regular season games preceding the I.E.S.A. Regional series. (This would not include “practice” games or “B” games established to allow playing time for those who do not normally get into games.

Cross Country: A school letter or insert is awarded to the student who:

- Is a member of the team for the entire season and,
- Places first, second or third in a Cross Country Meet in the Varsity or Open Division, places in the county, conference or qualifies for the State meet or:
- Sets a school record.

Cheerleading and Dance Teams: A letter/insert is awarded to members of the cheerleading and dance squads who complete the season in good standing and who have not had any unexcused absences from practices or games.

Basketball (Boys/Girls): A school letter or insert is awarded to the student who:

- Is a member of the team for the entire season;
- Appears in 75% of the games in all regular season play preceding the I.E.S.A. Regional series.

Volleyball: A school letter or insert is awarded to the student who:

- is a member of the team for the entire season;
- appears in 75% of the regular season games (not matches) not including County or the I.E.S.A. Regional series.

Track: A school letter or insert is awarded to the student who:

- is a member of the team for the entire season; and
- places first in a track meet for seventh/eighth graders, or
- places in the County, conference, or I.E.S.A. Regional meets (ribbon), or
- sets a school track record.

Sports Team Manager (limit of 2 per sport):

A school letter or insert is awarded to the student who:

- is a member of the team for the entire season and,
- attends all practices and games unless excused and;
- fulfills responsibilities promptly at the request or direction of the coach(es), and;
- is of the same grade level as team participants.

Appendix A – Admission to School

Equal Opportunity and Sex Equity

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

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

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

Admission Requirements

Any child whose fifth birthday occurs on or before September 1 may enter kindergarten at the opening of school.

As a child enrolls in kindergarten for the first time, a **certified** birth certificate must be presented along with proof of residence, current school physical, up-to-date immunizations, dental exam form, and a vision exam form. A vision exam completed by a licensed optometrist or ophthalmologist is required for all incoming Kindergarten students. All 2nd Grade students are required to have a current dental examination. All 6th Grade students require a physical completed, up-to-date immunizations and dental examination. Dental examinations are required by May 15 of the school year for 6th grade students.

Transfer students must provide proof of good standing from the previous school, along with the same information stated above. In addition, students transferring from another state are required to produce a copy of a complete physical

examination performed by a certified physician, **utilizing the official Illinois physical form.**

Both students and parents must sign an internet usage agreement before the student will be allowed to utilize this technology (students will not be allowed to set up and use their own e-mail accounts at school).

Immunizations

In compliance with Illinois law, all students in District 51 schools shall be fully immunized against diphtheria, pertussis, tetanus, poliomyelitis, HepB, measles, rubella, varicella (chickenpox), mumps, and 6th graders are also required to have a Tdap booster and a Meningococcal vaccine. Proof of immunizations is required prior to the first day of the school year.

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

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

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

Failure to comply with the above requirements by October 15 of the current school year will result in the student's **unexcused** exclusion from school until the

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

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;

3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.
6. Any student who qualifies as homeless under the McKinney-Vento Homeless Assistance Act.

Any medical and/or religious contradictions must be submitted to the nurse in writing for placement in the student's permanent records.

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.

Textbook Rental Fees

A basic set of textbooks will be issued to each student at the beginning of the year. The cost for textbook rental is established by the Board of Education.

The textbook rental fee shall be collected ~~during registration~~ prior to the opening of school. Arrangement for late payment should be made with the superintendent during registration prior to the opening of school. Waiver of payment may be requested from the superintendent for personal financial reasons.

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students

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may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

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

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

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

~~The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied.~~

Questions regarding the fee waiver application process should be addressed to the building principal.

Homeschooling

Parents/guardians who choose to educate their children at home should notify Central of their intention to home school. Upon request, the families will be provided information concerning home school and may receive appropriate

textbook and materials from Central. According to Meyer v. Nebraska, parents have a right to, "Direct the upbringing and education of their children under their control."

Homeless Children

The word homeless does not mean only someone who lives on the streets, but also includes students who:

- lack a fixed, regular and adequate nighttime residence.
- live in a temporary residence/shelter.
- live in a motel, car, or any other public place.
- live with family members or friends due to financial hardship.

Homeless families in need will have available to them services for education including:

- Free/Reduced Lunches.
- Homework Club/Assistance Programs.
- Pre-Kindergarten Programs:
Washington Townships Student Services 309-745-3196.
- School Supplies.

Parents will be made aware of and may request access to these services when enrolling their child. 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.

McKinney-Vento Homeless Assistance Act

If you have questions about enrolling homeless children or providing services, please call the District Office at 444-3943.

Appendix B – Daily School Programs & Policies

Student Rights and Responsibilities

The rights and responsibilities of our students go hand-in-hand with each other. Each right carries with it a responsibility. Each responsibility reflects privilege.

As a student of Central School District 51, you have the right to the best education our system can offer. You may expect high quality teaching, many opportunities for participation and involvement, and active personal support to lead you to a satisfying, productive learning experience.

You will have high expectations placed upon you and demands to do the best you are capable of doing. The following are some of our students' responsibilities:

6. Each student has the responsibility to attend school and participate in each of his/her classes to the fullest extent he/she is capable.
7. Each student is responsible for his/her conduct at all times. Minimal conduct standards expected of you include:
 - a. Demonstrating common courtesy and proper manners at all times.
 - b. Demonstrating respect for others by not interfering with their learning.
 - c. Observing all playground safety rules.
 - d. Dressing tastefully and moderately so as not to distract others, endanger yourself or others, or be inappropriately attired for the classroom or school activity. (See *Dress Code Section* in CPS/CIS Handbooks for dress code expectations.)
 - e. Not chewing gum anywhere on school property.
 - f. Walking according to instructions in the school building.
 - g. Leaving personal articles of play at home.
8. Each student has the responsibility to inquire into those areas he/she does not understand. Everyone in your school

wants you to succeed, to learn and grow. If you do not understand or cannot figure something out, ask those who can help.

9. Each student has the responsibility to complete his/her assignments for each subject area within the time limits determined by the teacher.
10. Each student has the responsibility to observe common courtesy, proper manners, and safety rules while walking or riding to and from school or while being transported to school activities.
11. Each student has the responsibility to use every opportunity to improve him/herself and his/her school. The fine reputation your school has is based upon the fine reputations and attitudes of its students.
12. Each student has the responsibility to take proper care to insure the rented textbook and other physical items in your school are kept in the best possible condition. Failure to do so will result in an assessment to you.
13. Each student has the responsibility to deliver school notes, information, or newsletters to his/her parents.
14. Both students and parents must sign an internet usage agreement before the student will be allowed to utilize this technology (students will not be allowed to set up and use their own e-mail accounts at school).

Students need to recognize that attendance at student activities such as dances, parties, field trips, and extra-curricular activities such as sporting events and concerts are an earned privilege. Failure to address responsibilities may result in withdrawal of privileges.

Lunch Program

A hot lunch program is provided at Central schools for students in grades K through 8. Menus are published monthly on the district website. Parents may check lunch balances on the Family Access Portal.

The Free and Reduced Lunch Policy will provide lunches free or at a reduced rate to those students qualifying under the guidelines established by the federal government. The guidelines are available during registration or other times through the superintendent.

School Health Program

School personnel provide minor first aid treatment. The “School Health Information” form is consulted for parental directions should medical attention be necessary.

Administration of Medication

Students who need temporary or long term medication that needs to be administered during the school day may take both prescription and over-the-counter medications at school following these guidelines:

- Students with **Food Allergy related EpiPens and Benadryl** must turn in a completed Food Allergy Action Plan and Treatment Authorization form *instead* of the form discussed below. This form is available in your school office.
- Parents **MUST** provide a completed Medication Administration Form that is signed by both the physician and parent. This includes **both prescription and over-the-counter medications**. Over-the-counter medications include acetaminophen (Tylenol), ibuprofen (Advil), cold medication, allergy medication, etc. *This form must be renewed at the beginning of every school year.*
- Students may take cough drops during school hours with only a parent signature. *Cough drops must be kept in the nurse’s office.*
- All medications must be in the original bottle (Pharmacies will provide a second prescription bottle upon request). All medications must be clearly labeled with student’s first and last name. **Medication without its**

original bottles will not be accepted or administered.

- **DO NOT send medication to school with students on the bus.** Dropped or lost medication could get in the hands of our younger students who could mistake a pill for candy.
- Any change in dosage must be in writing by the student’s physician.
- At the end of the year/treatment, parents must remove any unused medication from the school. If the medication is not picked up by the end of the school year, the medication will be discarded.
- A student may possess an epinephrine auto-injector and/or an asthma inhaler prescribed for use at the student’s discretion, provided the student’s parent/guardian **and** physician indicated so on the Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the student’s self-administration of asthma inhaler or epinephrine auto-injector or the storage of any medication by school personnel. A student’s parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine and/or asthma inhaler, or the storage of any medication by school personnel.
- **No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.**

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(All references should be made to Section 7:270 and 7:270-R of the School Board Policy Manual).

Vision and Hearing Screenings

Vision and/or hearing screenings are routinely done on students at various grade levels as required by the state of Illinois (These do not take the place of a thorough exam by a certified optometrist or audiologist). Screening is performed by School Sight and Sound.

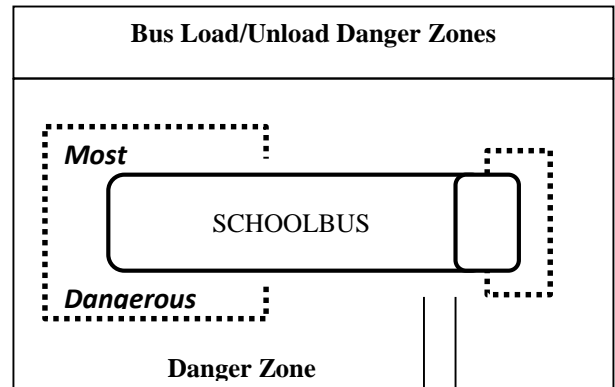
Bus Information: Instructions

These instructions should be followed to insure the safety and well being of all students on the bus and to assist the driver in the safe operation of the school bus vehicle:

1. **Dress properly for the weather.** Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
3. Stay off the road at all times while waiting for the bus. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single-file without passing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms and head inside the bus. Do not throw anything out the bus windows.
5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
6. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. To earn respect, you must first show respect. Remain seated,

keeping your hands, arms, and head inside the bus at all times.

7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.



9. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic. Never run back to the bus, even if you dropped or forgot something.
10. Remain in the bus in the event of a road emergency until the driver gives instructions.
11. Be absolutely quiet when approaching and crossing railroad tracks.
12. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
13. Carry no animals on the bus (except with special permission of the district).
14. Leave no books, lunches or other articles on the bus.
15. Help look after the safety and comfort of smaller children.
16. Do not ask the driver to stop at places other than the regular bus stop. He or she is not permitted to do this except by

proper authorization from school officials.

17. Observe the same rules and regulations on other trips under school sponsorship that you observe between home and school. Respect the wishes of the chaperone appointed by the school.
18. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.
19. Students are not allowed to ride an alternate bus unless there is an emergency approved by the Principal

REMEMBER: Your safety on the school bus depends on how well you conduct yourself on the school bus as well as how the driver performs his or her responsibilities. There are consequences for breaking bus-riding rules, and you can lose your bus-riding privileges as a result of breaking the rules. The driver also has rules that must be followed and unsafe driving practices or inappropriate conduct should be reported to the school superintendent or principal.

Discipline Procedures

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the

influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not

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prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
- 4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
 - 5. Using or possessing an electronic paging device.
 - 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without

limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

- 7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation,

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- hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
 12. Engaging in teen dating violence.
 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
 14. Entering school property or a school facility without proper authorization.
 15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
 16. Being absent without a recognized excuse.
 17. Being involved with any public school fraternity, sorority, or secret society.
 18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
 20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
 21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
- For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.
- Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.
- No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.

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

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

Corporal Punishment

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

Weapons Prohibition

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

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

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

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

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct

is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

Make-up Work for Students Earning Out-of-School Suspension:

All work missed due to suspension must be completed and turned in to the assigning teacher on the day the student returns (exception: assignments having a later completion date). Work not completed within this timetable will earn credit in accordance with the teacher's late work policy.

Work assigned during the suspension will be made available each day. It is the obligation of the parent/guardian to have the work picked up from the main office prior to 4:00 p.m.

Special Education Students: Special education students who violate student disciplinary rules and regulations will be disciplined in accordance with the district's regular student disciplinary policies and procedures unless the behavior is

attributable to the student's handicapping condition.

Note: A complete review or inspection of the **Disciplinary Code** is outlined in **Section 7 of School Board Policy** available on the **District website**.

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the

school bus, or at school-sponsored or school-sanctioned events or activities.

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or

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

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

Complaint Managers:

Brian Hoelscher, Principal CIS
1301 Eagle Avenue
Washington, IL 61571
309-444-3942
bhoelscher@central51.net

Brett Lawless, Principal CPS
1400 Newcastle
Washington, IL 61571
309-444-3580
blawless@central51.net

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

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

Reporting of Aggressive Behavior

In accordance with state mandated reporting procedures, incidents of aggressive behavior must be documented and the parents/guardians must be informed.

If your child is observed demonstrating aggressive behavior, including bullying, toward another individual at school, a letter describing the incident will be sent home, and a copy will be kept on file in the office.

Access to Student Social Networking Passwords & Websites

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

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

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

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

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of

the school year. The student will also face consequences for insubordination.

4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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

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

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.

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.

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Appendix C – General District Information & Policies

Teacher Qualifications

In accordance with The No Child Left Behind Act (PL107-110), be advised that district parents have the right to request information on the professional qualification of their children's classroom teachers. Parents have the right to request the following information:

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas taught;
- whether the teacher is teaching under the emergency or other provisional status;
- the major of the bachelor's degree earned by the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and

- whether the child is provided service by paraprofessionals and, if so, their qualifications

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

Student Records

The student permanent record consists of basic identifying information, academic records, and health records. The permanent record shall be kept for 60 years after graduation or permanent withdrawal of the child.

Parents have the right to inspect, challenge, and copy the records. The complete policy regarding Student Records is outlined in School Board Policy 7:340 available on the District website.

Other information is temporary and will be destroyed within five years after graduation or permanent withdrawal.

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Parents also have the right to inspect school instructional materials, and inspect and refuse third party surveys given at school. Personal information for marketing purposes may not be obtained at school for non-educational services as outlined in School Board Policy section 7:15.

The school may identify students by name or picture in the local media for achievements or recognition purposes. A parental request not to identify their child, for such purposes, should be submitted in written form to the office.

Parent Teacher Organization

We are fortunate to have parents who wish to be involved in their schools, who wish to participate in school activities, and who wish to meet other parents. Our Parent Teacher Organization (P.T.O.) provides many opportunities for parental involvement and participation.

The guiding arm of the P.T.O. is its Executive Board composed of a President, Vice-President, Secretary, Treasurer, and standing committee chairs. The Executive Board (which is advised by school administration) determines the kinds of activities, projects, and expenditures sponsored by the Parent Teacher Organization.

Social Media Policy for Students

The “school may request or require a student to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if the...school has reasonable cause to believe that the student’s account on a social or networking website contains evidence that the student has violated a school disciplinary rule or policy” (105 ILCS 75/15).

Accident Insurance

Student accident insurance is available to parents at the beginning of the school year. Insurance benefits are available for school day or for twenty-four hour coverage. Insurance information is available during the registration period in August.

Title IX and Sexual Harassment

District 51 has a policy of non-discrimination on the basis of sex. For a copy of that policy or the accompanying grievance procedure, contact the Title IX Coordinator at the school.

District 51 also has a policy regarding sexual harassment. For a copy of that policy, contact the building principal.

Integrated Pest Management Policy

District 51 has an Integrated Pest Management Policy that incorporates building maintenance, sanitation, physical barriers, and as a last resort, the safest, most effective means of pesticide. (This includes the application of pesticides to school grounds.) Although we have no intention of spraying or fogging with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the school office if you wish to be added to the registry.

Asbestos Containing Building Materials Management Plan

This is to notify you that Central School District 51 has submitted its Management Plan, prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA 40 CFR 763) for the school facilities. Copies of the Management Plan are available in the administrative office of the school district and in the administrative office of the school building. These plans are available for your inspection during normal business hours of the office (Monday through Friday 8:00 a.m. to 4:00 p.m.) and during other times by special arrangements. We request that an appointment be made with us to review such plans. To make arrangements please contact the District Superintendent.

Student Privacy Protections

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as

those with lawyers, physicians, and ministers.

7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

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

Instructional Material

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

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is

inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605**

**Notification of Rights Under the Protection of
Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical

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exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use :

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Central School District 51 policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Central School District 51 will directly notify parents of these policies at least annually, at the start of each school year, and after any substantive changes. Central School District 51 will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. District 51 will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys.

Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901**

**Sex Offender & Violent Offender Community
Notification Laws**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.